

TO: School Board Members
FROM: Douglas W. Sullivan, Superintendent
SUBJECT: Agenda Background
DATE: July 11, 2016

- I. **Call to Order** – President Ricks will call the meeting to order.
- II. **Election of Officers**
 - a. **President** – President Ricks 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 20 regular board meeting. The minutes are posted under Minutes on the school board website.
 - b. **Bills** – The bills are posted under Financial Reports on the school board website.
 - c. **Financial Reports** – The Financial Reports are posted under Financial Reports and Other 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.

Sample motion: “I move to approve the agenda (or revised agenda) including the consent agenda consisting of the minutes from the June 20 regular board meeting, the bills for July 2016; the financial reports for July 2016; the pledged assets report for July 2016; and the personnel reports.”
- VI. **Superintendent’s Report** – Superintendent Sullivan will report on topics which do not appear elsewhere on the agenda.
- VII. **Business Topics**
 - a. **Election Updates** – There was a school board member election and a question to publish the school board meeting minutes was voted at the June 14 primary elections. These were on the ballot in conjunction with the Stark County and Dunn County elections. The abstract with the results from the county elections was received by the school district on June 21. Results from the election for both Stark County and Dunn County combined for the four-year Board member term: David W. Wilkie-2,427 votes, Brent Seaks-2,220 votes,

and Sheila Getz-1,969 votes. Results from the election for both Stark County and Dunn County combined for the two-year Board member term: Kimberly L. Schwartz-2,539 votes and Kris Fehr-1,416 votes. Results for the question to publish the meeting minutes in the official newspaper has passed with 3,713 yes votes and 444 no votes. This agenda item is informational only. No action is requested.

- b. **Dickinson Middle School Construction Update** – Representatives from Mortenson Construction will be attending the Board meeting and presenting updated information on the construction of Dickinson Middle School. This agenda item is informational only. No action is requested.
- c. **Activities/Athletic/PAC Fundraising Update** – Mr. Guy Fridley, Activities Director, will provide information to Board members regarding the athletic/activities fundraising for the past fiscal year. A copy of a summary report is available on the website under Supporting Documents for the Activities/Athletic fundraising. There is a separate report posted on the website summarizing the PAC fundraising for the past fiscal year. This agenda item is informational only. No action is requested.
- d. **Transportation Report** – Available on the website under Supporting Documents is a copy of the 2015-2016 DPS Transportation Report. Superintendent Sullivan will address the board providing a summary. The district was in compliance with Century Code submitting this report before the June 30, 2016, deadline. This agenda item is informational only. No action is requested.
- e. **Annual Financial Report** – A copy of the annual financial report is posted under Supporting Documents on the school board web site. Assistant Superintendent Reep will review portions of the report. The report is a summary of 2015-2016 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, 2015, and ending June 30, 2016, as presented.”**
- f. **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. Due to legislative action regarding tax levy notification, the August meeting may not begin before 6:00 p.m. A suggested calendar for Board meetings for 2016-2017 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 8 meeting to begin at 6:00 p.m.”**
- g. **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, 2014, and 2015 the workshops were held after the October and November Board meetings. **Sample motion: “I move to schedule the**

Board workshops after the School Board Meetings on _____ at the Central Administration Office.”

- h. 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 I program.”**
- i. 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.”**
- j. Authorized Representative for the 21st Century Community Learning Centers (CCLC) Program** – The 2016-2017 21st 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 21st 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 21st Century Community Learning Center grant for the 2016-2017 school year.”**
- k. 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 \$92,640 that will be set aside by the school district to provide supplemental services for at-risk students at Jefferson Elementary and \$101,998 set aside by the school district to provide supplemental services for at-risk students at Lincoln Elementary, to support their attainment toward meeting the state’s student academic achievement standards. Action is requested. **Sample motion: “I move to designate supplemental funds in the amount of \$92,640 be set aside by the school district for at-risk students at Jefferson Elementary and \$101,998 be set aside by the school district for at-risk students at Lincoln Elementary, for the 2016-2017 school year to provide supplemental services to support these student’s attainment toward meeting the state’s student academic achievement standards.”**

- l. **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.”**

- m. **Bank Depository Designation** – State law requires the District to designate all depositories at its 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, Dacotah Bank, Dakota Community Bank, and Cornerstone 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, Dakota Community Bank, and Cornerstone Bank be designated as depositories for investments for the 2016-2017 fiscal year.”**

- n. **Open Enrollment Applications** – Melissa Lee applied for open enrollment for her child to be admitted to the Dickinson Public Schools from New England School District. This child attended DPS in 2015-2016. Kristi White applied for open enrollment for her child to be admitted to DPS from Belfield Public. She recently moved and therefore the deadline waiver applies. The administrative recommendation is to approve the applications. Action is requested. **Sample motion: “I move to approve the request for a child of Melissa Lee from New England to Dickinson and a request for a child of Kristi White from Belfield to Dickinson to be admitted to the Dickinson Public Schools as per the open enrollment requests.”**

- o. **Committee Assignments** – Board members are recommended to establish Board representatives for teacher negotiations, administrative negotiations, Stark County Job Authority, and RACTC for 2016-2017. Mrs. Sarah Ricks has served as Board representative for teacher negotiations and administrative negotiations. She has also served as primary representative 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 2016-2017 Mrs. Sarah Ricks and Mrs. Kim Schwartz as primary Board representatives for teacher negotiations. I further move to designate Mr. Brent Seaks and Mrs. Tanya Rude as Board representatives on the administrative negotiations with Mr. David Wilkie assigned as a secondary representative; to designate Mr. Brent Seaks as the primary school board representative on the Roughrider Area Career and Technology Center and Mrs. Sarah Ricks as the secondary representative; and to designate Mrs. Tanya Rude as the primary school board representative on the Stark County Job Authority and Mr. David Wilkie as the secondary representative.”**

- p. **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. Board member’s cannot participate on the motion on their own potential conflict of interest. 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.”**

- q. **Board Policy Revisions-Second Reading and Final Adoption** –Revisions have been made to policy CAAA-Superintendent Recruitment and Appointment and policy GAAD-Selection and Adoption of Instructional Materials to align with policy AAC protected statuses. The revised policies are available on the website under Supporting Documents. Areas from the DPS policy that have been removed are noted as a ~~strike-out~~. New language to the policy is noted in **red text**. The administrative recommendation is to revise policy CAAA and policy GAAD. Action is requested. *A roll call vote is required on the motion.* **Sample motion: “I move to accept the second reading approval of revised board policies CAAA-Superintendent Recruitment and Appointment and GAAD-Selection and Adoption of Instructional Materials, as presented.”**

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 the Board can select dates for the Board workshops.