

GENERAL POWERS AND DUTIES OF SCHOOL BOARD

In the execution of its role as the governing body of the Dickinson Public School District #1, the Dickinson School Board shall:

1. enact policy.
2. provide for the planning, expansion, improvement, financing, construction and maintenance of the physical plant of the School District.
3. prescribe the minimum standards needed for the efficient operation and improvement of the School District.
4. require the establishment and maintenance of records, account, archives, management methods and procedures necessary in conducting school business.
5. approve the budget and financial reports, audit major expenditures and payment of obligations, and approve policies whereby the administration may formulate procedures, regulations, and other guides for the orderly accomplishment of school business.
6. estimate and levy taxes for the operation, support, maintenance, improvement and extension of the School District.
7. adopt courses of study.
8. provide staff and instructional aids.
9. evaluate the educational program to determine the effectiveness with which the schools are achieving the educational purpose of the school system.
10. provide for the dissemination of information relating to the School District which is necessary for creating a well informed public.
11. appoint a qualified superintendent of schools and evaluate the Superintendent's performance in accordance with the law.

The Board shall concern itself primarily with broad questions of policy rather than with administrative details. The application of policies is an administrative task to be performed by the Superintendent and staff, who shall be held responsible for the effective administration and supervision of the entire school system.

Legal Ref: NDCC 15-29-08 General powers and duties of school board

Dickinson Public  
School District #1

POLICY ADOPTED: 8/13/85  
POLICY AMENDED: 1/21/92

PRIORITY OBJECTIVES  
of  
BOARD OPERATIONS

Local school boards exemplify American principles of representative democracy. Ultimately accountable to their publics, local school boards act as community decision-making agencies for the public schools. Moreover, on behalf of local public schools, school boards represent their community to local, state and national agencies.

In the strong conviction that the American system of public school education will best meet the needs of the citizenry if all local school boards throughout the United States recognize and meet their full legal, civic, social, economic, moral and ethical responsibilities, the Dickinson Public School District #1 School Board believes that:

1. Standards of Local Board Operations. School boards should function in a nonpartisan, broadly representative, team-spirited manner. Every member of a school board should represent open-mindedly the entire school district, and consequently, must let consideration for the entire district take precedence over every form of partisanship and special interest - political, racial, religious, geographic, economic, social, civic or other.
2. Written Policy: Adoption and Execution. School boards should adopt clearly written policies based on a thorough understanding of the educational process. In formulating the policies they should consult individuals and groups affected by the policies, and properly delegate execution of those policies to employed professional administrators.
3. Open Board Meetings and Public Information. School boards should conduct school district business in open session, except as otherwise provided by law, and endeavor to inform the public concerning the schools.
4. Citizen Group Involvement. School boards should enlist citizen groups to assist and counsel them, making certain that three principles are followed: (a) citizen groups should be broadly representative; (b) recommendations should be based on research and facts; and (c) recommendations should be submitted to school boards which alone have the authority and responsibility to act upon them.
5. Training and Research. School boards should seek to improve their own capabilities and procedures and should encourage training, scholarly research and experimental efforts which offer promise of improving school board capabilities and procedures.

Descriptor Code: BBA

In the pursuit of these goals, the Board establishes for itself the following priority objectives for the school year:

1. By November 30 of each year, each board member will have participated in training and development activities designed to increase his or her knowledge and skills in the areas of (a) Board policy development; (b) effective Board meeting procedures; and (c) effective Board-staff working relationships.
2. The Board will have completed a review and update of the policy manual biannually.
3. By the end of October of each year, the Board will have reviewed its goals and established objectives for the coming school year.

Yearly objectives may be added.

SCHOOL BOARD EVALUATION

The Dickinson Public School Board recognizes the importance of regular periodic evaluations of priorities, goals and objectives. Therefore, it shall be the policy of this Board to annually conduct a self-evaluation. This evaluation will be based on the stated priority objectives for the year as well as on the goals of the Board as found in policies AAB and BBA.

Consistent with the understanding that the Board acts only as a whole, and that individual board members have no authority or power, the evaluation will focus on how the Board functions, not how each individual functions. Individual board members are encouraged, however, to conduct a personal self-evaluation in conjunction with the Board evaluation to gain insight and understanding into the quality of their own Board service.

Annually, in February, the Board President will distribute a self-evaluation instrument to all board members and to the Superintendent. Each person who receives the instrument shall complete it and return it to the Business Manager who will compile them for distribution to Board members.

The evaluation instrument may appraise the following areas:

1. Board meetings
2. Policy development
3. Fiscal management
4. Board's role in educational program development
5. New board member orientation
6. Board member inservice and development
7. Board-Superintendent relations
8. Board-staff relations
9. Board-community relations
10. Understanding of mission
11. Working harmony of Board
12. Legislative and governmental relations
13. Educational leadership

Other personnel and selected community representatives may be asked to participate in this evaluation.



BOARD MEETING AGENDA

Agendas shall be prepared by the Superintendent in consultation with the Board President. Persons wishing items included in the agenda shall submit those items to the Superintendent no later than 1:00 p.m. of the seventh business day prior to the meeting. Inclusion shall be at the discretion of the Superintendent and Board President.

Additions to or changes in the prepared agenda or its order may be requested by the Superintendent or a board member and may be made only if approved by a majority of the members present.

The agenda of every regular meeting shall provide for communications from the public, both written and oral. Members of the public who wish to make formal presentations before the Board should make arrangements in advance with the Superintendent so that such presentations may be scheduled on the agenda. Failure to make such arrangements, however, shall not prevent a citizen from appearing before the board (reference BDF/KAG).

Copies of the agenda, minutes of the previous meeting and relevant supplementary information will be delivered to each Board member at least forty-eight hours in advance of the meeting and will be available to any interested citizen at the Superintendent's office. Delivery of agenda, mailings and handouts to the Dickinson Education Association and its representatives is a negotiated item.

Board members are expected to read the information provided them, and to contact the Board President or Superintendent to request additional information that may be deemed necessary to assist them in their decision making responsibilities.

Legal Ref: NDCC 44-04-20 Notice of public meetings required - Exceptions - Schedule set by statute, ordinance, or resolution  
Professional Negotiations Agreement between Dickinson Public School District #1 and Dickinson Education Association

BOARD MEETING PROCEDURES

All meetings will be conducted in an orderly and businesslike manner, using Robert's Rules of Order as a guide except when such rules are superseded by law or Board policies.

All meetings shall follow the printed agenda. However, the lack of an agenda in the notice, or a departure or an addition to the agenda at a meeting, shall not affect the validity of the meeting or the actions taken thereat. Additions or changes in the prepared agenda or its order may be requested by the Superintendent or a board member and may be made only if approved by a majority of the members present.

Copies of the minutes of all meetings will be delivered to board members in advance of the next subsequent meeting and will be made available to other interested citizens. Minutes need not be read publicly, provided the board members have had an opportunity to review them.

All votes of the Board on other than procedural matters shall be roll call votes.

The agenda of every regular meeting shall provide for communications from the public, both written and oral. Members of the public who wish to make formal presentations before the Board should make arrangements in advance with the Superintendent so that such presentations may be scheduled on the agenda. Failure to make such arrangements, however, shall not prevent a citizen from appearing before the Board in accordance with policy KAG/BDF.

Cross Ref:	Policy BDF/KAG	Public Participation at Board Meetings
Legal Ref:	NDCC 15-29-09	Duties of the business manager of the school board
	NDCC 44-04-21	Open voting at public meetings required

Dickinson Public  
School District #1

POLICY ADOPTED: 12/20/88  
POLICY AMENDED: 1/21/92

Descriptor Code: BFD

POLICY REVIEW AND REVISION

All policies should be subject to regular review. As new conditions develop or situations change, it may be desirable to alter policy. If problems or issues can be resolved more effectively in ways other than those provided by existing policy, revision is clearly in order.

The Superintendent, on a continuing basis, shall call to the Board's attention all policies that are out of date or in need of revision. The Board shall examine all policies biennially.

Copies of board policy manuals shall be kept current.

Dickinson Public  
School District #1

POLICY ADOPTED: 12/20/88  
POLICY AMENDED: 1/21/92

SUPERINTENDENT EVALUATION

The School Board is responsible for appointing a qualified Superintendent and for evaluating the Superintendent's performance.

- A. The School Board shall evaluate and assess the performance of the Superintendent in writing at least twice during each of the first three fiscal years of the Superintendent's tenure with the district. Thereafter an annual evaluation shall be conducted. When two evaluations are required, the first shall be completed by December 15th and the second by March 15th. When only one evaluation is required, such evaluation shall be completed by March 15th.
- B. This evaluation and assessment shall be reasonably related to the Superintendent's job description as set forth in board policy and to the goals and objectives of the School District for the fiscal year.
- C. The format and the instrument(s) used for this evaluation shall be the School Board's choice with input from the Superintendent.
- D. The discussion of the evaluation shall take place at a board meeting after the Superintendent has received the written evaluation and prior to March 15. The meeting shall be open to the public as required by law. Board members should come to the meeting prepared to discuss the various areas of evaluation. Criticism should be constructive and discussion should center around positive achievements and the possibility of improvement.
- E. If the Board determines the performance of the Superintendent is unsatisfactory in any respect, it shall describe in writing, in reasonable detail, specific instances of unsatisfactory performance. The evaluation may include recommendations for improvement.
- F. The Superintendent may make a written response to the evaluation. This response shall become a permanent attachment to the evaluation and shall be placed in the Superintendent's personnel file.

Legal Ref: NDCC 15-47-38.1

Evaluation, renewal or discharge of Superintendents of school districts.

Dickinson Public School District #1

POLICY ADOPTED: 9/15/87  
POLICY AMENDED: 11/15/88  
1/21/92

Descriptor Code: CBDA

SUPERINTENDENT'S CONSULTING ACTIVITIES

The Board expects the Superintendent to devote his or her undiminished attention and energy to the concerns of the School District. The Superintendent shall not be engaged in long-term consulting assignments without the consent of the School Board. However, the Board recognizes the Superintendent's obligation to contribute to the profession of school administration and to the cause of public education generally. This policy, therefore, does not prohibit the Superintendent from undertaking consultative work which does not conflict with obligations to the district. Any such task that requires the Superintendent's absence for two or more consecutive days must have prior approval of the board.

District Public  
School District #1

POLICY ADOPTED: 11/15/88  
POLICY AMENDED: 1/21/92

RECRUITMENT AND APPOINTMENT OF ADMINISTRATIVE STAFF

When a vacancy occurs in the administrative staff, the Board of Education may use the vacancy to effect a reduction in staff by reassigning those responsibilities among existing staff or the position may be declared open upon recommendation of the Superintendent. If the position is declared open, the Superintendent shall advertise the opening within the district and through accepted channels outside the district. Employees of the district who are qualified to fill such a position shall be encouraged to make application.

In appraising qualifications of candidates, appropriate consideration shall be given to their educational preparation, experience and personal characteristics.

The method of screening and interviewing candidates for administrative positions shall be at the discretion of the Superintendent. The Superintendent shall submit nominations to the board concerning employment of persons to fill administrative positions. The board reserves the right to accept or reject such nominations.

Race, color, religion, national origin, sex, age or physical handicap shall not enter into the selection process.

Descriptor Code: DAF

PAYROLLS

All personnel shall be paid according to a specific schedule determined annually. Full time classified personnel will be paid twice each month. The payment schedule for professional personnel is a negotiated item.

The final paycheck of an employee shall not be released until all school property and records issued to the employee have been returned.

Legal Ref: Professional Negotiations Agreement between Dickinson Public School District #1 and Dickinson Education Association

Dickinson Public  
School District #1

POLICY ADOPTED: 2/21/89  
POLICY AMENDED: 1/21/92

Descriptor Code: DAGB

PERSONAL LEAVE

Personal leave for certified employees is a negotiated item.

For classified personnel, a maximum of two days of sick leave from the total annual allowance may be used for personal leave.

Legal Ref: Classified Salary and Benefit Package

Dickinson Public  
School District #1

POLICY ADOPTED: 2/21/89  
POLICY AMENDED: 10/17/89  
1/21/92



Descriptor Code: DAHD  
IBDE

EMPLOYEES RIGHT-TO-KNOW

HAZARDOUS SUBSTANCES

The Dickinson Public School District #1 hereby establishes an employee information program which is designed to include a hazardous chemical inventory and identification of chemicals used, appropriate work practices, protective measures (including labeling controls), and emergency procedures where necessary.

The district acknowledges the right of every employee to information regarding any potential health or safety hazard to which they may be exposed within their district employment. Further, when there is an employee question regarding health and safety of a product or procedure, the employee will not be required to work with that product or procedure until appropriate public health and safety information has been provided. The primary source of information shall be the Material Safety Data Sheets provided by the supplier of the chemical substance if such is available.

The training of supervisors and their subordinates will be the responsibility of the Superintendent, Director of Buildings and Grounds, who shall require documentation of such training procedures including the signatures of individuals receiving the training.

Legal Ref: NDCC Ch. 65-15      The Right to Know Act  
29 CFR 1910.1200    OSHA Hazard Communication Standards

POLICY ADOPTED: 1/21/92  
POLICY AMENDED:

TRANSFER & REASSIGNMENT

Relocation of personnel may become necessary to meet instructional requirements, fluctuating enrollments and for other reasons, including the wishes of employees for opportunities of service elsewhere in the system.

REASSIGNMENT

The Board reserves the right to reassign the work of the teacher in fields of special training and capabilities at any time during the life of the contract through its Superintendent and the proper principal or supervisor.

The reassignment of teachers in the Dickinson Public School District #1 will be decided on the basis of the needs of the district and the qualifications of the employee.

TRANSFER

A transfer involving a part-time staff member will only be considered if it is equal to or less than his/her present percentage of contract. If the transfer exceeds the teacher's present percentage of contract, he/she must officially apply and compete with other candidates seeking the position.

The decision as to whether or not a transfer will be granted will be based upon the needs of the district, the qualifications of the employee and where the administration feels an employee can most appropriately serve.

Teachers who desire a change in grade or subject assignments, and/or who desire a transfer to another building will use the following procedure:

1. Application is made to the building principal at their present assignment and submitted to the Administrative Assistant for Personnel.
2. The Administrative Assistant for Personnel, in consultation with the principal or principals, will approve or disapprove the application. If any administrator feels strongly that the wrong decision was made, he/she may refer the decision to the superintendent.
3. The teacher will be notified of the action taken. If denied, the teacher may request a conference with the superintendent. The final determination in all transfers will be at the discretion of the superintendent.

PRIORITIES OF THE BASIC INSTRUCTIONAL PROGRAM

The Board is committed to the importance of reading and writing skill development as the basic element in each pupil's education. The Board also believes that the improvement of specific reading and writing skills of children attending the schools in this District should be continuous.

Therefore, the first priority of the instructional program will be proficiency in reading and writing through a planned sequence of reading skills and language experiences beginning in the kindergarten program and extending through grade 8.

The second priority of the instructional program will be mastery of the fundamentals of the content of mathematics -- number operations, informal algebraic and geometric concepts, and the structure of our number system -- beginning in the kindergarten program and continuing through grade 8.

The instructional program also will provide a planned sequence in language arts -- spelling, handwriting, English grammar, composition, literature. There will be a planned sequence in the social studies -- history, geography, civics, economics, world cultures, anthropology, political science, and the other social science disciplines; a planned sequence of science experiences; a planned sequence of fine and practical arts experiences -- art education, vocal and instrumental music, home economics, industrial arts, typing; a planned sequence of health education and safety; and a planned program of physical education. Planned program adaptations will also be made available for exceptional children. The planned program for all children shall also include library instruction, (bilingual and multicultural education), individual study, guidance, and other appropriate instructional activities, and all instruction required under state law and State Department of Public Instruction regulations.

The ultimate aim of the instructional program of the District shall be the development of proficiency in each pupil's ability to read and write well, write legibly, spell accurately, listen attentively, speak clearly, think critically, use basic mathematical computational skills, observe carefully, solve problems, participate effectively in groups, keep healthy, enjoy aesthetic experiences, and understand career development.

CHAPTER I COMPLAINTS

Any individual who believes that the Dickinson Public School District has violated the regulations or law governing the Chapter I program should submit a detailed statement of facts supporting the allegation to the Chapter I Coordinator. The Chapter I Coordinator shall investigate the complaint and provide the individual with a written response within 30 days.

If the complaint is not resolved to the satisfaction of the complainant, the complainant may forward the complaint to the Chapter I Director, Department of Public Instruction, 600 East Boulevard, Bismarck, ND 58505. The Director will investigate the charges and issue a report providing suggestions for resolution within 60 days of receipt of the complaint.

If the complaint is still not resolved to the satisfaction of the complainant, the complaint may be forwarded to the Secretary of Education, U. S. Department of Education, 555 New Jersey Avenue NW, Washington, D.C. 20208.

Legal Ref: Federal Regulation 200.73-85

SIGNIFICANT CONTAGIOUS DISEASES

EDUCATION

STUDENTS

The intent of the instructional program on significant contagious diseases is to provide information about the diseases, methods of transmission, the means of protecting against contracting the diseases in an institutional setting, the use of universal precautions, and prevention appropriate to specified grade levels. Instruction will begin in Grade K and continue through Grade 12.

State law requires that all students be educated concerning significant contagious disease.

Appropriate curriculum will be designed including a scope and sequence to assure that all students receive age-appropriate education integrated in the health curriculum. The Superintendent is charged with recommending revisions in the program to the School Board to update and modify the curriculum as new information about significant contagious diseases is made available. Any curriculum and materials developed for us in this program will be approved for medical accuracy by the Department of Public Instruction and/or the State Department of Health according to the guidelines furnished by the Center for Disease Control.

Prior to the state of the student instructional program, and at any time thereafter, parents and guardians of students who will be involved with the curriculum and materials will have an opportunity to preview the curriculum and materials in a specific program being presented. Thereafter, any parent or guardian may review the curriculum and materials at any time including any revisions in the program to update and modify the curriculum as new information about significant contagious diseases is made public.

The school district, at least one month prior to teaching significant contagious disease prevention education in any classroom, will conduct for the parents and guardians of the students involved, during weekend and evening hours, at least one presentation concerning the curriculum and materials that will be used for such education.

Cross Ref: Policy FBBB/GBIE Education of Exceptional Students  
Policy DAHB/FCAAA/JBFBB Significant Contagious Diseases

Legal Ref: NDCC 23-07-16.1 School district to adopt policy relating to significant contagious diseases

Dickinson Public POLICY ADOPTED: 1/21/92  
School District #1 POLICY AMENDED:

PROGRAMS FOR HANDICAPPED STUDENTS

Every handicapped child residing within the Dickinson Public School District is entitled to a free, appropriate public education program. A comprehensive program to locate handicapped children residing within the School District is an on-going commitment of the School Board. All procedures relative to the assessment and placement of handicapped children will comply with the regulations of federal and state law and the Department of Public Instruction. The special education program shall consist of special classes, special equipment and itinerant services as needed.

Referrals for special education programs may be made by classroom teachers, guidance counselors or other school personnel through the principal of the school in which the child is enrolled, or may be requested by the child's parent. The parent shall be notified and the parent's written consent shall be obtained before any testing is done that might result in placement in the special education program. No single evaluation will be the sole criterion for determining an educational program for a handicapped child. Rather, a multi-factored assessment will be provided to ensure that each child is not misclassified because of inappropriate selection, administration or interpretation of one single evaluation.

Every handicapped child under the jurisdiction of the Dickinson Public School District will have an individualized education plan (IEP), designed specifically in accordance with the child's needs and abilities, on file prior to the child's placement in the appropriate program. Further, each child's IEP will be reviewed and revised, at least annually. The IEP will be developed by a team consisting of the classroom teacher, the principal, the child's parent(s) and the special education director or designee. Parents of all handicapped children shall be advised of their right to a placement review hearing and the procedural steps necessary to initiate one if they disagree with the recommended placement or IEP for their child.

