

**TO:** School Board Members  
**FROM:** Douglas W. Sullivan, Superintendent  
**SUBJECT:** Agenda Background  
**DATE:** July 13, 2015

- I. **Call to Order** – President Fehr will call the meeting to order.
- II. **Election of Officers**
- a. **President** – President Fehr will conduct the election of a new president. **Sample motion: “I nominate \_\_\_\_\_ for president of the Dickinson Public School District.”**
  - b. **Vice-President** – The newly elected president will conduct the election of the new vice-president. **Sample motion: “I nominate \_\_\_\_\_ for vice president of the Dickinson Public School District.”**
- III. **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.
- IV. **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.
- V. **Consent Agenda**
- a. **Minutes** – June 8 regular 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 website.
  - c. **Financial Report** – The Financial Report is posted under Financial Reports on the school board website.
  - d. **Pledged Assets Report** – The Pledged Assets Report is posted under Financial Reports on the school board website.
  - e. **Personnel Reports** – The personnel reports are posted under Supporting Documents on the school board website.
  - f. **Student/Staff Recognition** – There are no student/staff recognitions for the month of July.
  - g. **Tuition Waiver Agreement** – A tuition waiver agreement request for six children of Kristi White from Belfield to Dickinson for the 2015-2016 school year. These children have been attending Dickinson Public.
  - h. **RACTC Report** – There is no RACTC Director’s report for the month of July.

**Sample motion: “I move to approve the agenda (or revised agenda) including the consent agenda consisting of the minutes from the June 8 regular board meeting, the bills for July 2015; the financial reports for July 2015; the pledged assets report for July 2015; the personnel reports; and a tuition waiver request for six children of Kristi White; as presented. There are no student/staff recognitions and no RACTC report.”**

- VI. **Superintendent’s Report** – Superintendent Sullivan will report on topics which do not appear elsewhere in the agenda.

## VII. Business Topics

- a. **Sale of General Obligation Building Fund Bonds** – Today at 10:00 a.m. MT (July 13) there was a bid for the sale of the General Obligation Fund Bonds, Series 2015. Available on the website under Supporting Documents is a draft bond resolution. The final version with the final sale results will be emailed this afternoon from the bond attorney, Scott Wegner, for the Board’s consideration. Mr. Scott Wegner with Arntson Stewart Wegner PC will address the Board and explain the process. Based on the results of the sale, if the Board should decide to consider the bid sale, a sample motion will be provided.
- b. **Partners in Parenting Update** – Mrs. Stacy Kilwein, Coordinator, has provided a report which is posted under Supporting Documents. Mrs. Kilwein will be present at the meeting to give an update and answer any questions. This agenda item is informational only. No action is requested.
- c. **School Resource Officer Report** – Officer Ron VanDoorne with the Dickinson Police Department will address the Board providing an update to the areas the School Resource Officer has served within the District since the beginning of the 2014-2015 school year. This agenda item is informational only. No action is requested.
- d. **Activities/Athletic/PAC Fundraising Update** – Mr. Guy Fridley, Activities Director, will provide information to Board members regarding the fundraising activities for the past fiscal year. A copy of a summary report is available on the website under Supporting Documents for the Activities/Athletic and a separate report is available on the website summarizing the PAC fundraising for the past fiscal year. This agenda item is informational only. No action is requested.
- e. **ADM Report and Transportation Report** – Available on the website under Supporting Documents are copies of these two reports. Superintendent Sullivan will address the board providing a summary. The district was in compliance with Century Code as these two reports were submitted before the June 30, 2015, deadline. This agenda item is informational only. No action is requested.
- f. **Middle School Update** – Superintendent Sullivan will provide updated information on the new middle school. This agenda item is informational only. No action is requested.
- g. **Middle School Construction Funding** – The school board members may be aware that a 1% sales tax was imposed by a vote of the people for the City of Dickinson. The revenue generated through this sales tax is designated for three specific purposes. One of the requirements is that 30% of the revenue shall be utilized to “enhances social and economic vitality of Dickinson and the Southwest area.” Discussions with city officials indicate it may be possible for the Dickinson Public Schools to acquire some revenue to assist in paying for construction of the new middle school. Specifically, the revenue would be utilized to help pay expenses for outdoor athletic facilities and the indoor second gymnasium. The estimated cost of these facilities is \$1,730,000.00. Traditionally, the school district has cooperated with the Park District and City of Dickinson in making these types of facilities available for community use. Two documents are posted under supporting documents regarding this topic. The administrative recommendation is to request \$1.5 million in sales tax dollars from the City to assist with construction of these facilities at the new middle school. Action is requested. **Sample motion: “I move to request \$1.5 million in sales tax dollars from the City of Dickinson to assist with**

