

**TO:** School Board Members  
**FROM:** Douglas W. Sullivan, Superintendent  
**SUBJECT:** Agenda Background  
**DATE:** August 11, 2014

- I. Call to Order** – Board 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 – July 14, 2014, Annual 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 – There are no student/staff recognitions.
  - g. Tuition Waiver Agreement – Andrea Tooley requested a tuition waiver for a child from Dickinson to Belfield.
  - h. RACTC Report – There is no RACTC Director’s report for the month of August.
- Sample motion: “I move to approve the agenda (or revised agenda) including the consent agenda consisting of the minutes from the July 14, 2014, annual meeting; the bills for August 2014; the financial reports for August 2014; the pledged assets report for August 2014; the personnel reports; and a tuition waiver request for a child of Andrea Tooley from Dickinson to Belfield; as presented. There is no RACTC report available.”**
- V. Superintendent’s Report** – Superintendent Sullivan will report on topics which do not appear elsewhere in the agenda.
- VI. Business Topics**
- a. **Summer Building and Grounds Project Update** – Assistant Superintendent Vince Reep will report on the status of the building and grounds projects being done this summer. Available on the website is a spreadsheet summarizing the completed projects. This agenda item is informational only. No action is requested.
  - b. **Health Insurance Committee Report** – Business Manager Vince Reep will report on the recommendations of the Health Insurance Committee and update the Board on the program.

The committee recommended an increase in the premiums of 9.5%. Available on the website is an information sheet regarding the premium rate. This agenda item is informational only. No action is requested.

- c. **Dickinson Education Association (DEA) Petition for Recognition** – The DEA had submitted two petitions which are posted on the website under Supporting Documents. The petitions are for:
  - i. Recognition of an appropriate negotiating unit
  - ii. Recognition of a representative organization
 Action is requested.
  
- d. **Prairie Rose Elementary School Expansion Bid Award** – Assistant Superintendent Reep and Superintendent Sullivan will address the Board providing information regarding the bids received breaking down each bid area. Ms. Jan Prchal from Hulsing and Associates will be in attendance. Alternative bid items will also be discussed. Available on the website is a summary report for the bids and also a request form to DPI for school construction approval.

After consultation meetings with the architect and reviewing the qualifications of the bidders, the administrative recommendation is to accept the lowest responsible bids from First Dakota Enterprises, CA Contracting, and Denny’s Electric. The total project cost for the construction bids, not including architect fees and contingency fees, will be \$2,603,833.

**Sample motion: “I move to accept the lowest responsible bid for the general contractor for the construction of the expansion at Prairie Rose Elementary from First Dakota Enterprises with a base bid of \$1,917,000.”**

**Sample motion: “I move to accept the lowest responsible bid for the mechanical contractor for the construction of the expansion at Prairie Rose Elementary from CA Contracting with a base bid in the amount of \$419,163.”**

**Sample motion: “I move to accept the lowest responsible bid for the electrical contractor for the construction of the expansion at Prairie Rose Elementary from Denny’s Electric with a base bid in the amount of \$267,670.”**

- e. **Budget and Tax Levy** - The Certificate of Levy is due in the County auditor’s office August 15. It may be amended until October 10 and the rest of the budget may be changed at any time by Board action. The revenue and expenditures are listed below.

General Fund	Revenue	Expenditures
	<u>\$38,589,310</u>	<u>\$38,589,310</u>
Capital Projects Fund	Revenue	Expenditures
	<u>\$3,403,000</u>	<u>\$4,599,500</u>
Debt Services Fund	Revenue	Expenditures
	<u>\$736,350</u>	<u>\$779,376</u>
Food Services Fund	Revenue	Expenditures
	<u>\$1,308,400</u>	<u>\$1,689,823</u>

**TOTAL** **\$44,037,060** **\$45,658,009**

Action is requested to approve the expenditure fund levels for 2014-2015. The administrative recommendation is to approve the budget as presented. **Sample motion: “I move to approve the general fund expenditures of \$38,589,310, the capital projects fund expenditures of \$4,599,500, the debt services fund expenditures of \$799,376, and the food services fund expenditures of \$1,689,823 for the 2014-2015 school term.”**