The Board recognizes the responsibility of Dickinson Public School District for the special education services to the students of the non-public schools within the District and assumes the sole responsibility for the identification and educational placement of each school-aged handicapped child residing within the District boundaries.

The administration shall prepare a comprehensive plan of special education services to be offered by the District, showing the proposed placement of all handicapped children in the District, every three years as required by the Department of Public Instruction. The plan shall be submitted to the Board for approval prior to submission to the Department of Public Instruction.

Legal Ref:            PL 94-142                    Education for all Handicapped Children Act  
                          NDCCCh 15-59                Special Education of Exceptional Children

Dickinson Public  
School District #1

POLICY ADOPTED: 1/21/92  
POLICY AMENDED:

SCHOOL CALENDAR

A school calendar for the ensuing school year shall be presented by the Superintendent for Board discussion and approval at a regular meeting of the Board. It shall include not less than 180 days of classroom instruction as defined by state law and 182 work days for all returning staff members and 183 work days for all staff not employed the previous year.

The calendar shall set forth the opening and closing dates of school, holiday and vacation periods, days of in-service and organizational meetings for teachers and administrators, storm make-up days, parent-teacher conference days, and other schedules of importance to the staff and public. Any changes in the calendar shall be subject to Board approval.

Upon approval of the calendar by the Board, the Superintendent will distribute copies of the calendar to staff, news media, and patrons of the school district.

After-school and evening activities scheduling is the responsibility of the building principal. In as far as possible, elementary and secondary principals should work together to avoid scheduling conflicts.

Cross Ref:	Policy ABD	School Year and Calendar
	Policy DBA	Instructional Staff Positions
Legal Ref:	NDCC 15-38-04.1	School holidays defined
	NDCC 15-47-04	"School year", "month", and "week" defined
	NDCC 15-47-14	Education association meetings attendance by superintendents, principals and teachers
	NDCC 15-47-33	Length of elementary and secondary school year term

GIFTS, BEQUESTS AND GRANTS

Individuals, groups, businesses, corporations, or other entities not identified as school support groups may wish to consider giving a gift to the School District. The School Board realizes these gifts may be very useful to the programs of the district.

All gifts shall be given to the School District as a whole and not to a particular school. At the discretion of the Superintendent, the gift may be used in a particular school.

The Superintendent may accept on behalf of and for the School District any bequest or gift of money or property valued at \$5000 or less for a purpose deemed by the Board to be suitable, and to utilize such money or property for the purpose so designated. Unless otherwise provided, no part of such property nor the income from the property shall be diverted or used for any other purpose. Such gifts shall be reported to the Board. Gifts over \$5000 must be approved by the School Board. No bequests, endowments, or other gifts will be accepted by the Board if the conditions of gift remove any portion of the public schools from control of the Board.

To be acceptable, a gift must satisfy the following criteria:

1. have a purpose consistent with those of the school;
2. be offered by a donor acceptable to the Board;
3. will not add to staff load;
4. will not begin a program which the Board would be unwilling to take over when gift or grant funds are exhausted;
5. would not bring undesirable or hidden costs to the School District;
6. would place no restrictions on the school program;
7. will not be inappropriate or harmful to the best education of pupils;
8. will not imply endorsement of any business or product;
9. will not be in conflict with any provision of the school code or public law; and
10. shall become School District property.



Descriptor Code: HCE  
KAJ

The Superintendent shall set up criteria to be met in the acceptance of gifts, and the procedure for examining and evaluating offers of gifts to the district.

The Board encourages the Superintendent to explore private sources of financial aid for special projects or programs which will enhance the educational offerings of the district and for which do public funds are available. All such projects or programs are to meet the following criteria:

1. They will be based on a specific set of internal objectives that relate to the established goals and objectives of the district.
2. They will provide measures for evaluating whether or not project objectives are being or have been achieved.
3. The execution of all projects is to conform to state and federal laws and to the policies of the Board.

All grant proposals and private source funding exceeding \$10,000 are to be approved by the Board before being submitted to the funding agency. The Superintendent shall establish administrative guidelines for the processing of proposal ideas to the Board for its approval.

Any gifts presented to the School District must be accompanied by a letter from the donor for official action and recognition by the Board.

A letter of appreciation signed by the president of the Board and by the Superintendent shall be sent to each donor.

Legal Ref: NDCC 1-08-04 Authorizing state and counties, cities and other municipalities to accept devises, bequests, legacies and gifts.

Dickinson Public  
School District #1

POLICY ADOPTED: 6/21/87  
POLICY AMENDED: 12/19/89  
1/21/92

INVENTORIES OF SCHOOL PROPERTIES

The superintendent is charged with maintaining and administering a fixed assets accounting system. The purchasing agent will administer the records of all land, buildings, equipment, and other items (unit or group) valued at more than \$50 and that have a life expectancy of five years or longer. Equipment permanently fixed in a building, such as heaters or lockers, shall be included as part of the building rather than equipment. The equipment inventory shall serve both the functions of control and conservation.

The purchasing agent will:

1. establish procedures for recording, checking and disposing of property and require cooperation of custodians of equipment relative to these procedures in the interest of perpetuating an acceptable property record system;
2. designate custodians for property at given locations to be accountable for property at these locations;
3. require accountability of property by the designated custodians;
4. conduct periodic inventories of property assigned to custodians and compare these inventories with the property record. All discrepancies will be traced and reconciled.

The fixed assets accounting records are to be audited annually as part of the annual financial audit of the district.

Descriptor Code: HHAA

PETTY CASH ACCOUNTS

In order to facilitate refunds and minor purchases, the business manager shall establish a small petty cash fund in each school. All monies so provided shall be kept in safes provided for safekeeping of valuables. Expenditures against this fund must be carefully itemized by the principals and turned in to the business manager on the last school day of each month.

POLICY ADOPTED: 1/21/92

POLICY AMENDED:

Dickinson Public Schools  
Regular Meeting

January 21, 1992; 7:00 P.M.  
Board Room, Central Office

The Dickinson Public School Board met in regular session on January 21, 1992 at the Central Administration Office. Board members present were: Don Staudinger, Earl Abrahamson, Diana Hunke, Jim Ciavarella and Nancy Johnson. Administrators present were: Superintendent Dr. Rollie Morud, C. B. Haas, Ron Steiner, Vince Reep, Betty Neigum, Rodger Miller, LeRoy Boespflug, Louis Braun, Clarence Corneil, Arlo Howe, Jim Gentile and Bruce Jessen. Others present were: Sue Carter-Dickinson Press; Don Meduna, Neil Meduna, Deb Sabo and Fern Pokorny.

President Ciavarella called the meeting to order.

#### Public Participation

Betty Neigum addressed the Board to ask the Board's consideration for a special health situation of one of the district's employees. Specifically, the request was for the Board to allow certified staff the opportunity to donate one of their personal leave days to Jay Schobinger for his use in regard to a prolonged health related absence he is facing.

#### Additional Agenda Items/Removal of Items from the Consent Agenda

There were no requests to add any items to the agenda.

There were no requests to remove any items from the consent agenda.

#### Consent Agenda

Johnson moved that the consent agenda consisting of: minutes of the special meeting held on December 9, 1991; minutes of the regular meeting held on December 16, 1991; bills, financial reports, three and one-half (3 1/2) days additional emergency leave for Neysa Morrison and the resignation of Jane Gorskiy be approved. Hunke seconded the motion. The motion passed unanimously.

#### Student/Staff Recognitions

Dr. Morud recognized the following:

- a. Nancy Johnson - Selected by a national nominating committee to have her name placed in nomination for a three-year term as a Western Region Director for the National School Boards Association.

January 21, 1992

- b. Carlton Larson - Received the first place award (\$3000.00) in the National First Amendment Writing Contest.
- c. Megan Gardner - Selected by the North Dakota Association of Student Councils as a candidate for Region IV Student Representative to the National Association of Student Councils Executive Board.
- d. DHS Music Boosters are to be commended on the fine, entertaining Variety Show held at the Elks Club.
- e. January Spark Plug Award
  - Bus Shop - Galen Sickler
  - Lincoln - Karen Guenther
  - Berg - Amy Duxbury
  - Central Office - Meroe Haug

Superintendent's Report

Dr. Morud reported on the following items.

a. Replacement Administrator for Ava Lanes

Following discussions at earlier Board meetings, Board consensus is to authorize Superintendent Dr. Morud to open the position. Key points in opening the position are:

1. The person would have to have a strong background in personnel and finance and some interest and/or experience in negotiations.
2. The person would ultimately become the business manager.
3. Applicants with either of the following qualifications will be considered.
  - aa. Master's trained educator
  - bb. Baccalaureate trained business/accounting person
4. The person would begin work sometime between July 1, 1992 and the beginning of school in the fall of '92.
5. The title for the position will be administrative assistant.

b. Tour of Hagen

Dr. Morud suggested that Board members contact him, Mr. Boespflug or Mr. Steiner and schedule a tour of the Hagen construction project.

c. Mike Dougherty

Mr. Dougherty covered the Dickinson Public Schools for the Dickinson Press over a four-year period. In recognition of his fine job of covering the schools, Dr. Morud recommended that Mr. Dougherty be presented with the District's School Bell Award. Johnson moved that the Superintendent be directed to present Mike Dougherty with the School Bell Award with an appropriate expression of appreciation for service to the Dickinson School District and the community of Dickinson. Abrahamson seconded the motion. The motion passed unanimously.

d. Enrollment Report

Dr. Morud briefly reviewed the enrollment report dated January 16, 1992.

e. Breakfast Program

Dr. Morud informed the Board that some of the elementary school principals are interested in starting a breakfast program. Applications for the program must be submitted in early February which is prior to the next Board meeting. Following discussion, Board consensus was that the administration should seriously consider the program and submit applications for it.

f. Calendar

Dr. Morud suggested that the mid-year in-service day be scheduled on the Martin Luther King holiday so patrons who have this day as a holiday will not have their children in school that day.

g. \$59 Million Shortfall

Dr. Morud stated that district administrators are very aware of Governor Sinner's announcement about a possible shortfall in state revenues which would translate into approximately a 5.3% reduction in foundation aid. We will not react in an alarmist manner to this announcement but will monitor future forecasts very carefully and have some contingency plans in mind. The Board will be kept informed on this critical issue.

h. Energy Impact

Dr. Morud reviewed the district's annual survey of energy related enrollment. The percentage has grown slightly.

i. ITV

There will not be an ITV system installed this year but recent reductions in monthly charges makes it much more possible to do in the future. Discussions are taking place at the state level to possibly change the funding formulas for ITV systems to accommodate schools in Western North Dakota where distance is a major cost factor.

j. Jay Schobinger

Dr. Morud recommended that certified staff be allowed to donate personal leave to Mr. Schobinger for his use in a prolonged health related leave. Dr. Morud emphasized the fact that this should not be viewed as a "precedent setting" recommendation or action but rather as an experience wherein certified staff of the district are allowed to show their compassion for a fellow employee and wherein the Board participates by extending salary and benefits beyond normal limits. Staudinger moved that the Board offer certified staff of the district the opportunity to donate up to one (1) day of personal leave for use by Jay Schobinger and that the Board participate in this activity by paying the difference between the value of a personal day and Mr. Schobinger's salary. Abrahamson seconded the motion. The motion passed unanimously. The Board, through consensus, reaffirmed it's position that this is not to be viewed as a precedent setting action.

k. Future Agenda Items

Dr. Morud stated that the February agenda would include:

1. Presentation from Hagen faculty and administration concerning middle school program development.
2. Remove "Financial Reports" from consent agenda and review it in detail.

Property Deed Transfer

Dr. Morud recommended that one (1) acre of land which had originally been deeded to the Shipley School District in 1914, be deeded back to Herman and Eleanor Rieckman for a cost of \$1.00 with the Rieckmans paying all legal costs involved. Johnson moved that the Board authorize President Ciavarella to sign a Quit Claim Deed conveying the following described land back to Herman and Eleanor Rieckman for the sum of \$1.00 and that the Rieckmans pay all legal costs incurred in this conveyance.

A tract of land located in the Southwest Quarter (SW 1/4) of Section Eight (8), Township 138 North, Range 95 West of the 5th P.M., Stark County, North Dakota, described as follows: BEGINNING 10 rods 8 feet south of the Northwest corner of said SW 1/4, thence due south 10 rods, thence due east 16 rods, thence due north 10 rods, thence due west 16 rods, more or less, to the point of beginning. Said tract contains 1.00 acre, more or less.

Hunke seconded the motion. The motion passed unanimously.

Classified Benefit Package Review Committee

C. B. Haas reported that the review is on schedule and the committee hopes to have its final report to the Board at the March meeting.

DSH Seven Period Day

President Ciavarella introduced the topic, opened it for discussion and explained that no Board action was being sought but only a general clarification of the Board's position at this time. Dr. Morud stated that there does need to be some clarification as to what the possible student load requirements could be in a seven-period day structure. Key points mentioned during the discussion were:

1. The Board owes it to the students to expect as much as possible from them.
2. More time slots in a day will open the door for more opportunity for students.
3. Parents have expressed some fears that all students would be required to take seven academic classes. It is not the Board's intent that all students be required to take seven classes.



4. Ninth and tenth graders should be in school all day but not necessarily in seven classes.
5. Eleventh and twelfth graders should be in school a minimum of six periods in a seven-period day.
6. The seven-period day will allow more exploration of the curriculum by students.
7. Staff and administration need to be involved in the design and decisions on how to structure it once the seven-period day is in place.
8. Students want the seven-period day.
9. It is understandable that, although there will be student load standards, adjustments have to be made on student loads. Those decisions should be mutually agreed to by students, teachers, parents, counselors and administrators.

Board consensus was that the seven-period day must be put in place and then the appropriate people involved to arrive at the best structure with regard to what will be expected of students.

#### Utilities Cost Analysis Report

LeRoy Boespflug reviewed a detailed report of the district's energy costs and savings from 1984-1991. President Ciavarella complimented Mr. Boespflug and the entire custodial staff for a superior performance in not only containing but reducing the district's energy costs.

#### Hagen Project Report

Dr. Morud presented a summary of the cost comparisons between a full preparation kitchen and a satellite kitchen at Hagen. Dr. Morud recommended that the Board take action to establish the food service facility at Hagen as a full preparation/serving kitchen and authorize the administration to expend up to \$82,000 from either the building fund or the food service fund or a combination of both funds to properly equip the kitchen. Staudinger moved to accept Superintendent Dr. Morud's recommendation. Abrahamson seconded the motion. The motion passed unanimously.

#### Board Policies

Johnson moved that the following policies receive second reading approval for adoption or amendment as appropriate.

Section B - School Board (all presented for amendment)

BAA General Powers & Duties of the School Board  
BBA Priority Objectives of Board Operations  
BBB School Board Evaluation  
BDC Board Meeting Agenda  
BDD Board Meeting Procedures  
BFD Policy Review and Revision

Section C - Administration (all presented for amendment)

CBBB Superintendent Evaluation  
CBDA Superintendent's Consulting Activities  
CDBA Recruitment and Appointment of Administrative Staff

Section D - Personnel

DAF Payrolls (amendment)  
DAGB Personal Leave (amendment)  
DBC Transfer & Reassignment (amendment)  
DAHD Employees Right-to-Know (first adoption)

Section G - Instruction

GFA School Calendars (amendment)  
GABA Priorities of the Basic Instructional Program (first adoption)  
GABC Chapter I Complaints (first adoption)  
GBEBD Significant Contagious Disease (first adoption)  
GBEIB Programs for Handicapped Students (first adoption)

Section H - Fiscal Management

HCE Gifts, Bequests & Grants (amendment)  
HGA Inventories of School Properties (amendment)  
HHAA Petty Cash Accounts (first adoption)

Hunke seconded the motion. The motion passed unanimously. A copy of all approved policies are included as a part of these minutes.

Other

Johnson thanked the Board members for their support during her nomination candidacy for the National School Boards Board of Directors.

Abrahamson asked if the CAPE Committee would be giving a report soon. Betty Neigum indicated she would check on it and schedule a report as soon as the committee is prepared.

At 8:48 P.M., Johnson moved that the meeting be adjourned. Hunke seconded the motion. The motion passed unanimously.

  
James C. Ciavarella, President

  
C.B. Haas, Business Manager

Proposed Restructured Time Schedule  
Dickinson High School  
1992-93

School Day Begins for Teachers	8:00
Period One	8:20 - 9:14
Period Two	9:13 - 10:12
Period Three	10:16 - 11:10
Period Four	11:14 - 12:08
Lunch (43 minutes)	12:08 - 12:53
Period Five	12:53 - 1:47
Period Six	1:51 - 2:45
Period Seven	2:49 - 3:43

All Freshman and Sophomores must take at least six classes and be in school seven. (Resource room for those not in a class.)

All Juniors and Seniors must take at least five classes. Resource rooms will be available to Juniors and Seniors when not in class.

All Teachers will teach five classes and supervise a resource room. Students will be assigned a specific resource room, but could move to another resource room or the library with a hall pass.

All students will be assigned a faculty advisor. Each instructor will serve as an advisor to approximately 16 students. (Four of each grade)

Channel One will be shown in every resource room every hour. It can also be shown from 8:08.- 8:20.

Freshman and Sophomores will be in contact with Teachers 378 minutes versus 348 minutes this year.

Teachers will be in contact with students 324 minutes versus 292 minutes this year.

Juniors and Seniors are required to be in contact with Teachers 270 minutes versus 292 this year. They may elect to be in contact 378 minutes.

Dickinson Public Schools  
Regular Meeting

February 18, 1992; 7:00 P.M.  
Board Room, Central Office

The Dickinson Public School Board met in regular session on February 18, 1992 at the Central Administration Office. Board members present were Jim Ciavarella, Earl Abrahamson, Diana Hunke and Nancy Johnson. Don Staudinger was absent. Administrators present were: Superintendent Dr. Rollie Morud, C. B. Haas, Betty Neigum, Ron Steiner, Clarence Corneil, LeRoy Boespflug, Lois Myran, Bruce Jessen, Louie Braun, Vince Reep and Rodger Miller. Others present were: Sue Carter-Dickinson Press, Rhoda Hilden, William Hankins, Sherwin R. Dockter, Richard Pokorny, Fern Pokorny, Jeanne Boespflug, Dawn Sipma, Donna K. Havelka, Jean Braun, Barb Nelson, Charles Finck, James J. Miller, Richard Medlar, Dave Michaelson, Gary Selle, Jerry Schneider, Wade Jehowski, Ryan Heth, Verona Lechler, Mary Bruhschwein, Donna Ritter, Jim Steckler, Cynthia A. Koppinger, Jerry Schwartz, John M. Dempsey, Ernest J. Ficek, Ed Sahlstrom, Bob Hebert, Gerald Holinka, Deborah Thompson, Leroy Steiner, Susan Mack, Bob Stefanowicz, Jack Carlson, Arlene Kukowski, James A. Peters, Karen Thompson, Patrick Blake, Leon Kleingartner, Bobbi Miller, Kim Kuhn, Leanne Smutzler and Jeremy Berger.

President Ciavarella called the meeting to order.

#### Hagen Middle School Report

Representatives from Hagen Junior High School presented a progress report on the planned implementation of the "Middle School" concept. Individuals presenting were Kim Kuhn, Leanne Smutzler, Sherwin Dockter, Bill Hankins, Bobbi Miller and Ron Steiner. Topics reviewed included:

- a. Project goals and rationale
  - b. Accomplishments to date
  - c. Curriculum changes
  - d. Three-year plan
  - e. Impact on staffing requirements which are:
    1. Math, Science & Social Studies + .8 FTE
    2. Elimination of Study Hall + .5 FTE
    3. Emerging Technologies Class + .4 FTE
    4. Health Curriculum Changes +1.0 FTE
- +2.3 FTE

Board members' comments regarding the presentation were highly complimentary and Board consensus was very positively in support of the concept. Superintendent Dr. Morud stated

that the staffing request increase will be given a high priority in the budgeting process.

Johnson moved to recess for five minutes. Hunke seconded the motion. The motion passed unanimously.

President Ciavarella reconvened the meeting at 6:42 P.M.