**construction expenses for the second gymnasium, the outdoor track and athletic facilities at the new middle school.”**

- h. Annual Financial Report** – A copy of the annual financial report is posted under Supporting Documents on the school board web site. Superintendent Sullivan will review portions of the report. The report is a summary of 2014-2015 expenditures and revenue in DPI format. Action is requested. **Sample motion: “I move to approve the Annual Financial Report for the fiscal year beginning July 1, 2014, and ending June 30, 2015, as presented.”**
- i. Meeting Day and Time** – The Board will need to establish its regular meeting day and time. It is currently the second Monday of the month at 5:00 p.m. Does the second Monday of the month at 5:00 p.m. work for everyone or would you like to change it? Due to legislative action regarding tax levy notification, the August meeting may not begin before 6:00 p.m. The second Tuesday in April is during the NSBA Conference in Boston. A suggested calendar for Board meetings for 2015-2016 is posted on the website under Supporting Documents. Action is requested to schedule the Board meetings. **Sample motion: “I move that the regular meeting of the Dickinson Public School District be set for the second Monday of each month beginning at 5:00 p.m., with the exception of the August 10 meeting to begin at 6:00 p.m. and the April meeting to be held on \_\_\_\_\_ at 5:00 p.m.”**
- j. Board Workshops** – The Board will discuss possible dates, times and agenda items for their annual Board workshops at the meeting. Board members should forward agenda items for the Board workshops to Superintendent Sullivan. No decisions will be made during the workshop but topics discussed could become future Board meeting agenda items. Superintendent Sullivan suggests that all District administrators attend the sessions on topics that pertain to their areas of responsibility. Action is requested to schedule the Board workshops. In 2010 and 2011, these workshops were held after the September and October Board meetings. In 2012, 2013, and 2014, the workshops were held after the October and November Board meetings. **Sample motion: “I move to schedule the Board workshops on ..... at \_\_\_\_\_ (time and location).”**
- k. School Board Authorized Representative** – Many federal programs require official Board minutes declaring the designation of the authorized representative for the District. Action is requested. **Sample motion: “I move that Superintendent Douglas W. Sullivan be named the authorized representative of the Dickinson Public School District that shall include and not be limited to the Department of Public Instruction and the legislature. Also, Superintendent Sullivan shall be the authorized representative for the District for all federal programs, including but not limited to: all school lunch programs, vocational programs, the Energy Infrastructure and Impact Office, Title I, E-rate and Job Service programs. Additionally, I move that Director of Instruction Melanie Kathrein be named the authorized representative for the District Title IIa program.”**
- l. Special Education Authorized Representative** – Many grant programs require an authorized representative from the District be designated. Administrative recommendation is to designate Mrs. Dorothy Martinson, Director of Student Services, as the authorized representative for VI-B and other special education grants. Action is requested. **Sample motion: “I move that Dorothy Martinson be named the authorized representative for the Dickinson Public School’s VI-B and other special education grants.”**

- m. **Authorized Representative for the 21<sup>st</sup> Century Community Learning Centers (CCLC) Program** – The 2015-2016 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 Hagen Assistant Principal Casaundra Francis, it would be most appropriate for her to be appointed by the school board as the authorized representative for the grant. Action is requested. **Sample motion: “I move to appoint Hagen Assistant Principal Casaundra Francis as the authorized representative for the 21<sup>st</sup> Century Community Learning Center grant for the 2015-2016 school year.”**
- n. **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 \$90,731 that will be set aside by the school district to provide supplemental services for at-risk students at Jefferson Elementary and \$100,929 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 \$90,731 be set aside by the school district for at-risk students at Jefferson Elementary and \$100,929 be set aside by the school district for at-risk students at Lincoln Elementary, for the 2015-2016 school year to provide supplemental services to support these student’s achievement toward meeting the state’s student academic achievement standards.”**
- o. **Designate Official Newspaper** – North Dakota Century Code requires that the school district designate an official newspaper. Action is requested. **Sample motion: “I move to designate the Dickinson Press as the official newspaper of the Dickinson Public School District.”**
- p. **Bank Depository Designation** – State law requires us to designate all depositories at our annual meeting. The administrative recommendation is to designate American Bank Center as the official depository for the school district checking account and other investments and Wells Fargo Bank, Bank of the West and Dacotah Bank as depositories for investments. Action is requested. **Sample motion: “I move that American Bank Center be designated as the official depository for the school district checking account and other investments and further move that Wells Fargo Bank, Bank of the West, Dacotah Bank, and Dakota Community Bank be designated as depositories for investments for the 2015-2016 fiscal year.”**
- q. **Committee Assignments** – Board members are recommended to establish Board representatives for teacher negotiations, administrative negotiations, and RACTC for 2015-2016. Mrs. Kris Fehr and Mr. Jason Hanson have served as Board representatives on the for teacher negotiations. Mrs. Kris Fehr and Mrs. Sarah Ricks have served as Board representatives for administrative negotiations. Mrs. Sarah Ricks and Mr. Jason Hanson have served as primary and secondary representatives on the Roughrider Area Career &