A copy of our Certificate of Levy for the year 2014-2015 is posted under Supporting Documents. The administrative and budget committee recommendation is to levy for 59.99 mills in the general fund and 10 mills in the building fund. After July 1, 2013, any existing levies for HVAC and remodeling debt were moved into the general fund levy. 2.73 mills of the 59.99 general fund mills will be used to pay off those debts. The total amount requested for all levies is \$9,424,800. Action is requested. **Sample motion: “I move to approve the Certificate of Levy for \$9,424,800 for the fiscal year ending June 30, 2015.”**

- f. **Consolidated Grant Application Approval for 2014–2015** - We have received notification of the amounts for several of our Federal grants. They are:

Title I	<u>\$622,895.00</u> + <u>\$82,919.19</u> carryover
Title IIA	<u>\$322,596.00</u> + <u>\$17,264.89</u> carryover
Total	<u>\$945,491.00</u> + <u>\$100,184.08</u> carryover

A synopsis of the Consolidated Grant Application is posted under Supporting Documents on the school board web site. The Board is required to approve the grant application annually prior to submittal. Action is requested. **Sample motion: “I move to approve the Consolidated Grant Application for Federal grants which includes Title I and Title IIA, as presented.”**

- g. **Title I Look-Alike Program** – Jefferson Elementary and Lincoln Elementary do not qualify for Title I funding due to its free and reduced lunch ratio in the building. Title I Look-Alike Programs may be funded by supplemental local funds specifically set aside for this purpose. Dickinson Public Schools is required to document in the school board meeting minutes the amount of supplemental funds set aside by the school district and its purpose, the building that will receive the funds and the purpose of the funds. The administrative recommendation is to designate supplemental funds in the amount of \$81,980 that will be set aside by the school district to provide supplemental services for at-risk students at Jefferson Elementary and \$91,380 set aside by the school district to provide supplemental services for at-risk students at Lincoln Elementary, to support their achievement toward meeting the state’s student academic achievement standards. Action is requested. **Sample motion: “I move to designate supplemental funds in the amount of \$81,980 be set aside by the school district for at-risk students at Jefferson Elementary and \$91,380 be set aside by the school district for at-risk students at Lincoln Elementary, for the 2014-2015 school year to provide supplemental services to support these student’s achievement toward meeting the state’s student academic achievement standards.”**

- h. **Girls’ Fastpitch Softball Cooperative Agreement** - The South Heart Public School District has requested a girls’ fastpitch softball cooperative agreement with DPS. Athletic

Director Guy Fridley will be in attendance to answer any questions. The proposed agreement is posted on the website under Supporting Documents. Administrative recommendation is to approve the agreement. **Sample motion: “I move to approve the extracurricular cooperative agreement with South Heart Public School District for girls’ fastpitch softball for the 2014-2015 school year.”**

- i. **Gymnastics Cooperative Agreement** - The Glendive Public School District has requested a gymnastics cooperative agreement with DPS. Athletic Director Guy Fridley will be in attendance to answer any questions. The proposed agreement is posted on the website under Supporting Documents. Administrative recommendation is to approve the agreement. **Sample motion: “I move to approve the extracurricular cooperative agreement with Glendive Public School District for gymnastics for the 2014-2015 school year.”**
  
- j. **Authorized Representative for the 21<sup>st</sup> Century Community Learning Centers (CCLC) Program** – The 2014-2015 21<sup>st</sup> Century Grant to be submitted to DPI must include verification that the school board of the fiscal agent for the grant appointed an authorized representative for the grant. As managing and administering the 21<sup>st</sup> Century Grant is in the portfolio of Assistant Superintendent Reep, it would be most appropriate for him to be appointed by the school board as the authorized representative for the grant. Action is requested. **Sample motion: “I move to appoint Assistant Superintendent Vince Reep as the authorized representative for the 21<sup>st</sup> Century Community Learning Center grant for the 2014-2015 school year.”**
  