Public Participation

There were no requests to address the Board.

Additional Agenda Items/Removal of Items from the Consent Agenda

There were no requests to add any items to the agenda.

There were no requests to remove any items from the consent agenda.

Consent Agenda

Johnson moved that the consent agenda, consisting of minutes of the regular meeting held on January 21, 1992; bills and financial reports, be approved. Hunke seconded the motion. The motion passed unanimously.

Student/Staff Recognitions

Dr. Morud recognized the following:

a. February Spark Plug Awards:

Hagen -	Judy Quigley
Lincoln -	Karen Dryden
Bus Shop -	Harlan Bullinger

Superintendent's Report

Dr. Morud reported on the following items.

- a. Cooperative Agreement with South Heart - The South Heart School District would like to purchase educational services from the Dickinson School District during 1992-'93 in the possible areas of foreign language, elementary guidance, elementary librarian and elementary music. Recent legislative action permits these cooperative efforts and provides additional financial support. Dr. Morud recommended approval. Abrahamson moved to approve a cooperative relationship with South Heart for 1992-1993 in the areas of elementary music, guidance and librarian and also in Foreign

languages. Johnson seconded the motion. The motion passed unanimously.

- b. Tax Abatement on New Construction - The Dickinson Home Builders Association is proposing a two-year tax abatement plan on new home construction in Dickinson. The proposal will require action by the City Commission. Dr. Morud recommended that the Board allow him to speak on its behalf regarding the proposal in a generally supportive way. President Ciavarella asked Board members to consider the proposal and individually express their opinions to Dr. Morud, thereby giving him a consensus.
- c. Central Office Computer - The City of Dickinson and the School District are continuing to explore the feasibility of jointly purchasing a new computer. The present plan is for the new system to be on line by January 1, 1993.
- d. 1992-1993 School Calendar - Dr. Morud distributed a "draft" of the 1992-1993 school calendar for Board members to review. He asked the Board members to contact him if they have suggestions on the calendar. A final calendar will be presented at the March meeting for Board approval.
- e. Valentine's Day - Dr. Morud informed the Board that all employees received a key chain for Valentine's Day along with a Valentine's message in "The Insider".
- f. Correspondence - Dr. Morud distributed copies of the following:
  1. Liberty National Bank & Trust Company letter presenting a \$1250.00 donation to the district.
  2. Letter from the Fact-Finding Commission requesting information for their deliberations.

Employee Donation of Personal Leave-DEA Request

President Ciavarella introduced this topic by reviewing a letter from the DEA requesting that the Board reconsider its action which allows certified staff to donate one day of personal leave to Jay Schobinger for medical purposes. The DEA requests that the Board also allow certified staff to donate a day of sick leave. Dr. Morud reviewed the status of donations to date. Twenty-four and one-half days of personal leave have been donated. The value of a personal day to teacher is \$50. The cost to the Board for a sub is \$95.71 per day, in addition to the cost of Schobinger's salary.

Following a brief discussion, Abrahamson moved to deny the request. Hunke seconded the motion. The motion passed unanimously.

DHS Registration: '92-'93

Dr. Morud distributed a proposal from the administration and staff at Dickinson High School for the class schedule in 1992-1993. Dr. Morud described the proposal as:

- a. going in the direction that the Board desires,
- b. interim in nature considering the conflict in negotiations,
- c. complying with the current negotiated agreement.

Dr. Morud asked Arlo Howe to review the details of the proposals. A copy of the proposal is attached to these minutes. Earl Abrahamson suggested that action be postponed until the March meeting when the full Board would be present. Hunke raised questions relative to the potential staffing requirements of the proposal. No definitive answer could be provided because of the uncertainty in the registration process. Ciavarella thanked Mr. Howe and the high school staff for their efforts. Board consensus was to place the proposal on the March agenda for consideration and action.

Board Policies

Diana Hunke presented the following policies for Board consideration.

Inoculations - FBC, Hunke moved that policy FBC receive first reading approval for adoption as presented. Abrahamson seconded the motion. The motion passed unanimously. President Ciavarella requested Dr. Morud to check on the state requirements for inoculations prior to the second reading.

Student Handbooks - FHCA, Hunke moved that policy FHCA receive first reading approval for adoption as presented. Abrahamson seconded the motion. The motion passed unanimously.

Drug Use/Abuse - FHCF, This policy was presented for amendment based on the recommendations of Dave Lee, State Director of Drug & Alcohol Programs with the Department of Public Instruction. Hunke moved that policy FHCF receive first reading approval as amended. Abrahamson seconded the motion. The motion passed unanimously.

Copies of all policies will be attached to the minutes after second reading approval for adoption or amendment.

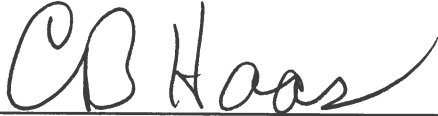


February 18, 1992

President Ciavarella reminded Board members of the deadline (March 13) for the completion of the second evaluation on Superintendent Dr. Morud. He also indicated that the Board Self Evaluation instrument was to be completed and submitted to the Business Manager prior to the end of February.

Johnson commented on the very fine quality news letters that are being produced by the elementary schools.

At 7:48 P.M., Johnson moved that the meeting be adjourned. Hunke seconded the motion. The motion passed unanimously.



C.B. Haas, Business Manager



James C. Ciavarella, Pres.

**PROPOSAL FOR  
SUPPLY GASOLINE AND DIESEL FUEL  
DICKINSON PUBLIC SCHOOL DISTRICT #1  
P.O. BOX 1057  
DICKINSON, NORTH DAKOTA 58602-1057**

The undersigned bidder will furnish the Dickinson Public School District facilities with gasoline and diesel fuel supplies for a period of (1) one year, beginning on the date of the Dickinson Public School District Board of Education acceptance of this bid. The Dickinson Public School District will have the right to terminate this contract upon 30 days notification to the bidder.

The following is a list of minimum bid requirements.

- 1.) Bid will be based on posted daily cash price, not pump price.
- 2.) School District will purchase approximately 20,000 gallons of unleaded gasoline.
- 3.) School District will purchase approximately 25,000 gallons of diesel.
- 4.) Bidder to specify time of day best for multiple vehicle fill.
- 5.) Location of filling must be available on 24-hour a day basis and meet accessibility needs for school district vehicles. Present business hours are 5 am to 11 pm. Special arrangements can be made for after hour fills.
- 6.) Bidder will deliver and fill a 2,000 gallon diesel tank at District Bus Shop location, 300 West Broadway, upon request.
- 7.) The price for unleaded gasoline at bidder's pump will be \$ 4.2¢ /gallon below posted cash price.
- 3.) The price for diesel at bidder's pump will be \$ 2.2¢ /gallon below posted cash price.
- 9.) The price for diesel delivered to District Bus Shop will be \$ 1.2¢ /gallon below posted cash price.

The Dickinson Public School District reserves the right to reject any or all bids.

The undersigned bidder, upon acceptance and execution of this document by the Dickinson Public School Board of Education, verifies that he understands the terms and conditions of this proposal and agreement, and respectfully submit the enclosed bid for the same.

Neal Messer d/b/a Dan's I-94 Discount

**BIDDER**



**SIGNATURE**

March 2, 1992

**DATE**

**ALL PROPOSALS MUST BE TURNED IN TO THE DICKINSON PUBLIC SCHOOL DISTRICT BUSINESS MANAGER'S OFFICE BY 1:00 P.M. (MST), March 3, 1992.**

**C.B. HAAS, BUSINESS MANAGER  
DICKINSON PUBLIC SCHOOL DISTRICT #1  
444 4TH STREET WEST  
DICKINSON, NORTH DAKOTA 58601**

**PROPOSAL FOR  
SUPPLY GASOLINE AND DIESEL FUEL  
DICKINSON PUBLIC SCHOOL DISTRICT #1  
P.O. BOX 1057  
DICKINSON, NORTH DAKOTA 58602-1057**

The undersigned bidder will furnish the Dickinson Public School District facilities with gasoline and diesel fuel supplies for a period of (1) one year, beginning on the date of the Dickinson Public School District Board of Education acceptance of this bid. The Dickinson Public School District will have the right to terminate this contract upon 30 days notification to the bidder.

The following is a list of minimum bid requirements.

- 1.) Bid will be based on posted daily cash price, not pump price.
- 2.) School District will purchase approximately 20,000 gallons of unleaded gasoline.
- 3.) School District will purchase approximately 25,000 gallons of diesel.
- 4.) Bidder to specify time of day best for multiple vehicle fill.      Between 8:00 a.m. & 10:00 a.m. each day.
- 5.) Location of filling must be available on 24-hour a day basis and meet accessibility needs for school district vehicles.
- 6.) Bidder will deliver and fill a 2,000 gallon diesel tank at District Bus Shop location, 300 West Broadway, upon request.
- 7.) The price for unleaded gasoline at bidder's pump will be \$ .03 /gallon below posted cash price.
- 8.) The price for diesel at bidder's pump will be \$ .01 /gallon below posted cash price.
- 9.) The price for diesel delivered to District Bus Shop will be \$ .04 /gallon below posted cash price.

The Dickinson Public School District reserves the right to reject any or all bids.

The undersigned bidder, upon acceptance and execution of this document by the Dickinson Public School Board of Education, verifies that he understands the terms and conditions of this proposal and agreement, and respectfully submit the enclosed bid for the same.

Farmers Union Oil Company of Dickinson

**BIDDER**



**SIGNATURE**

February 28, 1992

**DATE**

**ALL PROPOSALS MUST BE TURNED IN TO THE DICKINSON PUBLIC SCHOOL DISTRICT BUSINESS  
MANAGER'S OFFICE BY 1:00 P.M. (MST), March 3, 1992.**

**C.B. HAAS, BUSINESS MANAGER  
DICKINSON PUBLIC SCHOOL DISTRICT #1  
444 4TH STREET WEST  
DICKINSON, NORTH DAKOTA 58601**

DRUG USE/ABUSE

The school has a clear responsibility to maintain an atmosphere which will promote a quality learning environment. Because the use of drugs, alcohol, and other chemicals among young people has become a major problem in our country and because the use and availability of these substances on school campuses interferes with the educational process, this policy is being adopted and implemented. The policy is designed to help eradicate the influence of drugs, alcohol, and other chemicals within the school environment. As such it is designed to promote chemical health and protect students in the school environment by imposing consequences for misbehavior as well as educating, deterring and preventing abuse of chemicals. It is also designed to serve as a guide for faculty and staff in implementing intervention procedures for students.

Education

This District will teach about drugs and alcohol in an age appropriate developmentally based education and prevention program in every grade, K-12. This program will include information about drug and alcohol counseling and rehabilitation programs available to the students. The District will also conduct staff orientation and continued training, and parent and community education. This will be done in cooperation with the Chemical Use Curriculum Committee. This education program will also include providing an information service for referral to counseling and/or treatment so that students may seek and get counseling on alcohol and drug matters at any time without fear of reprisal and with assurance of the confidentiality of the counseling. Referral for treatment when needed should be a constructive and not a punitive action. We recognize that chemical addiction is a treatable disease.

Prohibited Activities

The use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful. It is the responsibility of the school to establish rules that will eliminate such use from the school setting. Therefore, it shall be against school policy for any student:

POLICY ADOPTED: 3-20-90  
POLICY AMENDED: 12-18-90  
3-17-92

Descriptor Code: FHCF

1. To sell, deliver, or give, or attempt to sell, deliver, or give to any person any of the substances listed in this policy or what the student represents or believes to be any of the substances listed in this policy.
2. To possess, procure, purchase or receive, or to attempt to possess, procure, purchase or receive, the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy. A student will be determined to be "in possession" when the substance is on the student's person or in the student's locker, car or handbag, or when he/she owns it completely or partially.
3. To be under the influence of (legal intoxication not required), or to use or consume or attempt to use or consume, the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy.

This policy applies to any student who is on school property, who is in attendance at school or at a school sponsored activity or whose conduct at any time or in any place interferes with or obstructs the missions or operations of the School District or the safety or welfare of students or employees.

Prohibited Substances:

1. Alcohol or any alcoholic beverage;
2. Any controlled substance or dangerous drug as defined by NDCC Sections 19-03.1-05 through 19-03.1-13 and 19-03.1-26 (paraphernalia) or as defined by Section 812, Schedules I-V, of Title 21, United States Code, Section 801, et seq., including but not limited to marijuana, any narcotic drug, steroids, any hallucinogen, any stimulant, or any depressant;
3. Any abusable glue or aerosol paint or any other chemical substance, for inhalation, including but not limited to, lighter fluid, white out, and reproduction fluid.

POLICY ADOPTED: 3-20-90  
POLICY AMENDED: 12-18-90  
3-17-92

Authorized Use

Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall follow the procedures of Policy FEAA - Administering Medicine to Students, which requires a prior permission signed by the parent for aspirin and/or Tylenol and the signed request of the physician or parent for any other medication.

Violation

Violation of this policy may result in suspension. Repeated violations may result in expulsion. Prohibited substances will be confiscated and may be turned over to law enforcement authorities. The student may be referred to the school counselor.

Any student who is observed to be under the influence of a prohibited substance will be taken immediately to the principal's office. The student's parents will be notified and asked to pick up the student. If there appears to be imminent danger to other students, school personnel, and/or the student involved, the principal may have the student removed from the school by school, medical or law enforcement personnel.

Intervention

We also acknowledge the responsibility to assist students in recognizing their own addiction. It is realized that the public school has neither the authority nor the responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or the educational climate of the school, the school has a right and a responsibility to refer the student for a formal chemical dependency diagnosis. To

POLICY ADOPTED: 3-20-90  
POLICY AMENDED: 12-18-90  
3-17-92

this end the Dickinson Public School District #1 encourages faculty members to be observant of student behavior and to participate in a program of intervention. Faculty members may use the attached check list to determine whether observed behavior should be reported. If the faculty member decides that the behavior indicates a possible prohibited activity, the student should be (1) referred to the school counselor, or (2) reported to the principal.

If the principal or his designee believes that the student indeed is in need of assistance, he may call the student in for a conference. The principal or his designee may receive assistance in how to confront students from a certified addiction counselor.

If, after conferring with the student, the principal or his designee believes that there is a probability that the student may be chemically dependent, the student and/or the student's parent(s)/guardian will be told that it is necessary that the student receive a formal chemical dependency diagnosis.

The school will make a reasonable effort to cooperate with a therapy program if one is recommended for the student. The school will have the option of requiring that the student attend the suggested therapy as a condition for continuing to attend school.

The School Board of Dickinson Public School District #1 believes that if a student is involved in a chemical dependency program and is successfully addressing his/her harmful involvement with chemicals, he/she may continue in the regular school setting and continue to participate in any extra-curricular program unless participation is in conflict with rules and regulations set forth by the Dickinson Public School Board and the North Dakota High School Activities Association.

The school may, through the use of available resources, provide follow-up counseling and supportive assistance to those students who return after successfully completing a therapeutic regimen, realizing that the student may need assistance in dealing with other environmental factors beyond the school's control which may remain unchanged.

POLICY ADOPTED: 3-20-90  
POLICY AMENDED: 12-18-90  
3-17-92

A student can expect that any personal problem he/she discusses with an administrator, faculty member, social worker or counselor will be strictly confidential. There are four exceptions:

1. Whenever a staff member learns of a condition which may adversely affect another student, he/she will have to act on that information.
2. If a student is experiencing health and/or emotional problems because of controlled substance use or abuse and is unable or unwilling to seek assistance, then referral should be made. Confidentiality will be maintained subject to the welfare of the student.
3. If a staff member has reasonable cause to suspect child abuse, the staff member must report to the Children and Family Services Division of the Department of Human Services.
4. If a staff member is called to testify in a judicial proceeding.

#### Policy Implementation

A copy of this policy will be given annually to each student and employee.

The Superintendent or his designee will annually conduct a review of this policy and procedures for implementation thereof.

Cross Ref:	Policy FFD	Automobile Use
	Policy FFEA	Reporting Child Abuse and Neglect
	Policy FHBC	Searches of Lockers
	Policy FHDA	Suspension and Expulsion
Legal Ref:	PL 101-226	Drug Free Schools and Communities Act of 1986
	Section 22	1989 Amendments
	34 CFR Part 86	Regulations
	NDCC 14-10-17	Minors-Treatment for sexually transmitted disease-Drug Abuse-Alcoholism
	NDCC 15-34.1-03(4)	Compulsory attendance-Exceptions
	NDCC 15-38-05	Temperance Day-Duty of school officers and teachers
NDCC 15-38-07	Required subjects in all	



schools  
NDCC 15-47-31 Membership in high school  
league-Cost of protection  
payments out of school funds-  
Manner of disbursements  
NDCC 19-03.1 Uniform Controlled Substance  
Act-Prohibited Acts-  
Paraphernalia/Possession  
NDCC 31-01-06.1 School counselors shall be  
immune from disclosing  
information given by  
pupils  
NDCC 31-01-06.3 Addiction counselors shall  
be immune from disclosing  
information given by  
pupils  
NDCC 50-25.1-03 Persons required and per-  
mitted to report-To whom  
reported

POLICY ADOPTED: 3-20-90  
POLICY AMENDED: 12-18-90  
3-17-92

Descriptor Code: FHCA

STUDENT HANDBOOKS

The administration shall publish and annually revise a handbook containing information about the district and about the individual schools and the rules and regulations with which students are expected to conform. The handbook shall be distributed to all students the first day of school each year.

Dickinson Public  
School District #1

POLICY ADOPTED: 3-17-92  
POLICY AMENDED:

Dickinson Public Schools  
Regular Meeting

March 17, 1992; 7:00 P.M.  
Board Room, Central Office

The Dickinson Public School Board met in regular session on March 17, 1992 at the Central Administrative Office. Board members present were Jim Ciavarella, Don Staudinger, Diana Hunke, Nancy Johnson and Earl Abrahamson. Administrators present were Superintendent Dr. Rollie Morud, C. B. Haas, Betty Neigum, Vince Reep, Louis Braun, LeRoy Boespflug, Lois Myran, Bruce Jessen, Ron Steiner, Jim Gentile, Arlo Howe and Rodger Miller. Others present were: Sharon Dietz-Press, Paul Nachtigal-MCREL, Fern Pokorny, Leon Kleingartner, Arlene Kukowski, Marty Odermann Gardner, Lawrence A. Gardner, Bob Stefonowicz, and Jim Steckler.

President Ciavarella called the meeting to order.

#### Public Participation

There were no requests to address the Board.

#### Additional Agenda Items/Removal of Items From Consent Agenda

There were no requests to add any items to the agenda.

There were no requests to remove any items from the consent agenda.

#### Consent Agenda

Johnson moved that the consent agenda, consisting of the minutes of the regular meeting held on February 18, 1992; bills; financial reports; two additional days emergency leave for Neysa Morrison and one additional day of emergency leave for Joyce Berger be approved. Hunke seconded the motion. The motion passed unanimously.

#### MCREL Representative - Paul Nachtigal

Dr. Morud introduced Paul Nachtigal who is with the Mid-Continent Regional Educational Laboratory and is providing consultant services to the district in connection with the Learning Lab and the Community/School Revitalization Project. Focal points of Nachtigal's comments were:

- a. School reform implications with regard to curriculum being developed which concentrates on the local setting.
- b. Survival of rural communities and how community/school collaboration can enhance that survival.

In response to Johnson's question, "How do you feel the projects in Dickinson are progressing?", Nachtigal replied that the

projects are going very well but there is always great difficulty in getting new ideas infused into the curriculum.

Superintendent's Report

Dr. Morud reported on the following items.