Technology Center (RACTC) Governing Board. Other committee assignments are listed on the document posted under Supporting Documents. The committee assignments will be discussed and finalized at the Board meeting. Action is requested. **Sample motion: “I move to designate for 2015-2016 Mrs. Kris Fehr and Mr. Jason Hanson as primary Board representatives for teacher negotiations with Mrs. Sarah Ricks assigned as a secondary representative. I also move to designate Mrs. Kris Fehr and Mrs. Sarah Ricks as Board representatives on the administrative negotiations with Mr. Jason Hanson assigned as a secondary representative; to designate Mrs. Sarah Ricks as the primary school board representative on the Roughrider Area Career and Technology Center and Mr. Jason Hanson as the secondary representative; and to designate Mr. Jason Hanson as the primary school board representative on the Stark County Job Authority and Mrs. Sarah Ricks as the secondary representative.”**

- r. **Conflict of Interest** – Copies of the school board member’s most recent Statement of Interest forms are posted under Supporting Documents. Any changes or updates will need to be done orally at the meeting. We need a motion on each Board member’s potential conflicts of interest because Board members cannot participate in the vote on their own situations. The Board president will have each Board member read their potential conflicts and the Board will make a decision on each one. Action is requested. **Sample motion: “I move to allow (Board member’s name) to participate and vote on the identified potential conflicts in accordance with NDCC 15.1-07-17.”**
- s. **Teacher Negotiations Update** – President Fehr will update board members regarding teacher negotiations. This agenda item is informational only. No action is requested.
- t. **School Board Policy Revision, First Reading** – NDSBA has recommended revisions to board policy FGDD-Student Publications based on the passing of HB 1471. Posted under supporting documents is a copy of the policy. Proposed revisions from the NDSBA are noted in red text, proposed administrator revisions are noted in purple text. The administrative recommendation is to revise policy FGDD. Action is requested and a roll call vote is required on the motion. **Sample motion: “I move to complete the first reading of policy FGDD-Student Publications and Freedom of Expression, as presented.”**
- u. **School Board Policy Revision, Second Reading and Final Adoption** – Policy AAC-Nondiscrimination and Anti-Harassment Policy is available on the website under Supporting Documents. Attorney Phillips has provided guidance to President Fehr regarding proposed revisions to the policy. Proposed revisions from the NDSBA are noted in red text; proposed revisions from the School Board are noted in purple text; proposed revisions recommended by Attorney Phillips are noted in blue text. At the March 9 School Board meeting, policy AAC was proposed for a second reading but was then tabled. Action is requested. A roll call vote is required on the motion. **Sample motion: “I move to complete the second reading of revised policy AAC-Nondiscrimination and Anti-Harassment.”**
- v. **Attorney Consultation - Dickinson Education Association v. Dickinson Public School District (Executive Session Anticipated)** – The next item on the agenda is Attorney Consultation regarding civil litigation against the District entitled *Dickinson Education Association v. Dickinson Public School District*, Civil No. 45-2015-CV-00273, Stark County District Court. A written order reflecting the decision and a corresponding

judgment has been received by DPS. This item may be discussed in an executive session. The legal authority for closing this portion of the meeting is North Dakota Century Code section 44-04-19.1 (2). The topic or purpose of this executive session is Attorney Consultation Regarding Civil Litigation.

**VIII. Other**

**IX. Adjournment**

**Announcements**

1. A copy of the school registration and open house schedules are posted on the website.
2. Please bring your calendars to the Board meeting or contact Twila before the meeting of any conflicts with any possible dates in August-November so we can select dates for the Board workshops.