

TO: School Board Members
FROM: Douglas W. Sullivan, Superintendent
SUBJECT: Agenda Background
DATE: March 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** – February 9 regular Board Meeting and March 3 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 Recognition** – 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 on the school board website.

Sample motion: “I move to approve the agenda (or revised agenda) including the consent agenda consisting of the minutes from the February 9 regular board meeting, the March 3 special board meeting; the bills for March 2015; the financial reports for March 2015; the pledged assets report for March 2015; the personnel reports; the student/staff recognition; 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. **DPS Foundation Report** - DPS Foundation President James Peters will address the Board providing information on what the Foundation is doing which supports DPS. This agenda item is informational only. No action is requested.
 - b. **Regional After School Program (RASP) Report** – An updated report from the Regional After School Program (RASP) is available as a supporting document on the website. The

RASP Director Ms. Katlyn Nelson will be available to answer any questions. This agenda item is informational only. No action is required.

- c. **Teacher Grievances** – The School Board has received grievances from 57 Dickinson Public Schools teachers. Available under Supporting Documents is a list of the teachers who have filed a grievance. The grievances are filed based on the teacher’s participation in Curriculum Night at the elementary schools on the evening of December 2. Curriculum Night was held as an opportunity for parents to be educated regarding the changes in the curriculum.

As per page 12 of the 2014-2015 DPS negotiated agreement (posted on the website), following are the steps for the grievance process. If no agreement is reached in each step it may move to the next step. The teacher filing the grievance must be present at each step of the procedure.

Grievance Step 1 requires the teacher to submit the grievance to the building principal.

- Grievances were received by the five elementary principals in early December 2014.

Grievance Step 2 requires the teacher to submit the grievance to the superintendent.

- December 18, 2014 - 17 teachers from Lincoln, 10 teachers from Prairie Rose and 13 teachers from Roosevelt submitted requests for a grievance conference.
- December 19, 2014 - 22 teachers from Jefferson submitted requests for a grievance conference.
- December 23, 2014 - 13 teachers from Heart River submitted requests for a grievance conference.

Superintendent Sullivan requested from the DEA that the grievances be grouped by building which would only necessitate five meetings; however, that request was not approved. Consequently, individual meetings for each grievant was scheduled in December for the Lincoln, Jefferson, Prairie Rose and Roosevelt teachers. Those filing the grievances requested the superintendent move the grievance conferences to January. Superintendent Sullivan granted the request and rescheduled all grievance conferences in January to accommodate the teacher’s schedules and grouped the conferences by building. The grievance conferences were held January 6, 7th, 8th, 9th, and 12th. Superintendent Sullivan’s decision is posted as a Supporting Document.

Grievance Step 3 requires the teacher to submit the grievance to the board.

- March 4, 2015 – one teacher submitted a request to the Board for a grievance conference.
- March 5, 2015 – 41 teachers submitted requests to the Board for a grievance conference.
- March 6, 2015 – 15 teachers submitted requests to the Board for a grievance conference.

The negotiated agreement states: “The board will communicate in writing a decision to the grievant within ten (10) working days after the meeting.

- d. **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 posted a copy of the construction schedule. This agenda item is informational only. No action is requested.

- e. **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/6th 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.
- f. **Open Enrollment Applications** – Open enrollment applications are completed by non-residency parents that wish their children to attend DPS. Open enrollment applications are for parents that have recently moved and the deadline waiver applies (which the Board reviews throughout the year) **or** for parents that have not moved but wish their children to attend DPS. Those applicants that have not recently moved have a deadline of March 1 to turn in their application to DPS for the next school year. The below list of parents have not recently moved and have completed the application for open enrollment prior to the deadline. The starting date is fall of 2015.
- Two children of Jeffrey Davenport from South Heart to Dickinson (grades four and ten, tuition waived 2014-2015)

The administrative recommendation is to approve the applications for those students already attending DPS. Action is requested. **Sample motion: “I move to approve the request for two children of Jeffrey Davenport from South Heart to Dickinson.**

The following applications for open enrollment were received prior to the deadline. This student is not currently attending Dickinson Public Schools and does not have siblings attending DPS. The administrative recommendation is to disapprove this application for open enrollment. Action is requested.