- a. Liberty National Bank Partnership - Three students from Dickinson High School are participating in an in-service at the bank entitled "Principles of Banking". This is one example of the community/school classroom integration concept.
- b. New High School Sports - Patrons have approached Dr. Morud asking the Board to consider sponsoring High School Hockey and Swimming. The Park Board has expressed interest in assuming responsibility for operating the elementary basketball program. Some parents have expressed a serious concern for the inequity they perceive exists between male and female extra-curricular activities. All of these issues will need to be addressed in the near future.
- c. Meeting with the Governor - Dr. Morud will be attending a meeting with Governor George Sinner concerning the equalization lawsuit in which we are participating. The purpose of the meeting will be to try and reach a settlement prior to the court date. The meeting is scheduled on March 24, 1992 from 4 to 6 P.M. at the Governor's residence.
- d. Impasse Fact Finding - It appears that the best dates for a meeting with the Fact Finders is April 8 and 9 or April 13 and 14.

Student/Staff Recognitions

Dr. Morud recognized the following:

Chantel Moore - DHS, All WDA volleyball team;

Jim Glasser - DHS, WDA Coach of the Year Award;

Wade Christianson, Craig Johnson and Aron Abbey, DHS,  
All WDA Basketball Team;

Arlen Sayler, DHS, State Wrestling Champion;

DHS Girls' Volleyball Team, Team Scholar Award from  
NDHSAA, Collective GPA-3.65;

Eloise Leggate - Silver Beaver Award. This award  
recognizes exceptional volunteer service to the Boy  
Scouts of America;

March 17, 1992

Carlton Larson - DHS, will receive a \$100 savings bond for winning the American Legion local oratorical contest;

DHS Speech Team placed in the top third of 30 schools competing in the Fargo Speech Tournament. Congratulations to the following team members: Brad Forster, Stephanie Binger, Gail Thuner and Rick Sadowsky;

Principal Lois Myran - Lincoln, received the Governor's Commodore Award at the 1991 Annual Convention of the ND Water Users Association.

Spark Plug Awards:

Alfred Jirges - Bus Shop  
Barb Binstock - Jefferson

Report on Interactive Television

Dr. Morud informed the Board that the I-94 ITV Consortium, with a membership of nine schools, has dissolved due to the prohibitive costs involved in developing a consortium that large. The monthly cost per school for a nine-school consortium was estimated at \$850.00. Dickinson is now a member of the Roughrider ITV Consortium, consisting of Dickinson, Belfield, South Heart and Billings County. With this membership, the monthly cost per school is estimated at \$322 for ten months of the year. This is economically feasible. The schedule now would be for development of the system in '92-'93 and having it operational in '93-'94.

Fuel Bids

LeRoy summarized the fuel bids as follows: Copies of the original bids are attached to these minutes.

Unleaded gasoline purchased at pump (20,000 gallons)

<u>Dan's</u>		<u>Cenex</u>	
.042	-	.03	= .012 X 20,000 = \$240.00 Savings at Dan's

Diesel-delivered To Bus Shop (24,500 gallons, approx.)

<u>Cenex</u>		<u>Dan's</u>	
.04	-	.012	= .028 X 24,500 = 686.00 Savings at Cenex

Diesel purchased at pump (500 gallons, approx.)

<u>Dan's</u>	<u>Cenex</u>
.022	-
	.01 = .012 X 500 = 6.00
	Savings at Dan's
\$ 686.00	
<u>246.00</u>	
\$ 440.00	- Net Savings at Cenex

All fuel prices would also be reduced by the amount of federal tax (presently \$.14 per gallon).

Mr. Boespflug recommended that the bid from Cenex be accepted.

Johnson moved that the bid submitted by the Farmers Union Oil Company of Dickinson be accepted. Hunke seconded the motion. The motion passed unanimously.

DHS Registration: '92-'93

Arlo Howe reviewed the proposal presented at the February meeting. Following a discussion on the length of periods, Hunke moved that the administration be directed to register students for 1992-1993 in a seven-period day structure with fifty (50) minute periods and with Channel I being programmed within the school day. Abrahamson seconded the motion. During discussion, Hunke emphasized the point that this motion is strictly for the purpose of registering students for '92-'93 and is not intended to have any effect on the current impasse and negotiations outcome. Board consensus was in agreement with this statement. The motion passed unanimously.

DEA Petition for Recognition

Discussion on the petition centered on the definition of "Appropriate Negotiating Unit". It was consensus that the language was too broad and could be construed to include employees with "certification" other than contracted certificated teachers. Johnson moved to postpone this item until the next regular Board meeting. Hunke seconded the motion. The motion passed unanimously.

President Ciavarella appointed Johnson and Hunke to meet with DEA representatives to arrive at mutually agreeable language in the petition statement.

School Calendar: '92-'93

Considerable discussion took place on the proposed calendar. Points in the discussion were:

March 17, 1992

- a. Starting school too early in August,
- b. Consider extending school later in May, perhaps even into June,
- c. Consider a graduation ceremony during the week instead of Sunday,
- d. Arrange the calendar so it doesn't interfere with the State Track Meet,
- e. Christmas break should start before December 23,
- f. And on ad infinitum...

Abrahamson moved to postpone action on the school calendar until the next regular meeting. Staudinger seconded the motion. President Ciavarella called for a roll call vote. The motion passed by a 3 to 2 vote.

Abrahamson, Aye  
Ciavarella, Nay  
Hunke, Aye

Johnson, Nay  
Staudinger, Aye

#### School Board Election Date

Hunke moved that the annual election be scheduled on June 2, 1992, with the same precinct boundaries as previous elections, with polling places at Jefferson, Lincoln, Heart River Elementary Schools and the Gladstone City Hall, and that the polls be opened at 9:00 A.M. and closed at 7:00 P.M. Abrahamson seconded the motion. The motion passed unanimously.

Precinct boundaries are as follows:

The district, both city and rural, shall be divided by Highway 22 and the Burlington Northern railway tracks.

Those living north of the Burlington Northern railway tracts and west of Highway 22 shall vote at Jefferson Elementary School. This includes residents of the old Newcastle School District.

Residents living north of the Burlington Northern railway tracks and east of Highway 22 to the old Gladstone District shall vote at Lincoln Elementary School.

All residents living south of the Burlington Northern railway tracks and east to the old Gladstone and Garden Districts shall vote at Heart River Elementary.

All residents of the old Gladstone and Garden School Districts shall vote at the Gladstone City Hall.

All residents of the old Shipley School District shall vote at Gladstone or Heart River Elementary, whichever is more convenient.

March 17, 1992

A June 2, 1992 election creates the following deadlines:

Candidate filing deadline - 4:00 P.M.	April 30, 1992
Ballots printed -	May 13, 1992
Official notice of election - (Dickinson Press)	May 19, 1992
Election -	June 2, 1992
Canvas election returns - (Must be done within 3 days of the election)	June 5, 1992
Notification of election results to County Superintendent (Must be done with 10 days of the election) -	June 15, 1992

#### Superintendent's Evaluation

President Ciavarella reported that he had reviewed the composite evaluation with Dr. Morud and that the overall evaluation was extremely favorable. Dr. Morud was given commendation for his outstanding performance as Superintendent of Dickinson Public Schools in the past year.

#### Board Policies

Johnson moved that Policy FHCA, Student Handbooks, receive second reading approval for adoption. Hunke seconded the motion. The motion passed unanimously.

Hunke moved that Policy FHCF, Drug Use/Abuse, receive second reading approval as amended. Abrahamson seconded the motion. The motion passed unanimously.

Dr. Morud recommended that Policy FBC, Inoculations, not be adopted and that, if the Board wishes, the policy could be referred to the North Dakota School Boards Association for study and possible legislative action. Johnson moved that action on Policy FBC, Inoculations, be postponed indefinitely. Hunke seconded the motion. The motion passed unanimously.

Policies FHCA and FHCF are included as a part of these minutes.

At 8:50 P.M., Johnson moved that the meeting be adjourned. Hunke seconded the motion. The motion passed unanimously.

  
\_\_\_\_\_  
C.B. Haas, Business Manager

  
\_\_\_\_\_  
James C. Ciavarella, President



Dickinson Public Schools  
Special Meeting

March 23, 1992; 12:00 Noon  
Board Room, Central Office

The Dickinson Public School Board met in special session on March 23, 1992 at the Central Administration Office. Board members present were: Jim Ciavarella, Nancy Johnson, Diana Hunke and Earl Abrahamson. Don Staudinger was absent. Administrators present were: Superintendent Dr. Rollie Morud, LeRoy Boespflug and Ron Steiner. Rick zumBrunnen was also present.

President Ciavarella called the meeting to order.

Hagen Kitchen Bids

The following bids were considered:

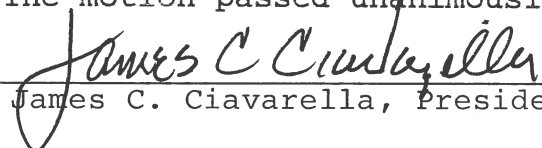
<u>Specification</u>	<u>Central Mechanical</u>	<u>Kramer Sheet Metal</u>
Base Bid	\$ 44,700.	\$ 38,840.
Alt. #1 - Tilting Brazing Pan	7,160.	7,363.
Alt. #2 - Mixer	5,582.	4,641.
Alt. #3 - 2-Tray Silverware Dispenser	1,088.	557.
Alt. #4 - Booster Heater	1,887.	966.
Alt. #5 - Sink Heater	618.	587.
Alt. #6 - Ansul Fire System	0.	-130.
Total	\$ 61,035.	\$ 52,824.

The administrative recommendation is to accept the Base Bid and all Alternate Bids from Kramer Sheet Metal. Hunke moved to accept the Base Bid of \$38,840, plus alternates 1, 2, 3, 4, 5 and 6 for a total of \$52,824 from Kramer Sheet Metal of Dickinson, North Dakota. Johnson seconded the motion. The motion passed unanimously.

Other topics related to the Hagen Project discussed briefly were:

- a. Possible purchase of a malt machine
- b. Landscaping (north side of Hagen)
- c. Handicapped access (north side)
- d. Parking considerations (to be a part of the landscape plan)

At 12:26 P.M., Johnson moved to adjourn the meeting. Hunke seconded the motion. The motion passed unanimously.

  
James C. Ciavarella, President

  
C.B. Haas, Business Manager

Dickinson Public Schools  
Special Meeting

April 21, 1992; 4:00 P.M.  
Board Room, Central Office

The Dickinson Public School Board met in special session on April 21, 1992 at the Central Administration Office. Board members present were: Jim Ciavarella, Nancy Johnson, Don Staudinger, Diana Hunke and Earl Abrahamson. Administrators present were Superintendent Dr. Rollie Morud, C. B. Haas, Ron Steiner, Betty Neigum, Bruce Jessen, Rodger Miller, Louis Braun, Lois Myran and Vince Reep. Others present were: Sue Carter-Dickinson Press, Gerald Holinka, Jean Braun, Bobbi Miller, Donna Havelka, Leanne M. Smutzler, Sherwin Dockter and Fern Pokorny.

President Ciavarella called the meeting to order.

Budget: 1992-1993

President Ciavarella introduced the agenda item and asked Dr. Morud to elaborate on the current budget status and projections for 1992-1993.

Dr. Morud covered the following topics in an informal question/answer format.

- a. Opening Remarks
- b. Balance Sheet
- c. Review of Revenue
- d. Expenditure Flexibility
- e. Staffing Requests
- f. Classified Employee Study

The purpose of the meeting was to give the Board information on these topics with decisions on critical issues being postponed to later meetings. Copies of all documents presented to the Board are attached to these minutes.

  
\_\_\_\_\_  
C.B. Haas, Business Manager

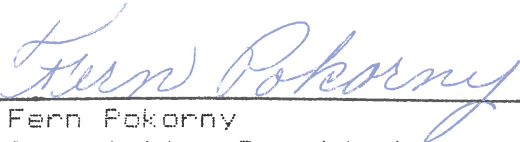
  
\_\_\_\_\_  
James C. Ciavarella, President



*Dickinson Educators' Association*  
*Dickinson, North Dakota 58601.*

Pursuant to Section 10 of the North Dakota Century Code 15-38.1, the Dickinson Education Association, hereinafter referred to as the Association, hereby requests that the Dickinson School Board, hereinafter referred to as the Board, recognizes as an appropriate negotiating unit all certified personnel employed, or to be employed, by the Board except administrators.

April 21, 1992

  
Fern Pokorny  
Association President

  
Lila Mae Hamre  
Association Secretary

# DICKINSON PUBLIC SCHOOLS

## 1992-1993 School Calendar

July 1992


November 1992 (18)

	2	3	4	5	6
	9	10		12	13
	16	17	18	19	20
	23	24	25		
	30				

March 1993 (21)

	1	2	3	WDA	
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31		

August 1992 (5)

	W	25	26	27	28
	31				

December 1992 (17)

		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23		

April 1993 (20)

				1	2
	5	6	7	8	
		13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

September 1992 (20)

		1	2	3	4
		8	9	10	11
		14	15	16	17
		21	22	23	24
		28	29	30	

January 1993 (19)

	4	5	6	7	8
	11	12	13	14	15
	I	19	20	21	22
	25	26	27	28	29

May 1993 (15)

		3	4	5	6
		10	11	12	13
		17	18	19	20

October 1992 (20)

			1	2	
	5	6	7	8	9
	12	13	14	NDEA	
	19	20	21	22	23
	26	27	28	29	30

February 1993 (20)

	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26

June 1993


- |                                 |                  |
|---------------------------------|------------------|
| <b>First Day of School</b>      | August 25        |
| <b>Labor Day</b>                | September 7      |
| <b>Madeline Hunter</b>          | September 25     |
| <b>NDEA</b>                     | October 15 & 16  |
| <b>Veteran's Day</b>            | November 11      |
| <b>Thanksgiving Break</b>       | November 26 & 27 |
| <b>Last Day/Christmas Break</b> | December 23*     |
| <b>Return/Christmas Break</b>   | January 4        |
| <b>January In-service</b>       | January 18       |
| <b>WDA</b>                      | March 4 & 5      |
| <b>Good Friday</b>              | April 9          |
| <b>Easter Monday</b>            | April 12         |
| <b>Last Day of School</b>       | May 21           |
| <b>Graduation</b>               | May 23           |

**GRADING PERIODS:**

I. August 25-October 28: 43 Days

II. October 29-January 12: 44 Days

III. January 13-March 18: 44 Days

IV. March 19-May 21: 44 Days

**(Face to face) 175 Days**

\* Early Dismissal 12-23-92

**Conferences:**

Fall November 4, 5, 6  
Spring March 24, 25, 26

**Storm Days - 3/4/93 & 3/5/93**

Conference pattern - early dismissal (1:30 p.m.) Wednesday and Thursday, plus all day Friday.

Dickinson Public Schools  
Regular Meeting

April 21, 1992; 8:00 P.M.  
Board Room, Central Office

The Dickinson Public School Board met in regular session on April 21, 1992 at the Central Administration Office. Board members present were Earl Abrahamson, Jim Ciavarella, Diana Hunke, Nancy Johnson and Don Staudinger. Administrators present were Superintendent Dr. Rollie Morud, C. B. Haas, Betty Neigum, Rodger Miller, Louis Braun, Marv Knoll, Vince Reep and Arlo Howe. Others present were: Sue Carter-Dickinson Press, Fern Pokorny, Leanne M. Smutzler, Donna K. Havelka, Leon Kleingartner, Jim Steckler, Bob Stefonowicz, Julie Reffel, James A. Reffel, and Kay Werremeyer.

President Ciavarella called the meeting to order.

#### Public Participation

There were no requests to address the Board.

#### Additional Agenda Items/Removal if Items from Consent Agenda

Abrahamson moved to add "Swim Team Resolution" to the agenda. Hunke seconded the motion. The motion passed unanimously.

Johnson moved to add "DEA Negotiations Petition Committee Report" to the agenda. Abrahamson seconded the motion. The motion passed unanimously.

Abrahamson moved to add an additional "Personnel" matter to the agenda. Johnson seconded the motion. The motion passed unanimously.

There were no requests to remove any items from the consent agenda.

#### Consent Agenda

Johnson moved that the consent agenda, consisting of the minutes of the regular meeting held on March 17, 1992; bills; financial reports; two additional days emergency leave for Charlie Hibl; one additional day of emergency leave for Lori Bender; Deb Sabo's resignation effective at the end of this school term and the reduction of Susan Stoltz's contract from 16% to 8% for the 1992-1993 school year, be approved. Hunke seconded the motion. The motion passed unanimously.

#### Student/Staff Recognitions

Dr. Morud recognized the following.

- a. DHS student, Mike Klemm, winner of a \$500 music contest for song writers under the age of 21. His song will be used as a theme song for a movie about alcohol and teens.
- b. The Hagen Math Counts Team finished first in the county competition. Team members are Amie Johnson, Mandie Bahley, Mitch Armstrong and Shane Swenson.

Individual awards in the county include: Shane Swenson, 2nd overall - he will go to state competition; and Amie Johnson, 3rd overall.

Beth Schwindt, Shane Yates and Seth Weber represented Hagen in the county competition. Seth Weber finished 2nd overall and 1st in 7th Grade; Beth Schwindt finished 5th overall and 2nd in the 8th Grade.

Seth Weber will compete in the state competition in Bismarck.

- c. Charity Johnson, 1992 DHS Valedictorian, has been awarded an Honors Apprentice Scholarship to Moorhead State University.
- d. Lindsey Bolinske, Berg Elementary student, received honorable mention in "A Smile is Ageless" contest as part of National Children's Dental Health Month.
- e. Sparkplug Awards:

February

Marilyn Ridenhower	Central Office
Jane Cornell	Roosevelt
Carlean Jundt	Jefferson
Diane Hausauer	Berg
Ruth Wangerud	Heart River

March

Betty Neigum	Central Office
Sherwin Dockter	Hagen
Marge Gendreau	Roosevelt
Barb Binstock	Jefferson
Rosie Perdaems	Lincoln
Carla Fettig	Berg
Claudie Joersz	Heart River
Alfred Jirges	Bus Shop

April

Erv Van Veldhuizen  
Carolyn Blake  
Sandy Ficek  
Gayle Heinsen

Hagen  
Lincoln  
Berg  
Bus Shop

Superintendent's Report

Dr. Morud reported to the Board that the Community School Revitalization project has been funded for 1992-1993 at a level of \$103,200. Johnson moved to accept this grant in the amount of \$103,200. Hunke seconded the motion. The motion passed unanimously.

School Calendar: 1992-1993

Dr. Morud reviewed the results of the survey taken amongst parents and teachers on calendar alternatives. Fifty-nine percent (59%) of the parents responding to the survey preferred Alternative #1 and sixty-four percent (64%) of the teachers responding to the survey preferred Alternative #2. Dr. Morud also contacted the Dickinson Ministerial Association to get an indication of their preference. There seemed to be no significant preference with this group.

Hunke moved to adopt option #1 as the official calendar for 1992-1993. Abrahamson seconded the motion. The motion passed unanimously. A copy of the 1992-1993 school calendar is attached to these minutes.

Roughrider ITV Consortium

Dr. Morud described the most recent plan whereby Dickinson, South Heart and Belfield would join together in an ITV Consortium. Staudinger moved that Dickinson become a member of the Roughrider ITV Consortium with Belfield and South Heart. Hunke seconded the motion. The motion passed unanimously.

Administrative Negotiations

Dr. Morud reviewed the petition submitted by the administrators in the district and recommended that the Board accept the petition. Johnson moved that the Board recognize the Dickinson Administrative Council as the exclusive representative of all certificated administrators employed as administrators by the Board. Hunke seconded the motion. During discussion, it was stressed that the Board prefers the petition to read, "...certificated administrators employed 'as administrators' by the Board." There was no objection to this by the administrators. The motion passed unanimously.

### Elementary Athletics

Dr. Morud indicated that the Parks and Recreation Department is willing to take over the operation of the elementary boys' and girls' basketball program. He asked the Board to authorize him to engage in further discussions with Doug Jaeger, Director of Parks and Recreation, with the goal of transferring the elementary boys' and girls' basketball program to Parks and Recreation. Johnson moved to accept Dr. Morud's recommendation. The motion passed unanimously.

