

TO: School Board Members
FROM: Douglas W. Sullivan, Superintendent
SUBJECT: Agenda Background
DATE: January 8, 2018

- I. **Call to Order** – President Ricks 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** – Minutes from the December 11 Board meeting 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. **RACTC Director’s Report** – The December report from RACTC Director Kevin Nelson is posted under Supporting Documents.
 - g. **Tuition Waiver Agreements** – A tuition waiver request for two children of April Grant from Dickinson Public to South Heart Public, a tuition waiver request for two children of Melissa Heinert from Bowman Public to Dickinson Public, and a tuition waiver request for a child of Rebecca Suzanne Phillips from New England Public to Dickinson Public. Ms. Heinert’s children have been attending DPS.
 - h. **Students/Faculty/Staff Recognitions** – The students/faculty/staff recognitions are posted on the Consent Agenda.

Sample motion: “I move to approve the agenda (or revised agenda) including the consent agenda consisting of the minutes from the December 11 regular board meeting; the bills for December 2017; the financial reports for December 31, 2017; the pledged assets report for December 31, 2017; the personnel reports; the students/faculty/staff recognitions; a tuition waiver request for two children of April Grant from Dickinson Public to South Heart Public, a tuition waiver request for two children of Melissa Heinert from Bowman Public to Dickinson Public, and a request for a child of Rebecca Suzanne Phillips from New England Public to Dickinson Public; and the RACTC director’s report; as presented.”

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

VI. Business Topics

- a. **Selection of Construction Management At-Risk (CMAR)** - At the November 30 Special School Board meeting, the Board directed the administration to move forward with the process to seek applications for the Request for Qualifications for the renovation at P.S. Berg Elementary. As per requirements in the N.D. Century Code 48-01.2-20 which is posted on the website, the selection committee for the Construction Management At-Risk was comprised of Jan Prchal (a registered architect), Scott Schneider (a registered engineer), Shane Roers (a licensed contractor who was not contending for the position), and Business Manager Kent Anderson. Available under Supporting Documents is a copy of a letter from Mr. Anderson regarding the CMAR interview selection process. Available under Supporting Documents is a copy of the scoring sheet used during the interviews. Business Manager Anderson will address the Board sharing additional information and will provide a recommendation from the selection committee. Action is requested. A roll call vote would be in order. **Sample motion: “I move to award the Construction Management At-Risk Company for the renovation of P.S. Berg Elementary to _____ and direct Business Manager Anderson to work with _____ to reach an agreement on compensation and contract terms.”**
- b. **Principal Reports** – Jefferson Elementary Principal Sara Streeter and Dickinson Middle School Principal Marcus Lewton will provide information regarding the events, activities, and achievements at Jefferson Elementary and Dickinson Middle School. This agenda item is informational only. No action is requested.
- c. **P.S. Berg Elementary School Designation as a K-5 School** – For purposes of identifying Berg Elementary as a K-5 building when it reopens, administration recommends Board members make a formal motion. This will be beneficial when setting up Berg Elementary with the Department of Public Instruction. Superintendent Sullivan will address any questions from the Board. Action is requested. **Sample motion: “I move to reopen P.S. Berg Elementary as a K-5 elementary school beginning the 2018-2019 school year.”**
- d. **2018-2019 DPS School Calendar** – The Calendar Committee has met and proposed a 2018-2019 school calendar. Minutes from the meeting are available under the District-wide Committee Meeting Minutes. Cabinet members met and proposed early release dates. The proposed calendar is available on the website under Supporting Documents. At the Board meeting, Superintendent Sullivan will provide more details and answer any questions. Action is requested. **Sample motion: “I move to approve the 2018-2019 school calendar with a starting date of August 22, 2018; the last day of school scheduled for May 22, 2019; and graduation scheduled for Sunday, May 26, 2019.”**
- e. **ABBB-AR Community Use of School Facilities, Administrative Regulation** – N.D.C.C. § 15.1-06-14 permits school districts to utilize buildings for non-educational purposes. Administrative Regulation for Community Use of School Facilities ABBB-AR has been utilized by the District for many years and should to be updated to include Dickinson Middle School. Dickinson Middle School Assistant Principal Shawn Leiss provided input regarding Dickinson Middle School in the administrative regulation. ABBB-AR is posted on the website under Supporting Documents. Revisions proposed by the administration are noted in red text. Administrative recommendation is to approve

the revised ABBB-AR as presented. Action is requested. Sample motion: **“I move to approve revised ABBB-AR-Community Use of School Facilities, as presented.”**

- f. **Extracurricular Cooperative Agreement with New England Public Schools in Gymnastics** – New England Public Schools would like to do a cooperative agreement in gymnastics for the 2017-2018 school year. A copy of the agreement is available upon request. 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 New England Public Schools in gymnastics for the 2017-2018 school year.”**
- g. **Early Resignation Incentive** – The following individuals have submitted a notification of their resignation before the deadline to receive the early resignation incentive.
- Jeri Braunagel, mathematics instructor at Dickinson High School (21 years of service)
 - Jane Cornell, leveled literacy interventionist at Prairie Rose Elementary (39 years of service)
 - Ron Dockter, principal at Dickinson High School (14 years of service)
 - Carla Fettig, literacy coach at Prairie Rose Elementary (29 years of service)
 - Darlene Henning, visually impaired instructor at Dickinson High School (34 years of service)
 - Sherry Libis, principal at Prairie Rose Elementary (18 years of service)
 - Amy Rudolph, special education instructor at Prairie Rose Elementary (4 years of service)
 - Laura Tescher, special education instructor at Dickinson High School (16 years of service)
 - Cynthia Welch, kindergarten instructor at Lincoln Elementary (22 years of service)

The administration will verify their eligibility and evaluate the vacancy these positions may create and will post any openings at a later date. The administrative recommendation is to approve the early resignation incentives. Action is requested. Sample motion: **“I move to approve the early resignation incentive from Jeri Braunagel, mathematics instructor at Dickinson High School; Jane Cornell, leveled literacy interventionist at Prairie Rose Elementary; Carla Fettig, literacy coach at Prairie Rose Elementary, Darlene Henning, visually impaired instructor at Dickinson High School; Amy Rudolph, special education instructor at Prairie Rose Elementary; Laura Tescher, special education instructor at Dickinson High School; and Cynthia Welch, kindergarten instructor at Lincoln Elementary, all with an effective date of May 25, 2018. I further move to approve the early resignation incentives from Ron Dockter, principal at Dickinson High School and Sherry Libis, principal at Prairie Rose Elementary with an effective date of June 30, 2018.”**

- h. **Superintendent’s Contract** – Board President Ricks has met with Superintendent Sullivan to discuss his contract. She will provide further details at the meeting. Action is requested. Sample motion: **“I move to extend a one-year contract to Dr. Douglas W. Sullivan for the position of superintendent of the Dickinson Public Schools with a salary of \$201,496 plus fringe benefits, as specified in the 2018-2019 Superintendent’s Contract.”**

VII. Other

VIII. Adjournment

Announcements:

NDSBA Negotiations Seminar is scheduled for February 8-9 at the Bismarck Ramkota.