- A child of Audrey McMacken from South Heart to Dickinson (kindergarten, no siblings attending DPS)

I move to disapprove the open enrollment application request for a child of Audrey McMacken from South Heart to Dickinson as per the District’s open enrollment policy.”

- g. **Superintendent’s Evaluation**– Board members completed a superintendent’s evaluation form. Board President Fehr reviewed the evaluations with Superintendent Sullivan. President Fehr will summarize the evaluations at the Board meeting. A copy of the evaluation summary is available on the website under Supporting Documents. Action is requested. **Sample motion: “I move to acknowledge that the school board members did evaluate Superintendent Sullivan, as required by North Dakota Century Code, and that the evaluations were satisfactory.”**
- h. **Extracurricular Cooperative Agreement with Trinity High School and Hope Christian Academy in Boys’ and Girls’ Swimming** – Trinity High School and Hope Christian Academy have requested a cooperative agreement in boys’ and girls’ swimming for the 2015-2016 school year. A copy of the agreement is posted under Supporting Documents on the web site. A Memorandum of Understanding has been drafted and was presented to the Dolphin Swim Club. The Dickinson Dolphin Swim Club will be

reviewing the Memorandum at its Tuesday, March 10 meeting. Mr. Guy Fridley, activities director, recommends approval of the extracurricular agreement. He will be available to answer any questions. Action is requested. **Sample motion: “I move to approve the extracurricular cooperative agreement with Trinity High School and Hope Christian Academy in boy’s and girls’ swimming for the 2015-2016 school year.”**

- i. **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.
- Dean Arneson, school counselor at Lincoln Elementary (38 years of service)
 - Carma Gerbig, paraprofessional at Hagen Junior High Academic Learning Center (19 years of service)
 - Sharon A. Hansen, Early Childhood Center Director (37 years of service)
 - MaryFrances Kocer, kindergarten instructor at Jefferson Elementary (1 year of service)
 - Bree Lefor, kindergarten instructor at Prairie Rose Elementary (1 year of service)
 - Rebecca Miller, district-wide English Language Learner instructor (7 years of service)
 - Dirk Smutzler, science instructor at Hagen Junior High (27 years of service)
 - Belinda Thomas, head cook at Hagen Junior High School (32 years of service)

These eight resignations have a combined total of 162 years of service, or an average of 20 years. 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 Dean Arneson, school counselor at Lincoln Elementary; Carma Gerbig, paraprofessional at Hagen; Sharon A. Hansen, Early Childhood Center Director; MaryFrances Kocer, kindergarten instructor at Jefferson Elementary; Bree Lefor, kindergarten instructor at Prairie Rose; Rebecca Miller, district-wide English Language Learner instructor; Dirk Smutzler, science instructor at Hagen; and Belinda Thomas, head cook at Hagen; all with an effective date of June 5, 2015.”**

- j. **School Board Regulation Revision, First Reading and Final Adoption** – NDSBA has recommended revisions to Board regulation AAC-BR-Discrimination and Harassment Grievance Procedure. A copy of the revised regulation is posted on the website under Supporting Documents. Areas that have been removed are noted as a ~~strike-out~~. Areas on the regulation that are new recommendations are noted in red text (this is new information to the regulation). Action is requested and a roll call vote is required on the motion. **Sample motion: “I move to adopt board regulation AAC-BR Discrimination and Harassment Grievance Procedure with one reading, as presented.”**
- k. **School Board Policy Revisions, Second Reading and Final Adoption** – 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 second reading and final 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 second reading of policy HBCC-Student Fundraising and policy AAC-Nondiscrimination and Anti-harassment Policy, as presented.”**

VII. Other

VIII. Adjournment

Announcements

- May 4-8 – Teacher/Staff Appreciation Week
- Wednesday, May 6, 7:00 p.m.–Teacher/Staff Retirement and Recognition Program, DHS auditorium.
- Wednesday, June 3, 7:00 p.m.–Southwest Community High School graduation, DHS auditorium
- Saturday, June 6, 1:00 p.m.–Dickinson High School graduation, DHS gymnasium