

**TO:** School Board Members  
**FROM:** Douglas W. Sullivan, Superintendent  
**SUBJECT:** Agenda Background  
**DATE:** May 14, 2018

- I. Call to Order** – President Seaks 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 – April 14 School Board Meeting, April 20 Special School Board Meeting, and April 30 Special School 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. RACTC Report – The RACTC Director’s April report is posted on the website under Supporting Documents.
  - g. Tuition Waiver Agreements – A tuition waiver request for two children of Dustin Honeyman from Dickinson to South Heart and a tuition waiver request for a child of Kay Lanfersieck from Dickinson to South Heart.
  - h. Student/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 April 16 regular School Board Meeting, April 20 Special School Board Meeting, and April 30 Special School Board Meeting, the bills for April 2018; the financial reports for April 30, 2018; the pledged assets report for April 30, 2018; the personnel reports; the RACTC Director’s report; a tuition waiver request for two children of Dustin Honeyman from Dickinson to South Heart and a tuition waiver request for a child of Kay Lanfersieck from Dickinson to South Heart; and the students/faculty/staff recognitions; as presented.”**

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

- a. **Principal Reports** – Roosevelt Elementary Principal Henry Mack, Lincoln Elementary Principal Tammy Peterson, and Heart River Elementary Principal Susan Cook will provide information regarding the events, activities, and achievements at Lincoln Elementary, Heart River Elementary, and Roosevelt Elementary schools. This agenda item is informational only. No action is requested.
- b. **Budget Input and Development Committee Update** – Board President Seaks and Board Member Rodakowski are the Board representatives on the Budget Committee. The Budget Committee met on April 20. A copy of the meeting minutes are available on the District’s website under the District-wide Committee Meetings link. As part of the 2018-2019 budget preparation and longer-term financial forecasts, administration requested guidance from the Budget Committee with regards to establishing a target/limit for Dickinson Public Schools fiscal year-end general fund balance. This agenda item is informational only. No action is requested.
- c. **Dickinson High School (DHS) Architect Selection Committee:** On May 1, 2018, the Dickinson High School (DHS) Architect Selection Committee interviewed three of the eight firms that submitted statements of qualifications to serve as the architect for proposed programming, design, and construction renovations at DHS. The Selection Committee recommends Board approval of Hulsing & Associates Architects, P.C., Dickinson, ND in partnership with Perkins+ Will, architecture firm out of Minneapolis, MN, as the Architects for the DHS project. Jan Prchal, representing Hulsing & Associates, is available for questions, if any. Action is requested. **Sample motion: “I move to approve the recommendation from the Dickinson High School architect selection committee and approve Hulsing & Associates in partnership with Perkins + Will as the architects for the DHS project.”**
- d. **Wellness End-of-Year Summary** – Superintendent Sullivan will address the board. Building Administrators will be available for questions. The district Wellness End of the Year Summary is posted under Supporting Documents. **Red** underlined text represents the changes in the summary from the beginning of the school year. This agenda item is informational only. No action is requested.
- e. **Annual Meeting Date and Time** - Board members should schedule the annual meeting date. President Seaks is proposing scheduling the annual meeting for Monday, July 16. Please check your calendars to find out if this date is acceptable. Action is requested. **Sample motion: “I move to schedule the annual school board meeting for Monday, July 16, at 5:00 p.m. at the Central Office.”**
- f. **Major Summer Building Projects** – Business Manager Anderson will report to the Board on several aspects of Buildings and Grounds items. Available under Supporting Documents is a summary of the proposed projects. Mr. Anderson will report on the major projects list proposed for late spring and summer work. This agenda item is informational only. No action is requested.
- h. **School Board Policy Addition, First Reading** – NDSBA has made recommended adopting Policy ABDA Accessibility Policy. This policy is available on the website under Supporting Documents. Action is requested. *A roll call vote is required on the motion.* **Sample motion: “I move to complete the first reading for adopting policy ABDA- Accessibility Policy, as presented.”**

- i. **School Board Policy Revisions, First Reading** – Administrative recommendation is to revise policies DDA-Sick Leave and DDBA-Vacations. Recommended revisions are noted in red text and/or ~~strikeout~~. These policies are available on the website under Supporting Documents. Action is requested. *A roll call vote is required on the motion.* **Sample motion: “I move to complete the first reading of revised policies DDA-Sick Leave and DDBA-Vacations, as presented.”**
- j. **School Board Regulation Revision, First Reading and Final Adoption** – Administrative recommendation is to revise DDBB-BR Holidays for Classified Staff. This regulation is available on the website under Supporting Documents. Action is requested. *A roll call vote is required on the motion.* **Sample motion: “I move to complete the first reading and final adoption of revised board regulation DDBB-BR Holidays for Classified Staff, as presented.”**
- k. **School Board Policy Revision, Second Reading and Final Adoption** – The Tobacco Prevention Program at Southwest District Health Unit in cooperation with the North Dakota School Boards Association has proposed changes to policy ABBA-Dickinson Public School District’s Policy for Tobacco Use. Recommended revisions are noted in red text and/or ~~strikeout~~. DPS recommended revisions are noted in purple text. Superintendent Sullivan will be available to answer questions. Administrative recommendation is to revise the policy with the requested changes. *A roll call vote is required on the motion.* **Sample motion: “I move to complete the second reading and final adoption for revising policy ABBA-Dickinson Public School District’s Policy for Tobacco Use, as presented.”**
- l. **2018-2019 Student Handbooks** - A copy of the 2018-2019 student handbooks for the elementary schools, Dickinson Middle School, Dickinson High School, and Southwest Community High School have been posted under Supporting Documents on the school board web site. Revisions have been noted in red text and/or ~~strikeout~~. Principals will be available at the meeting to answer any questions. Administrative recommendation is to approve the student handbooks for the elementary schools, Dickinson Middle School, Dickinson High School, and Southwest Community High School. Action is requested. **Sample motion: “I move to approve the 2018-2019 elementary schools’ student handbooks, Dickinson Middle School student handbook, Dickinson High School student handbook, and Southwest Community High School student handbook, as presented.”**
- m. **2018-2019 Classified Salary and Benefit Package** – Business Manager Anderson will address the Board to discuss the Classified Salary and Benefit Package he has prepared and posted under Supporting Documents. It is the recommendation of the Budget Committee and the Administration to approve the 2018-2019 Classified Salary and Benefit package as presented and to authorize a salary increase for 2018-2019 of 4% for all currently employed classified staff, excluding RASP supervisors, receiving a satisfactory performance evaluation. Wages for RASP head site and regular supervisor positions will be frozen at \$15.50/hr. and \$14.50/hr., respectively. Action is requested. **Sample motion: “I move to approve the Classified Salary and Benefit package with an effective date of July 1, 2018, and to authorize an increase for 2018-2019 of 4% for classified staff who have received a satisfactory performance evaluation, as presented.”**

## VII. Other

## **VIII. Adjournment**

### **Announcements**

- Wednesday, May 16 at 7:00 p.m.–Dickinson Adult Learning Center graduation, Hagen building
- Wednesday, May 23 at 7:00 p.m.–Southwest Community High School graduation, Hagen building
- Sunday, May 27, 1:00 p.m.–Dickinson High School graduation, Dickinson High School gymnasium