### Bus Shop Property Purchase

President Ciavarella reviewed a brief history of the rental costs and the proposals from holding companies for the sale of the bus shop property. Dr. Morud added details on his recent conversations with representatives from the Trillium Corporation, current owners of the property. Dr. Morud recommended that the Board authorize the administration to purchase the property for a maximum of \$45,000 with the stipulation that efforts would be made to negotiate a lower price. Johnson moved to accept Superintendent Morud's recommendation. Hunke seconded the motion. The motion passed unanimously.

### Hagen Grounds - Project Discussion

Dr. Morud made comments related to the Hagen construction project and more specifically elaborated on the need to improve the grounds area on the north side of Hagen. Considerations in the plan need to address:

1. Drainage - positive surface drainage around east side;
2. Green areas - turf, trees, shrubs, etc.;
3. Recreational areas;
4. Lounging areas;
5. Look for student ideas.

Staudinger suggested that a civil engineering firm, such as Kadrmas, Lee & Jackson, may have to be contacted for design assistance. Consensus was to authorize Dr. Morud and LeRoy Boespflug to develop a plan for the area and to seek professional assistance where necessary.

### Educational Services Agreement-South Heart

Dr. Morud explained how this agreement might work in the areas of elementary guidance, elementary librarians, elementary music and foreign languages.



### Superintendent's Contract

President Ciavarella re-emphasized the fact that the Superintendent's evaluation was excellent and that the Board must now consider contract provisions for Dr. Morud. Ciavarella asked for volunteers to serve on a two-member committee to arrive at a mutually agreeable contract. Ciavarella and Abrahamson volunteered. Ciavarella indicated that the committee would present a package proposal to the entire Board.

### Swim Team Resolution

Abrahamson explained a proposal from the Dickinson Dolphin Swim Team, Inc., which requests the Dickinson School Board to suggest to the North Dakota High School Activities Association that students under the control of the NDHSAA be allowed to participate in the high school swimming program sanctioned by the NDHSAA and the United States Swimming (USS) program simultaneously. Following discussion, consensus was to take no action at this time and to ask Abrahamson to secure more detailed information about the concept and the proposal.

### DEA Negotiations Petition Committee Report

Johnson reported on the Committee's efforts to arrive at language in the petition which satisfactorily defines an appropriate negotiating unit. Agreement with the DEA was not reached and, therefore, Johnson moved that the Board reject Part I (NDCC 15-38.1 Section 10) of the DEA Petition on the basis that the "scope of the negotiating unit" is not defined to the Board's satisfaction. Abrahamson seconded the motion. The motion passed unanimously. A copy of the rejected petition is attached to these minutes.

### Personnel

Dr. Morud explained briefly how he responded to a request by Julia Reffel for additional sick leave days for this year. Essentially, Dr. Morud denied the request on the basis that there was no Board Policy which would permit such action nor a precedent which would allow an exception. Following a presentation by Ms. Reffel and Board discussion, Johnson moved to allow the transfer of personal leave days from other certified employees to Ms. Reffel in the same manner as was done earlier this year in the case of Jay Schobinger. Abrahamson seconded the motion. The motion passed unanimously.

### Other

Johnson extended get well wishes to Kim Kuhn on the Board's behalf.

At 9:50 P.M., Johnson moved that the meeting be adjourned. Hunke seconded the motion. The motion passed unanimously.



C.B. Haas, Business Manager

  
James C. Ciavarella, President

Dickinson Public Schools  
Special Meeting

May 1, 1992; 12:00 Noon  
Board Room, Central Office

The Dickinson Public School Board met in special session on May 1, 1992 at the Central Administrative Office. Board members present were: Jim Ciavarella, Nancy Johnson, Diana Hunke and Don Staudinger. Earl Abrahamson was absent. Administrators present were: Superintendent Dr. Rollie Morud, C. B. Haas, LeRoy Boespflug and Ron Steiner. Sue Carter-Dickinson Press, was also present.

President Ciavarella called the meeting to order.

Asbestos Proposals

LeRoy Boespflug presented the proposals and reviewed the details of the nature of the work to be performed. Following discussion, Johnson moved that the proposal from Tooz Construction in the amount of \$19,000 be accepted. Hunke seconded the motion. The motion passed unanimously. Proposals submitted were:

a. Tooz Construction	\$ 19,000.00
b. Weatherman, Inc.	19,051.00

At 12:15 P.M., Johnson moved that the meeting be adjourned. Hunke seconded the motion. The motion passed unanimously.



C.B. Haas, Business Manager

  
James C. Ciavarella, President

Dickinson Public Schools  
Regular Meeting

May 19, 1992; 7:00 P.M.  
Board Room, Central Office

The Dickinson Public School Board met in regular session on May 19, 1992 at the Central Administration Office. Board members present were: Earl Abrahamson, Diana Hunke, Nancy Johnson, Don Staudinger and Jim Ciavarella. Administrators present were: Superintendent Dr. Rollie Morud, C. B. Haas, LeRoy Boespflug, Vince Reep and Louis Braun. Others present were: Sue Carter-Dickinson Press, Fern Pokorny, Bobbi Miller and Bob Stefonowicz.

President Ciavarella called the meeting to order.

#### Public Participation

There were no requests to address the Board.

#### Additional Agenda Items/Removal of Items from Consent Agenda

There were no additional agenda items.

There were no requests to remove any items from the consent agenda.

#### Consent Agenda

Johnson moved that the consent agenda, consisting of the minutes of the special meeting on March 23, 1992; minutes of the special meeting on April 21, 1992; minutes of the regular meeting on April 21, 1992 and minutes of the special meeting on May 1, 1992; bills; financial reports; the new hires of Paulette Farber, Barbara Canode and Martha Dukart; the resignations of Hank Pankratz from Head Wrestling Coach and Dorothy Johnson from Elementary Music Instructor; one additional day of emergency leave for Joyce Berger; one additional day emergency leave for Mary Bruhschwein and four and one-half days emergency leave for Martha Olheiser; be approved. Hunke seconded the motion. The motion passed unanimously.

#### Student/Staff Recognitions

Dr. Morud recognized the following:

A. Brook Thompson from Jefferson Elementary placed third in the 9-12 age category of the state-wide 1992 International Aviation Art Contest.

B. Tiffany Jacobsen, a junior at DHS, will go on a three-week bus tour to the United Nations in July. She was chosen by the Frontier Lodge #27 and the Endeavor Rebekah Lodge #2 as their delegate.

C. Dickinson School Board Member Nancy Johnson has won a seat on the National School Board Association's Board of Directors. Johnson is the first candidate ever from the State of North Dakota to serve on the national board.

D. Carlton Larson, DHS, was named first place winner in the annual journalism contest, sponsored by the Governor's Committee on Employment of People with Disabilities. He won a plaque and \$150. Larson has been selected as second place winner in the national contest and will receive a \$2,500 scholarship. He will represent North Dakota at the national competition in Washington, D.C. in late May.

Carlton Larson also won the sixth annual North Dakota Citizen Bee at the Heritage Center in Bismarck. This was Carlton's third straight North Dakota Citizen Bee title. Carlton will receive a \$500 scholarship.

E. The following DHS students are recognized as 1991-1992 peer tutors: Charity Johnson, Chantal Moore, Loretta McCarty, Rhonda Steiner, Lynett Steckler, April Schwartzbauer, Jo Marie Glasoe, Amanda Morrow, Renae Griffin, Monica Howell, Stacy Baumgartner, Megan Gardner and Linda Hunke.

F. The following Spark Plug winners have been named:

For April 1992:	Toni Fosaaen-Roosevelt
For May 1992:	Jeannie Roshau-Lincoln
	Arnie Betlaf-Bus Shop

### Superintendent's Report

Dr. Morud reported on the following items:

A. Hagen Carpet Bids - Dr. Morud presented the following bids for carpet and stair covering for Hagen Junior High:

	<u>Floor to Ceiling</u>	<u>House of Color</u>
Carpet as specified	\$50,000.00	\$48,880.00
Stair Covering as spec.	<u>9,000.00</u>	<u>9,989.00</u>
	\$59,000.00	\$58,869.00

Dr. Morud recommended acceptance of the Floor to Ceiling bid in the amount of \$59,000 even though it is \$131.00 higher. This recommendation is based on Board Policy HFA and the Board's intent to favor local bidders. Hunke moved to accept Dr. Morud's recommendation and award the bid to the Floor to

Ceiling store in the amount of \$59,000.00.  
Abrahamson seconded the motion. The motion passed  
unanimously.

B. Hagen Backyard Project - Dr. Morud outlined the provisions of the contract being considered with Kadrmas, Lee & Jackson for design and project oversight services. The site survey has been completed.

Site Survey	\$ 1213.17
Design Services	8900.00
Project Oversight	5200.00

Dr. Morud indicated that these would be the maximum costs and that the district would be billed on an hourly basis up to these maximum amounts. Board consensus was to proceed with the design and continue to have Board Members Staudinger and Abrahamson assist in overseeing the project.

C. Bus Shop Property - Dr. Morud reported on the negotiations for this property and informed the Board that it appears like the district may be able to purchase it for \$41,000 and add a bit of real estate by straightening the west property line. Dr. Morud indicated that, when an agreement is reached, the contract will be turned over to Attorney George Dynes for execution.

Budget: 1992-1993

Dr. Morud outlined the changes that have taken place in revenue and expenditures since the April 21, 1992 meeting.

Dr. Morud requested Board action in three areas:

1. Interim fund level at the end of FY '93;
2. Amount of local tax dollars to levy;
3. Authorization to advertise certain positions to begin developing a pool of candidates.

Staudinger moved to establish a target level for the FY '93 interim fund of 9% of the budgeted expenditures. Abrahamson seconded the motion. The motion passed unanimously.

A discussion on the local tax levy followed. Staudinger moved to levy the same number of mills in the general fund for 1992-1993 as was levied in 1991-1992 (192.91 mills) on a projected taxable value of \$16,755,412. Abrahamson seconded the motion. The motion passed unanimously.

Authorization to advertise the following positions was requested:

<u>Position</u>	<u>FTE</u>
Elementary Counselor	.50 - 1.0
Elementary Librarian	.50
Social Studies, DHS	1.00
Physical Education, Hagen	1.00
Life Science, Hagen	.60
Math, DHS	.60
English, DHS	.40
Speech Pathologist	.30
Spanish, DHS	.60

Hunke moved to authorize the advertisement of these positions. Johnson seconded the motion. The motion passed unanimously.

Dr. Morud added that decisions will have to be forthcoming on the two library aides and on the five regular classroom aides hired in the fall of '92.

#### Negotiations - Teacher

Dr. Morud informed the Board that the next negotiating meeting is scheduled on Monday, June 2, 1992 at 7:00 P.M.

Board negotiators Staudinger and Hunke requested a special meeting be scheduled before June 2 for the purpose of discussing negotiations and giving Board negotiators direction for the meeting on June 2. A special meeting is scheduled at 6:00 A.M. on Friday, May 29, 1992.

#### Classified Salary & Benefit Package

Dr. Morud and C. B. Haas reviewed the package and the proposed work calendars for classified staff.

Johnson moved to approve the work calendars and the distribution of them to classified staff. Hunke seconded the motion. The motion passed unanimously.

Hunke moved to approve the revised Classified Employee Salary & Benefit Package with the following stipulations:

- A. Implement the package over a three-year period;
- B. Cap classified health insurance at the current rates:

Family - \$324.00/month  
Single - \$122.00/month

- C. The Board will no longer pay any of the deductible and co-insurance amounts for classified staff.

Abrahamson seconded the motion. The motion passed unanimously.

Annual Audit

Johnson moved to authorize the administration to call for bids for the annual audit for three consecutive years. Hunke seconded the motion. The motion passed unanimously.

Business Challenge

The district has received approval from the Department of Public Instruction to offer credit for a component of Business Challenge. The course also requires Board approval. Johnson moved that the course, "Introduction to Entrepreneurial Careers", #03011, be approved and included as a part of the offerings at Dickinson High School for 1/4 credit. Hunke seconded the motion. The motion passed unanimously.

Administrative Regulations

Dr. Morud reviewed the following Administrative Regulations:

Complaint Procedures	AAC-R
Hiring Procedure	DBA-R
Leave Without Pay	DAGF-R
Granting Credit for Certified Teaching Positions	DBB-R
Tobacco Use in the School System	DADE-R

Board consensus was in agreement with these regulations.

Superintendent Contract

President Ciavarella outlined the proposed terms of a new contract for Superintendent Dr. Morud. The contract will remain essentially the same but with the following changes.

- A. The contract will be for a three-year period commencing July 1, 1992 and ending June 30, 1995.

- B. Salary compensation shall be:

1992-1993:	\$ 66,000.00
1993-1994:	66,000.00
1994-1995: + 2%	67,320.00

- C. A health insurance cap will be implemented effected July 1, 1992. The maximum the district will



contribute to the Superintendent's health insurance is \$5122.80, the current annual cost for a family plan.

- D. Provide a tax sheltered annuity plan each of the three years in the amount of 4% of the Superintendent's gross salary.

Abrahamson moved to approve Superintendent Dr. Morud's new contract as specified and to authorize the Business Manager to prepare the contract. Hunke seconded the motion. The motion passed unanimously.

#### Board Policy

Policy DAGC, "Transfer of Leave", was presented for first reading approval. Abrahamson moved to give Policy DAGC first reading approval. Staudinger seconded the motion. The motion passed unanimously.

#### Other

President Ciavarella announced that he will be attending a planning meeting for a subsequent joint meeting of representatives of all city, county and public boards in the Dickinson area.

Dr. Morud informed the Board that he will be attending a meeting with patrons of the Lefor School District concerning the dissolution of the district.

A special Board meeting is scheduled on June 4, 1992 at 7:00 P.M. with the following agenda items to be considered:

- A. Canvas Annual Election
- B. Budget: 1992-1993
- C. Hagen Grounds Project

At 9:10 P.M., Johnson moved to adjourn the meeting. Hunke seconded the motion. The motion passed unanimously.



C.B. Haas, Business Manager

  
James C. Ciavarella, President

Dickinson Public Schools  
Special Meeting

May 29, 1992; 6:00 A.M.  
Board Room, Central Office

The Dickinson Public School Board met in special session on May 29, 1992 at the Central Administration Office. Board members present were: Earl Abrahamson, Nancy Johnson, Jim Ciavarella, Don Staudinger and Diana Hunke. Administrators present were Superintendent Dr. Rollie Morud, C. B. Haas and Louie Braun. Others present were Sue Carter-Dickinson Press, Jim Peters, Bobbi Miller, Bob Stefonowicz and Fern Pokorny.

President Ciavarella called the meeting to order.

### Negotiations Discussion

President Ciavarella introduced the topic and outlined the objective of the meeting - to give direction to the Board negotiators for a final offer in negotiations with the DEA. Staudinger reviewed the sequence of events over the last twelve to thirteen months which led to the current situation.

Individual Board members discussed the information they had received since the publishing of the Fact Finding Commission report. Following this discussion, action was taken in the following areas.

1. Salary - Johnson moved that the Board's final offer be a base of \$15,546 with retroactivity to include all of the school year 1991-1992. Abrahamson seconded the motion. The motion passed unanimously.
2. Health Insurance - Johnson moved to cap health insurance at the current rates and that any rate increases on or after January 1, 1993 will be the responsibility of the employee. Current rates are:

Family	\$ 426.90
Employee/Spouse-two party	275.30
Single Parent with Dependent	248.45
Single	148.15

The current Supplemental Plan will not be affected by this action. Abrahamson seconded the motion. The motion passed unanimously.

3. Seven-period Day - Abrahamson moved that the final offer with respect to the seven-period day be:

On July 1, 1993, Paragraph B4 on Page 18 of the Professional Negotiated Agreement will be deleted and that a School Improvement Team, as outlined below, be activated

to study the implementation of a seven-period day.

The 1992-1993 school term will be used by the DHS faculty and administration to study options in practice, curriculum and structure. The focus of their study will be governed by the following three tenets:


1. expanding opportunities for students
2. clarity of purpose
3. fiscal responsibility

The high school faculty will establish a school improvement team to lead this discussion and study.

In the spring of 1993 the School Improvement Team will report to the Board their recommendations.

Hunke seconded the motion. The motion passed unanimously.

At 7:30 A.M., Johnson moved to adjourn the meeting. Hunke seconded the motion. The motion passed unanimously.

  
C.B. Haas, Business Manager

  
James C. Ciavarella, President

Dickinson Public Schools  
Special Meeting

June 4, 1992; 7:00 P.M.  
Board Room, Central Office

The Dickinson Public School Board met in special session on June 4, 1992 at the Central Administration Office. Board members present were: Jim Ciavarella, Don Staudinger, Diana Hunke, Earl Abrahamson and Nancy Johnson. Administrators present were: Superintendent Dr. Rollie Morud, C. B. Haas, Rodger Miller, Betty Neigum and LeRoy Boespflug. Others present were: Sue Carter-Press, Fern Pokorny, David Paulson, Phyllis Dvorak, Alice Karn, Terry Glasser, Donna Tessier, Diane F. Melbye and Bobbi Miller.

President Ciavarella called the meeting to order.

#### Additional Agenda Items

Johnson moved to add "Personnel" and "Negotiations" to the agenda. Hunke seconded the motion. The motion passed unanimously.

#### Canvas School Board Election

C. B. Haas presented the results of the School Board Election held on June 2, 1992. They are as follows:

Name	Jefferson	Lincoln	Heart River	Gladstone	Total
Diane Melbye	90	62	21	6	179
Don Staudinger	87	62	17	5	171

#### Write Ins:

Vince Ficek	1				1
Bill Herauf	1				1
Harold Krieg	1				1
Rex Cook	3	1			4
Mark Greenwood	1				1
Sheldon Swenson		1			1
Richard Pokorny		1			1
Ray Meduna		2			2
Mark Vrem		1			1
Deb Kantrud			1		1
Joel Bleth					1
Roene Hulsing				1	1
Void	2	0	3	0	5

Total Registered Voters = 201

Abrahamson moved to approve the results of the annual election held on June 2, 1992. Johnson seconded the motion. The motion passed unanimously.

### Hagen Grounds Project

Dr. Morud introduced Gene Jackson with Kadrmas, Lee & Jackson, P.C., Consulting Engineers and Surveyors. Mr. Jackson reviewed the preliminary site development for the Hagen Grounds Project. Board consensus was to proceed with the first phase of the project with expenditures ranging from \$90,000-\$100,000.

Staudinger moved that the Board enter into an engineering agreement with Kadrmas, Lee & Jackson as outlined in a letter from them dated May 15, 1992. Abrahamson seconded the motion. (A copy of the letter is attached to these minutes). Staudinger moved to amend the motion by adding the stipulation that design services are to be billed at an hourly rate not to exceed \$8900.00. Johnson seconded the amendment. The amendment passed unanimously. The motion, as amended, passed unanimously.

Hunke moved to authorize the administration to continue development of the Hagen Grounds Project by completing final plans and specifications for the project, calling for bids with a phased-in construction and implementing the project within the constraints of the building fund budget. Abrahamson seconded the motion. The motion passed unanimously.

### Personnel

Dr. Morud recommended to the Board that David Michaelson be appointed as Head Wrestling Coach at Dickinson High School in 1992-1993. Staudinger moved to accept the Superintendent's recommendation. Johnson seconded the motion. The motion passed unanimously.

### Negotiations

Staudinger reported on the most recent negotiations meeting with both the Board and the DEA making final offers. Staudinger recommended that the Board postpone a decision on this matter until Monday, June 8. Superintendent Morud outlined the current situation with regard to the Extra Curricular Committee recommendations for pay increases in volleyball and girls' basketball at Dickinson High School. In order to include these recommendations in the settlement, written notification from the DEA stating they will support and approve the recommendations of the committee is required.

Staudinger moved to postpone final action on 1991-1992 negotiations until 7:00 A.M. on Monday, June 8, 1992, at

which time the issue will be considered during a special Board meeting. Abrahamson seconded the motion. The motion passed unanimously.

### Budget

Superintendent Morud reviewed the process of budgeting and outlined the overall time schedule for completion of the process. He pointed out the changes in projected fund balances since the April 21, 1992 meeting. Superintendent Morud recommended a target level for the interim fund on June 30, 1993 of \$900,000.