- k. **Committee Assignments** – At the July School Board Meeting, the appointment for a board representative to the Roughrider Area Career & Technology Center (RACTC) Governing Board was tabled. Action is requested. **Sample motion: “I move to designate \_\_\_\_\_ as the primary school board representative and \_\_\_\_\_ on as the secondary school board representative on the Roughrider Area Career & Technology Center.”**
  
- l. **Open Enrollment Applications** – Joshua Lehman applied for open enrollment for his three children to be admitted to the Dickinson Public Schools from the South Heart School District. These students have been attending DPS and recently moved into the South Heart school district; therefore, the deadline waiver applies. The administrative recommendation is to approve the three applications. Action is requested. **Sample motion: “I move to approve the request for three children of Joshua Lehman be admitted to the Dickinson Public Schools under the open enrollment policy.”**
  
- m. **Board Policy Addition–First Reading** – The following new policies are presented for consideration and are posted on the website under policies first reading.
  - FFC-Bus ConductAdministrative recommendation is to add the above noted policies. Action is requested. **Sample motion: “I move to accept the first reading approval of the addition of policy FFC as presented.”**
  
- n. **Board Policy Revisions–First Reading** The following revised policies are presented for consideration and are posted on the website under policies first reading.
  - ACBD-School Medication Program

a. NDSBA recommended amendments to the revised policy submitted in them in June.

- BBC-Method of Filling a Board Vacancy
- BEB-New Member Orientation
- CAAB-Superintendent Evaluation Procedure
- FFK-Suspension and Expulsion

Areas from the DPS policy that have been removed on the NDSBA revision are noted as a ~~strike-out~~. Areas on the NDSBA policy that do not appear on the DPS policy are noted as **red** (this is new information on the policy). Areas on the revised NDSBA policy where the DPS policy language has been incorporated are noted in **purple**.

Administrative recommendation is to add and revise the above noted policies. Action is requested. **Sample motion: “I move to accept the first reading approval of revised policies ACBD, BBC, BEB, CAAB, and FFK, as presented.”**

**o. Board Regulation Revision-First Reading and Final Adoption** – Administration recommends revising Board Regulation FFK-BR1-Suspension and Expulsion Regulation to reflect a similar change to policy FFK-Suspension and Expulsion redefining “suspension”. A copy of the proposed revised policy is available on the school board website. Action is requested. **Sample motion: “I move to accept the first reading and final adoption of the revision to board regulation FFK-BR1-Suspension and Expulsion Regulation, as presented.”**

**p. Board Policy Additions – Second Reading and Final Adoption** – Available on the website under Supporting Documents are the following proposed board policy additions for consideration of the school board.

- ACDBA-Video Cameras on School Buses
- DED-Administrative Leave and Suspension
- FCAE-Suicide Prevention
- HCAB-Bidding Requirements and Procedures

**Sample motion: “I move to accept the second reading and final approval of the additions of board policies ACDBA, DED, DHBE, FCAE, and HCAB, as presented.”**

**q. Board Policy Revisions – Second Reading and Final Adoption** – Available on the website under Supporting Documents are proposed revisions to board policies. Areas from the DPS policy that have been removed on the NDSBA revision are noted as a ~~strike-out~~. Areas on the NDSBA policy that do not appear on the DPS policy are noted as **red** (this is new information on the policy). Areas on the revised NDSBA policy where the DPS policy language has been incorporated are noted in **purple**.

- ABBA-North Dakota’s Comprehensive Model School Policy for Tobacco Use
- ACCA-Sexual Offenders on School Property
- ACDA-Acceptable Use
- ACEA-Bullying Prevention Policy
- DDA-Sick Leave
- DHA – Licensure
- DHBA-Professional Development
- DKBB – Resignation

- FCAC-Head Lice
- KACB – Complaints About Personnel

**Sample motion: “I move to accept the second reading and final approval of the revisions of board policies ABBA, ACCA, ACDA, ACEA, DDA, DHA, DHBA, DKBB, FCAC and KACB, as presented.”**

**VII. Other**

**VIII. Adjournment**

**Announcements:**

Booster Club Kick-off Picnic, Sunday, August 24, 5:30 p.m. at the Dickinson Recreation Center