Staudinger moved to establish a target level for the June 30, 1993 interim fund at \$900,000 and that the budget for the 1992-1993 school year be developed around that figure. President Ciavarella ruled the motion out of order because of an earlier motion on May 19, 1992 which established a target level for the FY '93 interim fund at 9% of budgeted expenditures. Abrahamson moved to rescind the previous Board action placing the interim fund at 9% of budgeted expenditures. Hunke seconded the motion. The motion passed by a four to one vote. Ciavarella, aye; Abrahamson, aye; Staudinger, aye; Hunke, aye; Johnson, nay.

Staudinger moved to establish a target level for the June 30, 1993 interim fund at \$900,000 and that the budget for the 1992-1993 school year be developed around that figure. Abrahamson seconded the motion. The motion passed by a four to one vote. Ciavarella, aye; Abrahamson, aye; Staudinger, aye; Hunke, aye; Johnson, nay.

Hunke moved to continue employment of five general elementary classroom aides for the 1992-1993 school year. Staudinger seconded the motion. The motion passed unanimously.

Superintendent Morud recommended the Board authorize budgeting for the following new positions so interviewing and hiring may proceed.

Elementary Counselor	1.0 FTE
Elementary Librarian	.5
Hagen Staff Increases	2.2
DHS Staff Increases	1.5
Speech Pathologist	.3
Hagen Custodian	.5

Abrahamson moved to accept the recommendation of the Superintendent. Hunke seconded the motion. The motion passed unanimously.

At 8:48 P.M., Johnson moved to adjourn the meeting.  
Hunke seconded the motion. The motion passed unanimously.



C.B. Haas, Business Manager



James C. Ciavarella, President

Dickinson Public Schools  
Special Meeting

June 8, 1992; 7:00 A.M.  
Board Room, Central Office

The Dickinson Public School Board met in special session on June 8, 1992 at the Central Administration Office. Board members present were: Jim Ciavarella, Don Staudinger, Diana Hunke, Nancy Johnson and Earl Abrahamson. Administrators present were: Superintendent Dr. Rollie Morud and C. B. Haas. Others present were: Fern Pokorny, Jane Cornell, Rhonda Kraenzel, Karin G. Ehli, Donna K. Havelka, Dean Arneson, Barb Arneson, Toni Fosaaen, Terry Glasser, Bonnie Ficek, Kristi Mulvey, Merrill Fahlstrom, Cynthia A. Koppinger, Al Koppinger, Leanne N. Smutzler, Bob Hebert, Richard Johnson, Del Quigley, Bill Hankins, Charles Finck, Jim Glasser, Patrick Blake, Larry Selle, Gary Selle, Jim Peters, Lila Mae Hamre, Ruth Wangerud, Bob Stefonowicz, Rick Kovash, Jim Miller, Gloria Knoll, Paulette Huber, Bobbi Miller, Barb Nelson, Karen Dryden, Deb Conlon, Bonnie Ruffedt, Nelda Krein, Susan Bogner and Donna Ritter.

President Ciavarella called the meeting to order.

#### Negotiations

President Ciavarella reviewed a letter from the DEA which supports the inclusion of the Extra Curricular Committee Report recommendation into the master contract. A copy of the report is attached to these minutes. Johnson moved to accept the report and recommendations of the Extra Curricular Committee. Hunke seconded the motion. The motion passed unanimously.

Staudinger moved the Board reject the DEA final offer of accepting the Fact Finding Commission Report as settlement for the 1991-1992 school year. Hunke seconded the motion. The motion passed unanimously.

Staudinger moved to declare that good faith negotiations have been completed for the 1991-1992 school year. Hunke seconded the motion. The motion passed unanimously.

Staudinger moved that the Board instruct the administration to unilaterally issue contracts to teachers for the 1991-1992 school year based on the Board's final offer, including the recommendations of the Extra Curricular Committee report. The specifics of the Board's final offer are:

1. Base salary of \$15,546 with retroactivity to include all of the school year 1991-1992.
2. Health insurance contributions by the district will be capped at current rates and any rate increases



on or after January 1, 1993 will be the responsibility of the employee. Current monthly rates are:

Family	\$ 426.90
Employee/Spouse (2-party)	275.30
Single Parent with Dependent	248.45
Single	148.15

The current Supplemental Plan is not affected by this cap.

3. Seven-Period Day

On July 1, 1993, Paragraph B4 on Page 18 of the Professional Negotiated Agreement will be deleted and a School Improvement Team, as outlined below, will be activated to study the implementation of a seven-period day.

The 1992-1993 school term will be used by the DHS faculty and administration to study options in practice, curriculum and structure. The focus of their study will be governed by the following three tenets:

- a. expanding opportunities for students
- b. clarity of purpose
- c. fiscal responsibility

The high school faculty will establish a school improvement team to lead this discussion and study.

In the spring of 1993 the School Improvement Team will report their recommendations to the Board.

Abrahamson seconded the motion. The motion passed unanimously.

At 7:38 A.M., Johnson moved to adjourn the meeting. Hunke seconded the meeting. The motion passed unanimously.

  
C.B. Haas, Business Manager

  
James C. Ciavarella, President



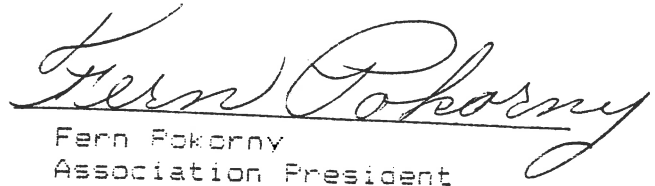
Dickinson Educators' Association  
Dickinson, North Dakota 58601

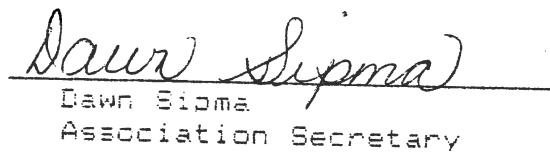
Pursuant to Section 15-38.1-10 of the North Dakota Century Code, the Dickinson Education Association, herein called the Association, hereby determines that the following grouping of jobs or positions within the Dickinson School District, herein called the District, constitutes an appropriate negotiation unit:

All certificated personnel employed, or to be employed, in positions requiring a certificate issued pursuant to Chapter 15-36-01 of the North Dakota Century Code, by the Board, except administrators and substitute teachers.

The Association requests the District to accept such appropriate bargaining unit.

June 10, 1992

  
Fern Pokorny  
Association President

  
Dawn Sipma  
Association Secretary



*Dickinson Educators' Association*  
*Dickinson, North Dakota 58601*

Pursuant to Section II of the North Dakota Century Code 15-38.1, the Dickinson Education Association, hereinafter referred to as the Association, hereby requests that the Dickinson School Board, hereinafter referred to as the Board, recognizes the Association as the exclusive representative of all certificated personnel employed, or to be employed, in positions requiring a certificate issued pursuant to Chapter 15-36-01 of the North Dakota Century Code, by the Board (except administrators and substitute teachers) for the purpose of negotiating matters relating to terms and conditions of employment and employer-employee relations, including but not limited to salary, hours, and other terms and conditions of employment. Evidence that the Association does represent the majority of certificated personnel included in the appropriate negotiating unit is attached in the form of petition.

June 10, 1992

*Fern Pokorny*  
Association President  
Fern Pokorny

*Dawn Sipma*  
Association Secretary  
Dawn Sipma

# Indemnity Agreement

The undersigned, on behalf of the Dickinson Public School District #1, hereby agree to indemnify LeRoy Boespflug for any activity undertaken in the performance of the duties and responsibilities as mandated by the Federal Asbestos Hazard Emergency Response Act (AHERA), as amended 1988, and all regulations issued pursuant thereto (both federal and state). This indemnity applies to providing a defense, with an attorney chosen by the designated person and/or reimbursement of reasonable attorney's fee incurred by said designated person and extends to payment of any and all damage awards, consequential and punitive, which may be awarded based on the activities of the designated person.

This indemnity agreement shall remain in full force and effect unless it is amended in writing and/or revoked in writing with proof of service upon the designated person covered. In the event the indemnity agreement is terminated, the designated person has no further responsibilities to act as designated person under the federal or state guidelines, regulations, and statutes.

I, James Ciavarella, hereby certify that I have the authority to represent the Dickinson Public School District #1 and extend the above indemnity agreement for the benefit of LeRoy Boespflug.

Approved by the Dickinson Public School Board and signed in duplicate this 16<sup>th</sup> day of June, 1992.

James C. Ciavarella  
School Board President

Dated 6-16-92

Alana Dunke  
School Board Member

Dated 6-16-92

Nancy Jo Johnson  
School Board Member

Dated 6-16-92

Ed Eshkanson  
School Board Member

Dated 6-16-92

Don Standenjes  
School Board Member

Dated 6-16-92

LeRoy B. Boespflug  
Designated Person

Dated 5-23-92

Kelli Mould  
Superintendent of Schools

Dated 6-16-92

CB Haas  
Business Manager

Dated 16 June '92

Description Code: DAGC

TRANSFER OF LEAVE

Leave benefits are created in the employer/employee relationship. The transfer of leave (sick, personal, professional, vacation, holiday, etc.) from one employee to another employee is prohibited.

Dickinson Public  
School District #1

POLICY ADOPTED: 6-16-92

The Dickinson Public School Board met in regular session on June 16, 1992 at the Central Administration Office. Board members present were: Jim Ciavarella, Earl Abrahamson, Nancy Johnson, Don Staudinger and Diana Hunke. Administrators present were: Superintendent Dr. Rollie Morud, C. B. Haas, Lois Myran, Ron Steiner, Rodger Miller and Betty Neigum. Others present were: Sue Carter-Dickinson Press, Fern Pokorny and Diane Melbye.

President Ciavarella called the meeting to order.

#### Public Participation

There were no requests to address the Board.

#### Additional Agenda Items/Removal of Items from Consent Agenda

There were no additional agenda items.

There were no requests to remove any items from the consent agenda.

#### Consent Agenda

Johnson moved that the consent agenda, consisting of the minutes of the regular meeting on May 19, 1992, minutes of the special meeting on May 29, 1992, minutes of the special meeting on June 4, 1992, minutes of the special meeting on June 8, 1992; bills; financial reports; the new hire of Sharon M. Hansen and the resignation of Kathleen Bacon be approved. Hunke seconded the motion. The motion passed unanimously.

#### Superintendent's Report

Dr. Morud reported on the following items.

1. An in-service program is being developed for Diane Melbye. Other Board members are invited and encouraged to attend. Dates will be announced as plans are finalized.

2. The health committee will be meeting this summer. Members of the committee are:

Jack Carlson  
Dirk Smutzler  
Pat Riddle

Nancy Johnson  
Earl Abrahamson  
C. B. Haas

3. Elementary Handbook changes have been distributed to Board members. They will be acted on in June. Junior High Handbook changes have yet to be distributed to Board members.
4. Classified employees compensation time/overtime hours will be dealt with administratively in compliance with the provisions of the North Dakota minimum wage order and Board Policy DCBB.
5. Software and copyright laws are being complied with in the area of computers. We are in the process of purchasing original programs for all schools that use the same software for administrative and secretarial purposes.

Annual Audit Bids

The following bids were received on June 12, 1992. These are three-year bids.

Steve & Hulsing:

1991-1992	\$ 4950.00
1992-1993	4950.00
1993-1994	4950.00

Plus the State Auditor's review fee each year of approximately \$335.00 per year billed at actual amount.

Brose & Lardy:

1991-1992	\$ 5500.00
1992-1993	5800.00
1993-1994	6000.00

Plus the State Auditor's review fee each year of approximately \$300.00 per year billed at actual amount.

Abrahamson moved to accept the bid of Steve & Hulsing and award them the annual audits for FY'92, FY'93 and FY'94 in the amount of \$4950.00 each year, plus the actual amount of the State Auditor's review fee. Hunke seconded the motion. The motion passed unanimously.

#### Budget: 1992-1993

Dr. Morud reviewed a projected balance sheet for 1992-1993. He indicated that the budget is being further refined and the final draft will be presented at the annual meeting for Board approval.

#### DHS Handbooks

Johnson moved to approve the faculty and student handbooks for Dickinson High School for the 1992-1993 school year. Hunke seconded the motion. The motion passed unanimously.

#### Administrative Negotiations

President Ciavarella appointed Johnson and Ciavarella to represent the Board in negotiations with administrators for the 1992-1993 school year. Johnson was named chairperson of the negotiations committee.

#### Teacher Negotiations: 1992-1993

President Ciavarella introduced the topic and asked Johnson to review the wording of the petitions. Johnson, having been involved in the formulation of the wording, recommended the petitions be accepted.

Johnson moved that, pursuant to the provisions of Section 15-38.1-10 of the North Dakota Century Code, the School Board of the Dickinson Public School District #1 recognizes all certificated personnel employed, or to be employed, by the Board in positions requiring a certificate issued pursuant to Chapter 15-36-01 of the North Dakota Century Code, except administrators and substitute teachers, as an appropriate negotiating unit for the purpose of 1992-1993 negotiations. Hunke seconded the motion. The motion passed unanimously.

Johnson moved that, pursuant to the provisions of Section 15-38.1-11 of the North Dakota Century Code, the School Board of Dickinson Public School District #1 recognizes the Dickinson Education Association as the exclusive representative of the appropriate negotiating unit for the purpose of 1992-1993 negotiations. Hunke seconded the motion. The motion passed unanimously.



Indemnity Agreement - Asbestos

Dr. Morud explained the agreement and reviewed its provisions as they relate to LeRoy Boespflug's responsibilities for asbestos control and removal. He recommended the Board approve the agreement. Abrahamson moved to approve the indemnity agreement for LeRoy Boespflug. Johnson seconded the motion. The motion passed unanimously. A copy of the indemnity agreement is attached to these minutes.

Annual Meeting Date

Hunke moved to set the Annual Meeting date on July 21, 1992 at 7:00 P.M. in the Board Room of the Central Administration Office. Johnson seconded the motion. The motion passed unanimously.


Board Policies

Abrahamson moved to give second reading approval to Policy DAGC, Transfer of Leave, and the policy be adopted. Staudinger seconded the motion. The motion passed unanimously.

Other

Johnson mentioned the possibility of combining the annual school election with either city elections or the state's June election.

At 7:42 P.M. , Johnson moved to adjourn the meeting. Hunke seconded the motion. The motion passed unanimously.

  
James C. Ciavarella, President

  
C. B. Haas, Business Manager

Dickinson Public Schools  
Annual Meeting

July 21, 1992; 7:00 P.M.  
Board Room, Central Office

The Dickinson Public School Board held its Annual Meeting on July 21, 1992 at the Central Administration Office. Board members present were: Jim Ciavarella, Nancy Johnson, Earl Abrahamson, Diana Hunke, Don Staudinger and newly-elected Board Member Diane Melbye. Don Staudinger was re-elected to another three-year term. Administrators present were: Superintendent Dr. Rollie Morud, C. B. Haas, Ron Steiner, LeRoy Boespflug, Vince Reep, Clarence Corneil, Arlo Howe, Betty Neigum and Marv Knoll. Others present were: Sue Carter-Dickinson Press, Kris Fehr-Bismarck Tribune, Bobbi Miller, Rodney Kenner, Fern Pokorny, Scott Miller, David J. Miller, Deb Cunningham, Clare Thompson, Rich Wardner, Deb Conlon, Doug Jaeger, Marilyn Sterling, Maurice Hunke, Don Stromborg, Joe Callahan, Mike Johnson and Alan King.

President Ciavarella called the meeting to order.

#### Public Participation

There were no requests to address the Board.

#### Additional Agenda Items/Removal of Items from the Consent Agenda

There were no additional agenda items.

There were no requests to remove any items from the consent agenda.

#### Consent Agenda

Johnson moved that the consent agenda, consisting of the minutes of the regular meeting held on June 16, 1992; final bills for fiscal year 1992; bills for July, 1992; financial reports for fiscal year 1992; financial reports for July, 1992 and the new hire of Maureen Olson in the half-time librarian position at South Heart be approved. Hunke seconded the motion. The motion passed unanimously.

#### Superintendent's Report

Dr. Morud reviewed planned in-service activities for the month of September, 1992 and requested a modification in the school calendar to allow for

early dismissal. Staudinger moved to amend the 1992-1993 school calendar to allow an early dismissal during the week of September 28, 1992 for in-service activities. The specific day during that week is subject to administrative discretion. Johnson seconded the motion. The motion passed unanimously.

### Hockey Program

Doug Jaeger, Joe Callahan, Alan King and Marv Knoll reviewed a proposal by the Dickinson Hockey Club requesting that the Dickinson Public Schools sponsor high school hockey at the junior varsity level for the 1993-1994 school year. The presentation was made for informational purposes with a decision by the Board anticipated at the August, 1992 regular meeting. Areas of concern raised by Board members were:

1. Equity in male/female sports
2. Activities Director - Will there be adequate time with a half-time activities director to properly supervise another athletic activity?
3. The district will likely be expected, at some time in the future, to assume financial responsibility for the program.

The item will be placed on the August agenda for action.

### Hagen Grounds Project Bids

Dr. Morud reviewed the following bids:

Baranko Bros ----- Belfield, ND	\$ 98,861.15
Kolling Construction ----- Dickinson, ND	99,815.50
Tooz Construction ----- Dickinson, ND	118,491.90

Abrahamson moved to accept the bid of Baranko Bros. in the amount of \$98,861.15. Staudinger seconded the motion. The motion passed unanimously.

Staff Position Review - 1991-1992

Dr. Morud outlined the budget from an eight to nine month perspective as it was developed for 1992-1993. In consideration of the revenue forecasts, the positions authorized earlier by the Board will again be discussed.

Representative Bill Goetz briefly reviewed the state financial picture. He indicated that revenue would likely be down in:

- a. Sales tax
- b. Personal and corporate income tax
- c. Oil extraction tax
- d. Oil & gas production tax
- e. Interest income

Representative Goetz indicated that his target for funding elementary and secondary education for the 93-94 school term would be the same as the current level.

Arlo Howe reviewed the staffing needs at Dickinson High School showing a continuing requirement for an increase of 1.5 FTE for the 92-93 school year.

Ron Steiner reviewed the staffing requirements at Hagen Junior High School and stated that, if the Middle School Concept is to be implemented, an increase of 2.2 FTE is required. Those increases are itemized as follows:

Technology -----	+ .6 FTE
Intro to Technology -----	+ .4
Computer-7th Grade -----	+ .4
Social Studies -----	+ .4
Science -----	+ .4

2.2 FTE

Abrahamson moved to recess from 9:05 to 9:15. Johnson seconded the motion. The motion passed unanimously.

President Ciavarella reconvened the meeting at 9:15 PM.

Dr. Morud recommended that the positions authorized earlier be filled even though revenues may not increase for the 1993-1994 school year.

3. Professional Dues - Currently the Board pays 50% of dues up to \$250. It is recommended that the district contribution be set at \$250 maximum and delete the requirement for the 50% match.
4. Annual Workdays - In the present agreement we require administrators to take at least 5 days of accrued vacation days to try to reduce the balance. In reality, because of the workload we've placed on administrators, some of the individuals who have accrued days cannot find the time to take the 5 days as well as the regular vacation days earned. By our agreement last year, they may be losing those days, plus may be working on vacation days also. It is recommended that the requirement to take the 5 days each year be deleted. Those who wish may still take up to 10 of those days as stated in the agreement.
5. Salary - It is recommended that the Board approve \$22,900 for administrative salary increases to be distributed through the salary formula. This is a 4.8% increase comparable to the certified staff increases this year.

Johnson moved to adopt the recommendations of the Administrative Negotiations Committee. Hunke seconded the motion. The motion passed unanimously.

#### Budget: 1992-1993

Dr. Morud reviewed budget figures for 1992-1993 and recommended the budget be approved with the understanding that revisions will be necessary as grants and other special projects are finalized. Staudinger moved to approve revenue of \$10,934,927 and expenditures of \$11,700,152. Abrahamson seconded the motion. The motion passed unanimously.

Hunke moved to approve the certificate of levy in the amount of \$3,829,409 for the fiscal year ending June 30, 1993. Johnson seconded the motion. The motion passed unanimously.

#### Handbooks

Following a review and discussion of Kindergarten, Elementary and Junior High '92-'93 Handbooks, Hunke moved they be approved. Johnson seconded the motion. The motion passed unanimously.

## Other

President Ciavarella expressed the Board's appreciation for the services of Diana Hunke to the Dickinson Board of Education for the past three years.

Hunke moved to recess for ten minutes. Johnson seconded the motion. The motion passed unanimously.

President Ciavarella reconvened the meeting at 10:10 P.M. Ciavarella welcomed Diane Melbye to the Board.

## Election of Officers

Johnson nominated Ciavarella for President. Abrahamson moved to cease nominations and instruct the Business Manager to cast a unanimous ballot for Ciavarella. Johnson seconded the motion. The motion passed unanimously.

Abrahamson nominated Staudinger for Vice President. Johnson moved to cease nominations and instruct the Business Manager to cast a unanimous ballot for Staudinger. Melbye seconded the motion. The motion passed unanimously.

Johnson moved to continue the employment of C. B. Haas as Business Manager for 1992-1993. Staudinger seconded the motion. The motion passed unanimously.

## Meeting Day and Time

Johnson moved to set the regular meeting time on the third Tuesday of each month at 7:00 P.M. at the Central Administration Office. Staudinger seconded the motion. The motion passed unanimously.

## School Board Authorized Representative

Johnson moved to appoint Superintendent Dr. Rollie Morud as the authorized representative of the Dickinson Public School Board. Staudinger seconded the motion. The motion passed unanimously.

## Existing Policies Reinstatement

Johnson moved that the existing policies of the Dickinson Public School Board be reinstated for 1992-1993. Staudinger seconded the motion. The

motion passed unanimously.

Bank Depository Designation

Staudinger moved that American State Bank be designated as the official depository for school district funds for the 1992-1993 fiscal year. Johnson seconded the motion. The motion passed unanimously.

Chapter I Grant Program

Clarence Corneil reviewed the grant amounts and the application. Johnson moved to approve the Chapter I Grant in the amount of \$402,602 for the 1992-1993 school year. Melbye seconded the motion. The motion passed unanimously.

At 10:40 P.M., Johnson moved to adjourn the meeting. Melbye seconded the motion. The motion passed unanimously.

  
\_\_\_\_\_  
C. B. Haas, Business Manager

  
\_\_\_\_\_  
James C. Ciavarella, President

**Memorandum of Understanding**

**Between**

**Dickinson Parks and Recreation Department**

**and**

**Dickinson Public School District**

**August 3, 1992**



Statement of Intent

Dickinson Parks and Recreation Department will operate all elementary athletic programs (Grade 4-6) with the exception of gymnastics. Dickinson Public Schools will provide facilities but not offer parallel programming.

Fiscal Responsibility

Dickinson Parks and Recreation will not pay the school district \$3,000 as it has in the past. Dickinson Public Schools will not charge the Park District a facility use fee.

Program Philosophy

- A. A balance of girls and boys activities will be organized.
- B. The intent is to maximize participation and success by making the program affordable.
- C. The general philosophy of elementary athletics is developmental. Ability or talent grouping will be avoided.

Program Specifics

Scheduling, length of season, fees determination, staffing and other program specifics will be the prerogative of Dickinson Parks and Recreation Department.

Notes of Interest

- 1. The Hagen extra-curricular program uses the Berg Gymnasium. Consequently, the availability of the Berg Gymnasium will be somewhat limited.
- 2. Gymnastics will remain the responsibility of the Dickinson Public Schools.
- 3. Given the exceptions of gymnastics and soccer, programming will not be conducted below the fourth grade level without the concurrence of both Boards.

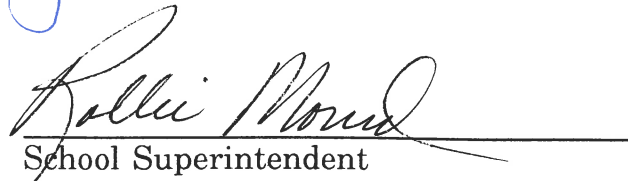
Duration

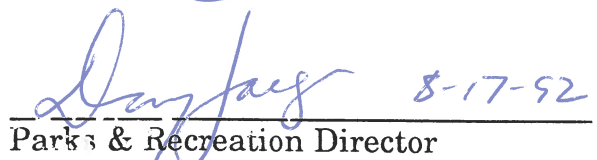
Upon ratification by both Boards, this memorandum of understanding will be in effect and remain in effect until either party objects in writing to the other.

Dated the 18<sup>th</sup> day of August, 1992

  
 \_\_\_\_\_  
 President of School Board

  
 \_\_\_\_\_  
 President of Parks and Recreation

  
 \_\_\_\_\_  
 School Superintendent

  
 \_\_\_\_\_  
 Parks & Recreation Director

Dickinson Public Schools  
Regular Meeting

August 18, 1992; 7:00 P.M.  
Board Room, Central Office

The Dickinson Public School Board met in regular session on August 18, 1992 at the Central Administration Office. Board members present were: Jim Ciavarella, Nancy Johnson, Earl Abrahamson, Don Staudinger and Diane Melbye. Administrators present were: Superintendent Dr. Rollie Morud, C. B. Haas, Vince Reep, Rodger Miller, Louie Braun, Arlo Howe, Lois Myran, Bruce Jessen and Betty Neigum. Others present were: Sue Carter-Press, Marv Knoll, Fern Pokorny, Betty Elsbernd, Deb Schweitzer, Doug Jaeger, Marilyn Sterling, Ken Zander, Clare Thompson, Deb Cunningham, Mike Johnson, Bobbi Miller, Lee Leiss and Kris Fehr.

President Ciavarella called the meeting to order.

#### Public Participation

There were no requests to address the Board.

#### Additional Agenda Items/Removal of Items From Consent Agenda

Johnson moved to add the North Dakota School District Annual Financial Report to the agenda. Staudinger seconded the motion. The motion passed unanimously.

There were no requests to remove any items from the consent agenda.

#### Consent Agenda

Johnson moved that the consent agenda, consisting of the minutes for the regular meeting held on July 21, 1992; bills; financial reports; the new hires of Kelly Kussy, Sue Stoltz and Jan Lindsey, and increased time for Jim Peters, Lili Wheeler and Darlene Henning be approved. Melbye seconded the motion. The motion passed unanimously.

#### School Age Child Care Program Presentation

Dr. Morud introduced Deb Schweitzer and Betty Elsbernd, representatives for the program. Deb Schweitzer explained the program, "Enrichment Plus" and asked for the Board's support in operating a pilot program at Roosevelt Elementary during the second semester of 92-93. Board consensus was

supportive of the concept and the specific plan presented. Formal action was postponed until a final plan and budget are presented to the Board.

### Hockey Program

Dr. Morud recommended that the Board approve the hockey program in concept and allow the administration to work out the details of the arrangement. Staudinger moved that the Board agree to sponsor the hockey program at the junior varsity level in the Dickinson School District beginning in 1993-1994 and that the administration be directed to develop a memorandum of understanding with the Hockey Boosters and Parks and Recreation which will be subject to Board approval. Abrahamson seconded the motion. The motion passed unanimously.

### Superintendent's Report

Dr. Morud reported on the following items:

1. New Board Member In-Service - A budget in-service meeting was held for Diane Melbye on August 17, 1992. Additional in-service meetings are planned.
2. Resignation - Dr. Morud announced the resignation of Donna Tessier and recommended the Board accept it. Johnson moved to accept the resignation of Donna Tessier. Abrahamson seconded the motion. The motion passed unanimously. Dr. Morud also informed the Board that the resignation of Jill Skarvold will be forthcoming.
3. Hagen Grounds Project - Dr. Morud recommended that the district proceed with Phase II of the project through change orders with the current contractor. Board consensus was in agreement to proceed with the project with costs estimated in the range of \$30,000 to \$40,000.
4. Enrollment - August 18, 1992 - Dr. Morud reviewed enrollment figures for the district showing a slight decline in overall enrollment at this time.

### Elementary Athletic Agreement

Johnson moved to enter into an agreement with Parks and Recreation for the purpose of conducting the elementary athletic program. Staudinger seconded the motion. The motion passed unanimously. A copy of the agreement is attached to these minutes.

### Chapter II Grant

President Ciavarella reviewed the grant budget totaling \$43,296 for the public schools and \$12,407 for the parochial schools. Johnson moved that grant be approved for the 1992-1993 school year. Melbye seconded the motion. The motion passed unanimously.

### Department of Public Instruction Certificate of Compliance

Melbye moved to approve the Certificate of Compliance for the 1992-1993 school year. Johnson seconded the motion. The motion passed unanimously.

### CTBS Scores

Dr. Morud reviewed the district's test scores for 1991 and 1992 and discussed comparisons with the state and national scores. The scores were presented for informational purposes. No action was required.

### Board/Administrative Planning

President Ciavarella introduced the topic and discussed possible dates with Board members. The date agreed to is September 21, 1992. The schedule for meetings on that day is as follows:

Monday, September 21, 1992

6:00 - 8:00 P.M. Board/Administrative Planning Meeting  
8:00 -10:00 P.M. Regular Board Meeting.

### School Start-up Schedule

Dr. Morud reviewed the following start-up schedule.

Friday, August 21 - New Staff Orientation

- 7:30 A.M. Breakfast at the Elks hosted by DEA
- 8:30 A.M. Report to assigned building for a meeting with supervisor
- 12:00 Noon Barbecue Lunch at Central Office hosted by the Board
- 1:30 Meeting at Central Office for payroll and special services orientation

Monday, August 24 - Fall Workshop

- 9:00 A.M. General staff meeting with your principal at assigned building
- 12:00 Lunch at the Elks
- 1:30 P.M. Health curriculum material distribution, listen for an announcement at the luncheon
- 1:30 P.M. Special Services staff meeting with Rodger Miller at Central Office

Tuesday, August 25, 1992

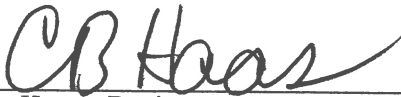
Classes begin.

North Dakota School District Annual Financial Report

C. B. Haas presented the district's Annual Financial Report drawing specific attention to fund balances and per pupil costs. Johnson moved to approve the Annual Financial Report for the fiscal year beginning July 1, 1991 and ending June 30, 1992. Abrahamson seconded the motion. The motion passed unanimously.

President Ciavarella extended the Board's best wishes to all employees for a successful year.

At 8:25 Abrahamson moved to adjourn the meeting. Melbye seconded the motion. The motion passed unanimously.



C. B. Haas, Business Manager



James C. Ciavarella, President

Dickinson Public Schools  
Regular Meeting

September 21, 1992; 8:00 PM  
Board Room, Central Office

The Dickinson Public School Board met in regular session on September 21, 1992 at the Central Administration Office. Board members present were: Don Staudinger, Nancy Johnson, Diane Melbye, Jim Ciavarella and Earl Abrahamson. Administrators present were: Superintendent Dr. Rollie Morud, C. B. Haas, Vince Reep, Lois Myran, Clarence Corneil, Betty Neigum, LeRoy Boespflug, Louis Braun, Ron Steiner, Bruce Jessen and Rodger Miller. Others present were: Lee Leiss-KLTC, Sue Carter-Press, Marge Gendreau, Patricia M. Riddle, Jane Cornell, Laurae Dykema, Deb Conlon, Mary Ann Reisenauer, Julia Ewoniuk, Kayleen Wardner, Toni Fosaaen, JoAnn Gordon, Bonnie Jespersen, Jeannine zumBrunnen, Sharon Wald, Julia Reffel and Kris Fehr-Bismarck Tribune.

President Ciavarella called the meeting to order.

#### Public Participation

There were two requests to address the Board, one of which was withdrawn before the meeting and the second of which did not fall within the conditions of the Public Participation Policy "BDG".

#### Additional Agenda Items/Removal of Items From Consent Agenda

There were no items added to the agenda.

There were no requests to remove any items from the consent agenda.

#### Consent Agenda

Johnson moved that the consent agenda, consisting of the minutes of the regular meeting held on August 18, 1992; bills; financial reports; the resignations of Susan Stoltz, Jill Skarvold and Julie Alexander; the new hires of Scott Miller, John Barbier, Annette Kadrmas, Sharon M. Hansen, Dakota Seymanski, Twyla Weinschrott, Kay Moody, Jolyn Haugen, Lisa Lauer, Jim Anton, Chuck Ehli, Richard Hauck, Sonita Wegner, Barbara Canode, Sandy Behm, Jan Bjornsen and Paula Wingenbach; and twenty (20) additional days of emergency leave for Merrill Fahlstrom be approved. Melbye seconded the motion. The motion passed unanimously.

## Sakakawea Girl Scout Council

President Ciavarella introduced Bonnie Jesperson who outlined the purposes of Girl Scouting and the organization at the local level. Ms. Jesperson focused particularly on the support the Board and the schools have provided in the past and thanked the Board in that regard.

### Superintendent's Report

Dr. Morud reported on the following items.

- a. Sports Equity - Golf has been started at Dickinson High School in an attempt to find a better balance of opportunities for boys and girls.
- b. Superintendent's goals for 1992-1993 -
  1. To clarify the district's personnel procedures and practices
  2. To provide leadership to the impending budget crisis
  3. To pursue parent involvement with the process
  4. To improve Board and Administrative relations with teachers.
- c. District-wide Mission and Goals Committee - A committee of this nature will be formed this year for the purpose of developing a mission statement and goals. It will be in preparation for a full accreditation evaluation next year and to serve as a decision screen in the modernization and participatory management movements. Superintendent Morud recommended the Board president appoint two Board members to this committee.
- d. Calendar of Events - Superintendent Morud reviewed the calendar of events through October 6, 1992. This included in-service meetings, parent nights and administrative meetings.

### Student/Staff Recognitions

Superintendent Dr. Morud recognized the following:

Jerry Tuhy - Dickinson Public Schools Adult Farm Management Instructor, has been selected as District 10 Vice President of

the North Dakota Vocational Agriculture Teachers' Association.  
Rosie Perdaems - Lincoln Teacher-of-the-Year  
Mary Helfrich - Jefferson Teacher-of-the-Year  
Linda Hunke and Carlton Larson - Semi-Finalists in the National Merit Scholars Program.

### Roosevelt TQM Project

Kayleen Wardner reviewed the Total Quality Management Plan for grades four, five and six at Roosevelt Elementary. Ms. Wardner's presentation focused on the positive effects this project can have on students, teachers and the teaching/learning process.

Melbye moved to recess for ten minutes for the purpose of discussing the TQM Project in small groups. Johnson seconded the motion. The motion passed unanimously.

President Ciavarella reconvened the meeting at 8:40 P.M.

### Title II Grant

Ron Steiner reviewed the grant guidelines and the district's plan for 1992-1993. Melbye moved to accept the grant in the amount of \$24,236.00 with \$5020.35 being allocated to private schools and \$19,215.65 allocated to Dickinson Public Schools. Abrahamson seconded the motion. The motion passed unanimously.

### Chapter I Grant

Clarence Corneil reviewed the changes in this grant since the Board's action on July 21, 1992. Johnson moved to rescind the Board action from the July 21, 1992 meeting approving the grant at \$402,602. Abrahamson seconded the motion. The motion passed unanimously. Johnson moved to approve the Chapter I grant in the amount of \$437,640.16 as revised. Abrahamson seconded the motion. The motion passed unanimously.



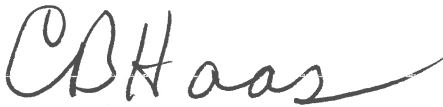
Board Policies

- a. Overtime and Compensation Time - DCBB - Staudinger moved to approve Policy DCBB, Overtime and Compensatory Time for first reading approval, as revised. Johnson seconded the motion. The motion passed unanimously.
  
- b. Sexual Harassment - DABAA - Johnson moved to approve Policy DABAA, Sexual Harassment, for first reading approval. Abrahamson seconded the motion. The motion passed unanimously.

ND School Boards Annual Conference

President Ciavarella announced the conference and asked Board members to contact Business Manager Haas for reservations and other arrangements.

At 9:45 PM, Melbye moved to adjourn the meeting. Staudinger seconded the motion. The motion passed unanimously.



\_\_\_\_\_  
C. B. Haas, Business Manager

  
\_\_\_\_\_  
James C. Ciavarella, President

Dickinson Public Schools  
Special Meeting

September 21, 1992; 6:00 PM  
Board Room, Central Office

The Dickinson Public School Board met in special session on September 21, 1992 at the Central Administration Office. Board members present were: Jim Ciavarella, Nancy Johnson, Diane Melbye, Don Staudinger and Earl Abrahamson. Administrators present were: Superintendent Dr. Rollie Morud, C. B. Haas, Rodger Miller, Clarence Corneil, Marv Knoll, Ron Steiner, Vince Reep, Betty Neigum, Bruce Jessen, Jim Gentile, Arlo Howe, Lois Myran, LeRoy Boespflug and Louie Braun. Others present were: Lee Leiss-KLTC Radio, Fern Pokorny and Sharon Wald.

President Ciavarella called the meeting to order.

Board/Administrative Planning

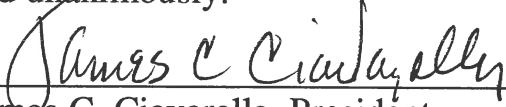
Dr. Morud introduced the agenda item after which the Board members and administrators broke into small groups for discussion of the following topics.

- a. Reduction in Force Policy
- b. Time utilization by administrators and teachers
- c. End-run strategies by employees
- d. Micro-management by the Board
- e. Board's role in setting outcome standards
- f. Historical perspective as a guidance system
- g. Board's role in improving the relationship with teachers.

Following the discussions, Superintendent Morud summarized the issues and informed the Board that the issues would be considered at an administrative team meeting.

At 7:55 PM, Johnson moved to adjourn the meeting. Abrahamson seconded the motion. The motion passed unanimously.

  
\_\_\_\_\_  
C. B. Haas, Business Manager

  
\_\_\_\_\_  
James C. Ciavarella, President

Descriptor Code: DABAA  
AACAA  
FBBC

## SEXUAL HARASSMENT

It is the policy of the Dickinson Public School District that all of our employees and students should be able to enjoy an atmosphere free from all forms of discrimination, including sexual harassment.

Sexual harassment infringes on an employee and/or student's right to a comfortable environment, and is a form of misconduct which undermines the integrity of the relationship. No employee or student - male or female - should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.

Sexual harassment does not mean occasional compliments of a socially acceptable nature. Sexual harassment refers to conduct which is offensive to the individual, which harms morale, and which interferes with the effectiveness of our school district.

A learning and working environment that is free from sexual harassment will be maintained in the Dickinson Public School District. It will be a violation of policy for any member of the district staff to harass another staff member or student, or for students to harass other students, through conduct or communication of a sexual nature as defined by this policy.

Administrators and supervisors will make it clear to their staff and students that sexual harassment is prohibited by Board policy and is grounds for disciplinary action. Administrators will use staff meetings and inservice sessions and student assemblies to inform employees and students of their rights and remedies under the law.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when (1) submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education, advancement or grade, (2) submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment or education, or (3) such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating intimidating, hostile, or offensive employment or education environment.

Sexual harassment, as defined above, may include, but is not limited to:

1. Sex oriented verbal "kidding", abuse, or harassment;
2. Pressure (subtle or otherwise) for sexual activity;

Descriptor Code: DABAA  
AACA  
FBBC

3. Repeated remarks to a person, with sexual or demeaning implications;
4. Unwelcome touching, such as patting, pinching, or constant brushing against another's body;
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, employment status, or similar personal concerns.

Any person who believes he or she has been the victim of sexual harassment by any employee or student of the school district or any third person with knowledge or belief of conduct which may constitute sexual harassment, should report the alleged acts immediately to the appropriate school district official as designated by Policy AAC. If the official designated is the person alleged to have sexually harassed another, the complaint may be made to any other administrator or directly to the Board president. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status or affect future employment, work assignments or grades.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of harassment and to take disciplinary action when this conduct has occurred.

A substantiated charge against a school district staff member will subject such member to disciplinary action, which may include discharge.

A substantiated charge against a student in the school district will subject that student to disciplinary action, which may include suspension or expulsion, consistent with student disciplinary policies.

Notice of this policy will be circulated to all district schools and departments and incorporated in teacher and student handbooks.

Legal Ref: 1964 Civil Rights Act, Title VII  
1972 Educational Amendments, Title IX  
45 CFR Part 86 Regulations

DICKINSON PUBLIC SCHOOL  
DISTRICT # 1

POLICY ADOPTED: 10-20-92  
POLICY AMENDED:

Descriptor Code: DCBB

### OVERTIME AND COMPENSATORY TIME

The employee's supervisor shall determine whether it is necessary for employees to work overtime hours. Employees shall be required to perform all overtime hours assigned to them by their supervisor.

Payment shall be made in accordance with Section 7 of the Fair Labor Standards Act and the North Dakota Department of Labor Regulations for all overtime hours worked.

If an employee is employed for two or more different positions which have different rates of pay, the district will pay the employee overtime compensation based upon the weighted hourly rate or may enter into an agreement with the employee, before the work is performed, to pay overtime at the regular overtime rate of pay for the actual work performed after the first forty hours of work in that work week.

Dickinson Public School  
District #1

POLICY ADOPTED: 10-17-89  
POLICY AMENDED: 10-20-92

The Dickinson Public School Board met in regular session on October 20, 1992 at the Central Administration Office. Board members present were: Jim Ciavarella, Nancy Johnson, Earl Abrahamson, Don Staudinger and Diane Melbye. Administrators present were: Superintendent Dr. Rollie Morud, C. B. Haas, Betty Neigum, Lois Myran, Rodger Miller, LeRoy Boespflug and Bruce Jessen. Others present were: Sue Carter-Dickinson Press; Joel Braaten and Fern Pokorny.

President Ciavarella called the meeting to order.

#### Public Participation

There were no requests to address the Board.

#### Additional Agenda Items/Removal of Items From Consent Agenda

There were no items added to the agenda.

There were no requests to remove any items from the consent agenda.

#### Consent Agenda

Johnson moved that the consent agenda, consisting of the minutes of the special meeting held on September 21, 1992; minutes of the regular meeting held on September 21, 1992; bills; financial reports and the new hire of Deb Engraf be approved. Abrahamson seconded the motion. The motion passed unanimously.

#### Superintendent's Report

Dr. Morud did not have any special topics on which to report. Board members gave a brief standing ovation in recognition of the Superintendent's brevity.

#### Student/Staff Recognitions

- a. Paul Ganzer, a sixth grader at Jefferson Elementary, has been named

a state winner in the Invent America Contest. Susan Jacobsen is Paul's teacher.

- b. Rosella Perdaems has been selected as a finalist in the 1993 North Dakota Teacher of the Year competition. Ms. Perdaems teaches Grade Three at Lincoln.

### Special Education - Three-Year Plan

Rodger Miller reviewed the district's three-year plan for Special Education Services. He focused on program philosophy, compliance features of the plan, procedures and integration with general education. Staudinger moved to approve the three-year plan as presented by Mr. Miller. Johnson seconded the motion. The motion passed unanimously.

### Board/Administrative Planning Meeting

President Ciavarella introduced the topic and asked Dr. Morud to summarize the results of the meeting. Dr. Morud reviewed the following areas with summary consensus positions.

- a. Reduction-In-Force
  - The policy should be reviewed
  - Pooling is a good idea
  - Exception clauses need to be addressed for staff hired under Educational Service Agreements with other districts.
- b. Time Utilization
  - Flexibility and openness are desirable
  - Consider extended teacher contracts at \$50.00 per day
  - Experiment during 92-93 and incorporate it into the school calendar for 93-94.
- c. End Run Strategies
  - Need strategy to handle calls from staff, parents and taxpayers
  - If embroiled in a situation, all perspectives and positions must be understood
  - The system must be workable.

d. Micro-management

- Administrative performance standards would help minimize micro-management
- By decreasing routine matters at Board meetings, conceptual and philosophical discussions could be increased.

Abrahamson moved to activate the Reduction in Staff study committee as prescribed in Policy 4118.1. Melbye seconded the motion. The motion passed unanimously. President Ciavarella appointed Earl Abrahamson to serve on the committee.

Workers Compensation Costs

C. B. Haas informed the Board about the escalation in premium costs for Workers Compensation. Costs have increased in a five-year period from \$17,000 to \$62,210 annually. Administratively, we are trying to create a greater safety awareness and implement practices which will insure that all claims are actually work-related injuries.

Roughrider ITV Consortium

Abrahamson presented the completed proposal for the consortium including Dickinson, Belfield and South Heart. He indicated that all three schools are supportive of a long-term relationship in this regard. Dr. Morud emphasized the positive benefits of working with neighboring schools and the potential benefits to our students. Both Abrahamson and Morud said the system is affordable and educationally beneficial.

School District Administrative Structure

Dr. Morud presented alternative administrative structures for the district and informed the Board that a detailed plan will be presented at the November regular meeting. The plan will include specific positions and portfolio assignments for each position.

Board Policies

- a. Overtime and Compensatory Time - DCBB was presented for second



reading approval as revised. Johnson moved to approve Policy DCBB as revised. Staudinger seconded the motion. The motion passed unanimously.

- b. Sexual Harassment - DABAA was presented for second reading approval and initial adoption. Melbye moved to approve Policy DABAA for initial adoption. Johnson seconded the motion. The motion passed unanimously.

Copies of Policies DCBB and DABAA are attached to these minutes. President Ciavarella announced that all of the Board Policies did not get reviewed during 1991-1992. Ciavarella named Melbye to head up the review of Section I, Non-Instructional Operations; J, Facility Development; K, General Public Relations and L, Organizational Relations in addition to Policies KAH, Community Use of School Facilities and KAI, Distribution/Posting of Promotional Literature. The review will be done in cooperation with the administration and a report given at the regular meeting in December.

#### Other

President Ciavarella appointed Johnson and Ciavarella to serve on the district-wide committee charged with the responsibility of developing a Mission Statement and Goals for the district. The committee will perform its work during the 1992-1993 school year.

President Ciavarella also appointed Johnson to serve as the Board's legislative representative during 1992-1993.

At 8:50 P.M., Johnson moved to adjourn the meeting. Abrahamson seconded the motion. The motion passed unanimously.

  
\_\_\_\_\_  
C. B. Haas, Business Manager

  
\_\_\_\_\_  
James C. Ciavarella, President

The Dickinson Public School Board met in regular session on November 16, 1992 at the Central Administration Office. Board members present were: Jim Ciavarella, Nancy Johnson, Earl Abrahamson, Don Staudinger and Diane Melbye. Administrators present were: Superintendent Dr. Rollie Morud, C. B. Haas, Jim Gentile, Clarence Corneil, Louis Braun, Vince Reep, LeRoy Boespflug, Arlo Howe, Bruce Jessen and Ron Steiner. Others present were: Cary Shimek-Dickinson Press, Linda Steve, Rich Wardner, Mary Bruhschwein, Joel Braaten, Marilyn Kleingartner, Sandra Aman, James Peters, Joelle Fruh, Rhoda Hilden, Cynthia A. Koppinger, Karen Thompson, Donna Ritter, Jim Steckler, Arnie Binek, Jon Hodnefield and Fern Pokorny.

President Ciavarella called the meeting to order.

#### Public Participation

There were no requests to address the Board.

#### Additional Agenda Items/Removal of Items From Consent Agenda

There were no items added to the agenda.

President Ciavarella requested that the educational leave request by Lili Stewart-Wheeler be removed from the consent agenda for consideration by itself.

#### Consent Agenda

Johnson moved that the consent agenda, consisting of the minutes of the regular meeting held on October 20, 1992; bills; financial reports and the new hires of Aimee Munch, Monique Bares and Judi Schnell, be approved. Staudinger seconded the motion. The motion passed unanimously.

#### Personnel

President Ciavarella reviewed Policy DAGFD, Education Leave, and informed the Board that decisions concerning educational leave are to be rendered by the superintendent. Melbye moved to refer the leave request to Superintendent Dr. Morud. Johnson seconded the motion. The motion passed unanimously.

## Superintendent's Report

- a. Political Leave - Rich Wardner's political leave will be handled through administrative action. An administrative regulation will give the Board the approval prerogative on initial political leave requests and subsequent requests by the same person will be handled by the superintendent.
- b. Governmental Entity Cooperation Conference - Dr. Morud and Doug Jaeger, Superintendent of Parks & Recreation for the City of Dickinson, will attend the conference and make a presentation.
- c. American Education Week - Dr. Morud showed a short video promoting the Dickinson School System and the teaching profession. The video will be aired during American Education Week and is sponsored by the Dickinson Public Schools Foundation.
- d. Legislative Meeting - A joint meeting is being scheduled with legislators from Districts 37 and 38. Tentative dates are November 30 and December 2.

## Student/Staff Recognitions

Dr. Morud recognized the following:

- a. Kyra Fahlstrom - 4th grade student at Heart River, is a state winner in the Invent America Contest.
- b. Ed Sahlstrom - Speech teacher and speech team coach at DHS, has been named this region's Speech Coach of the Year by the ND Speech Teachers Association.

## Annual Audit Report

President Ciavarella introduced Linda Steve, representing Steve & Hulsing, CPA. Ms. Steve reviewed the audit, making specific comments on the section relating to the fixed assets inventory and the management letter. Abrahamson moved to accept the Annual Audit Report for the year ending June 30, 1992. Johnson seconded the motion. The motion passed unanimously.

## High School Modernization Committee Report

President Ciavarella introduced Rich Wardner who outlined the progress of the committee. Specific emphasis is being placed on:

- a. Maintaining a high academic standard for college bound students.
- b. Addressing the unique needs of those students who do not want or need a college prep curriculum, approximately 70% of the students.
- c. Identifying and providing for the needs of at-risk students.

Following Wardner's presentation, Melbye moved to recess until 7:50 PM. Johnson seconded the motion. The motion passed unanimously. The purpose of the recess was to allow Board members and high school staff members to exchange ideas and discuss the overall direction of the modernization efforts.

Budgets: 1992-1993

- a. General Fund - C. B. Haas reviewed the changes in revenue and expenditures since the Annual Meeting in July. The net effect of the changes is an increase in the budgeted deficit of \$57,799, largely due to a decline in enrollment and a decrease in per pupil payment through the foundation aid program. Staudinger moved to increase budgeted revenue by \$227,968 to \$11,162,895 and to increase budgeted expenditures by \$285,767 to \$11,985,919. Abrahamson seconded the motion. The motion passed unanimously.
- b. Food Service Fund - C. B. Haas reviewed the format of the food service budgets and asked Bruce Jessen to explain the Breakfast Grant Program. Melbye moved to approve the Food Service Fund budgets as follows:

<u>Program</u>	<u>Revenue</u>	<u>Expenditures</u>
Breakfast Grant	\$ 19,695	\$ 19,695
Berg	79,845	79,845
Heart River	104,321	104,321
Jefferson	70,965	70,965
Lincoln	80,422	80,422
Roosevelt	89,003	89,003
Hagen	67,256	67,256
DHS	81,163	81,163

Johnson seconded the motion. The motion passed unanimously.

District Administrative Structure

Dr. Morud reviewed a draft proposal for the district's general

administrative structure. The draft proposal included the following administrative positions in addition to the building level administrators:

Administrative Assistants for:	Business & Finance
	Vocational Education
	Human Resources
	Special Services

The proposal included tentative portfolio assignments for all administrators. No action was taken.

Legislative Awareness Items

Dr. Morud presented a funding plan developed by the North Dakota Study Council which would equalize foundation aid for all school districts. The two most significant features of the plan are;

- a. Maximum local mill rate of 120 mills in the General Fund
- b. Foundation aid per pupil payment of \$3200.

At 9:02 PM, Melbye moved to adjourn the meeting. Abrahamson seconded the motion. The motion passed unanimously.

  
\_\_\_\_\_  
C. B. Haas, Business Manager

  
\_\_\_\_\_  
James C. Ciavarella, President

Dickinson Public Schools  
Special Meeting

November 30, 1992; 5:00 P.M.  
Dickinson Elks Club

The Dickinson Public School Board met in special session on November 30, 1992 at the Elks Club in Dickinson. Board members present were: Jim Ciavarella, Don Staudinger, Nancy Johnson and Diane Melbye. Administrators present were: Superintendent Dr. Rollie Morud, C. B. Haas and Rodger Miller. Members of the Legislative Assembly present were: Bill Goetz, Frank Wald, Herb Urlacher, Rich Wardner and Grant Brown. Cary Shimek, Dickinson Press, was also present.

President Ciavarella called the meeting to order.


### Legislative Issues

President Ciavarella introduced the topic and asked Dr. Morud to proceed with the discussion. Dr. Morud discussed the following issues and presented statistical data pertinent to these issues.

1. Foundation Aid
2. Special Education Funding
3. State Level Technology Funds
4. Consortium Funding
5. Bid Level Requirement
6. LEAD Center Funding
7. Teacher Center Funding
8. Deregulation of Education

At 7:50 P.M., Johnson moved to adjourn the meeting. Staudinger seconded the motion. The motion passed unanimously.

  
\_\_\_\_\_  
C. B. Haas, Business Manager

  
\_\_\_\_\_  
James C. Ciavarella, President

The Dickinson Public School Board met in regular session on December 15, 1992 at the Central Administration Office. Board members present were: Jim Ciavarella, Nancy Johnson, Earl Abrahamson and Diane Melbye. Don Staudinger was absent. Administrators present were: Superintendent Dr. Rollie Morud, C. B. Haas, Rodger Miller, Lois Myran, Clarence Corneil, Arlo Howe, Louis Braun, Vince Reep and Betty Neigum. Others present were: Cary Shimek-Dickinson Press, Gloria Knoll, Jeff Vranna, Bobbi Miller, Joel Braaten and Fern Pokorny.

President Ciavarella called the meeting to order.

#### Public Participation

There were no requests to address the Board.

#### Additional Agenda Items/Removal of Items From Consent Agenda

There were no items added to the agenda.

There were no requests to remove any items from the consent agenda.

#### Consent Agenda

Johnson moved that the consent agenda, consisting of the minutes of the regular meeting held on November 16, 1992; the minutes of the special meeting held on November 30, 1992; bills and financial reports, be approved. Abrahamson seconded the motion. The motion passed unanimously.

#### Instructional Update

President Ciavarella introduced Jeff Vranna and Gloria Knoll, music instructors, who gave a status report on the district's instrumental music program. Included in the report was information on:

- a. Enrollment - 65% increase from 89-90 to 92-93
- b. Activities
- c. Budget considerations

Specific direction from the Board was requested in relation to either adequately funding the program or asking parents to start paying a portion of the cost of running the program. No action was taken.

### Superintendent's Report

Dr. Morud reported on the following topics:

a. Total Quality Management Program - A TQM in-service program is scheduled on January 19, 1993. Dr. Morud requested that the Board approve early dismissal on that day. Abrahamson moved to amend the school calendar and authorize a 1:30 P.M. dismissal on January 19, 1993. Johnson seconded the motion. The motion passed unanimously.

b. Bus Shop Property Purchase - The transaction has been completed for a price of \$18,000 and an exchange of property. Board Attorney Dynes is taking care of the details.

c. George Dynes is retiring and has been the Board's attorney for quite a few years. Board consensus was to present Mr. Dynes with an award showing appreciation for his distinguished service to education and the Dickinson Public School District.

d. Southwest Night at the Legislature - This event is scheduled on January 21, 1993. Board members who plan to attend should let Business Manager Haas know.

e. City Commission Meeting - Dr. Morud will present legislative issues to the Commission on December 21, 1992.

f. University Study - High School Graduates - A recent study reveals that Dickinson High School graduates compare favorably with students from other schools in their ACT scores and college freshmen grade point averages.

### Student/Staff Recognitions

Dr. Morud recognized the following:

- a. Team Scholar Awards: Girls' Basketball - Team GPA 3.3  
Girls' Cross-Country - Team GPA 3.4



- b. All WDA Honors:            Girls' Basketball -            Nancy Schobinger  
    Girls' Cross-Country -        Becki Wells  
    Kirsten Hestdalen  
    Boys' Cross-Country -        Todd Reisenauer  
    Tim Westfall  
    Lee Pritchard
- Football:     K. C. Homiston  
    Tyler Pankratz  
    David Manns
- c. All-State Football:        Tyler Pankratz - 1st Team  
    K. C. Homiston -1st Team  
    David Manns    - 2nd Team
- d. All-State Cross-Country: Becki Wells  
    Todd Reisenauer  
    Lee Pritchard
- e. Jerry Tuhy - Adult Farm Management Instructor: Mr. Tuhy and one of his farm families, LeRoy and Evelyn Schwartz, were recognized in Beef Today for outstanding accomplishments and the effectiveness of the Adult Farm Management Program.

Administrative Structure: 1993-1994

Dr. Morud outlined the following positions and responsibilities for the Central Administration Office for 1993-1994:

- a. Administrative Assistant for Business Affairs
- Finance
  - Purchasing
  - Transportation
- b. Administrative Assistant for Vocational & Adult Education
- Vocational/Technical Education
  - Adult Education
  - Buildings & Grounds

c. Administrative Assistant for Human Resources

- Human Resources
- Curriculum
- Media Center

d. Administrative Assistant for Special Services

- Special Education
- Homebound Instruction

Melbye moved to approve these positions as outlined. Abrahamson seconded the motion. The motion passed unanimously.

Resolution - Reinvest in America

Nancy Johnson moved to approve a "Reinvest in America" resolution. Melbye seconded the motion. The motion passed unanimously. A copy of the resolution is attached to these minutes.

At 7:50 P.M. Johnson moved to adjourn the meeting. Abrahamson seconded the motion. The motion passed unanimously.



C. B. Haas, Business Manager

  
James C. Ciavarella, President

# Reinvest in America

## A New Priorities Proclamation

We, the Board of Education of Dickinson Public School District #1 - Stark County in the state of North Dakota, do hereby adopt the following resolution in support of new national federal budget priorities for the United States of America.

Whereas the Dickinson Public School District #1 is committed to offering every child in our community the opportunity for a quality education.

And whereas our nation's success in the post-Cold War world will depend on the ability of America's public schools to educate each and every child.

And whereas no single school district has the financial capacity to both build a quality education program for the 21st Century and overcome the social and economic problems that prevent students from coming to school ready to learn.

And whereas the end of the Cold War and the collapse of the Soviet Union offer our nation a once-in-a-generation opportunity to rethink our national priorities.

And whereas our competitors in the global marketplace invest more tax dollars on children and elementary and secondary education than does the United States.

And whereas federal budget savings made possible by the end of the Cold War could be used to rebuild America and ensure that every child comes to school healthy and ready to learn.

And whereas the national organizations that represent the men and women at the local level who care most deeply about education -- the National School Boards Association, the National PTA, the National Association of Elementary School Principals, the National Association of Secondary School Principals, the American Association of School Administrators, the Council of Great City Schools, the National Education Association, and the American Federation of Teachers -- have jointly called for new federal budget priorities that reflect post-Cold War realities.

**Therefore, be it resolved,** that the Dickinson Public School District believes it is time to reinvest in America. We join school districts across the United States to urge the Congress and President Clinton to make reordering federal spending priorities America's top priority in 1993.

**And be it further resolved,** that the Dickinson Public School Board will forward this call for new priorities to our community's elected representatives in Congress and to the President of the United States.

**And be it further resolved,** that the Dickinson Public School Board will also forward this resolution to the North Dakota Legislative Council and urge the State of North Dakota to join this call to reinvest in America.

James C. Crainville, PRESIDENT  
BOARD OF EDUCATION

Signature and Title

Date

12/15/92