

Approved School Board Meeting Minutes

Dickinson Public Schools
Regular Meeting

January 14, 2013; 5:00 p.m.
Board Room, Central Office

The Dickinson Public School Board held a regular meeting on January 14, 2013, at the Central Administration Office. Board members present were: President Kris Fehr, Vice-president Jason Hanson, Dr. Morton Krieg, and Ms. Leslie Ross. Administrators present were: Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Mrs. Melanie Kathrein, Mr. Henry Mack, Mrs. Tamara Praus, Mr. Shawn Leiss, Ms. Sherry Libis, Mr. Ron Dockter, Dr. Marcus Lewton, Mr. Guy Fridley, Mr. Jay Hepperle, and Dr. Becky Pitkin. Others present were: Mrs. Twila Petersen, Mrs. Amy Axtman, Mrs. Beverly Kinnischtzke, Mrs. Cynthia Koppinger, Mrs. Tina Nygaard, Mrs. Naomi Thorson, Mr. Robert Swanson, and Miss Katherine Grandstrand from the Dickinson Press.

Call to Order - Board President Fehr called the meeting to order at 5:00 p.m.

Public Participation - There were no requests for public participation.

Removal of Agenda Item - Mr. Hanson moved to delete agenda item I. DEA Grievance under Business Topics from the agenda. Dr. Krieg seconded the motion. The motion carried unanimously.

Additions or Deletions to the Consent Agenda – Ms. Ross moved to approve the revised agenda including the consent agenda consisting of the minutes from the December 10 regular board meeting; the bills for January 2013; the financial reports for January 2013; the pledged assets report for January 2013; the personnel reports; the student/staff recognition; a tuition waiver agreement request for a child of Justin Willis from Dickinson to Richardton-Taylor; the tuition waiver request for a child of Brandi Erie from Dickinson to Richardton-Taylor; a tuition waiver request for a child of Brenda Kostelecky from South Heart to Dickinson; the RACTC report; and the RESP report; as presented. Dr. Krieg seconded the motion. The motion carried unanimously.

Superintendent's Report – Superintendent Sullivan reported on the following:

- a. **AdvancED Survey** – The school district did not receive sufficient parental participation on its initial survey request and therefore, to meet the accreditation review requirements, the survey window has reopened and will be available until February 1.
- b. **Employee Assistant Program (EAP) Services** – Sanford Health has notified the school district that effective February 28, 2013, Sanford will no longer provide EAP services. Administrators will evaluate some alternatives. President Fehr inquired if this would affect any employees who are currently receiving the services. Mr. Reep explained this information is not available to the employer. He explained there are a couple of options the District is reviewing.
- c. **Stark County Infrastructure Grant** – Superintendent Sullivan commended Assistant Superintendent Reep on securing a grant from Stark County in the amount of \$22,968 to help defray the cost to purchase a bus.
- d. **Negotiations Seminar** – There will be a negotiations seminar sponsored by NDSBA in Bismarck⁶ February 7-9.
- e. **Southwest Night with the Legislators** - This event will be held at the Bismarck Ramkota on Monday, January 28.
- f. **Collaborative Bargaining Meeting** - The next Collaborative Bargaining Meeting has been scheduled for Friday, January 25.
- g. **Heart River Principal Interviews** – The interviews are scheduled for Friday, January 18.

Superintendent's Report (cont.)

- h. **Budget Committee** – A topic for discussion will be school district facilities. Administrators may consider looking into a long range facility planner and seek outside assistance. If a bond election was recommended, the planner would assist with that process.

School Board Vacancy – Mr. Scott Staudinger has submitted his resignation from the Dickinson Public Schools Board. Available on the website under Supporting Documents are a policy and supplementary regulation regarding the procedure to fill the vacancy. Letters of interest for an interim board member are being accepted by Business Manager Reep until the next board meeting (February 11, 2013). This appointment will end June 30, 2014. The position will be announced in the school newsletters and also advertised. Board members will compile a list of suggested responsibilities to be shared with interested applicants. This agenda item was for discussion only. No action was requested.

Prairie Rose Elementary School Update – Assistant Superintendent Vince Reep addressed the Board stating progress on the construction is on schedule if not slightly ahead of schedule. Last week there was a tour provided of the new school to President Fehr and Ms. Ross. Both board members thanked Mr. Reep for the tour and shared their enthusiasm for the progress made on the construction, the features, and its overall atmosphere. This agenda item was informational only. No action was requested.

RESP Update- RESP Director Amy Axtman addressed the Board. Available on the website under Supporting Documents is a summary report provided by Mrs. Axtman. President Fehr noted she is the DPS representative on the RESP Board. Mrs. Axtman thanked the Board members for the invitation to share information. Two main areas that Mrs. Axtman addressed were the relationship between RESP and DPS and also finances. Mrs. Axtman explained DPS has been involved with RESP since its inception. This involvement is appreciated by RESP. There are currently 19 school districts and one parochial school that are members. There is a per pupil payment by the state to RESP. There is a \$750 membership fee and additional fees for participation in specific trainings or events. RESP services provide districts with professional development, data systems, school improvement, technology support, and curriculum enrichment. Many of the services are shared amongst the participants. This sharing is a big part of the organization. Mrs. Axtman explained the PEP grant, the 21st Century grant, and the Succeed 2020 grant funded by the Hess Corporation. The 2020 grant would provide funding to REAs to support new programs. Four main areas were identified as priorities by Dickinson Public Schools. Those areas are instructional strategist, career advisor, professional development, and remedial resources. Funding through the Succeed 2020 grant will provide to DPS \$51,950 towards a 1.5 instructional strategist. DPS has been advertising for this position since August 2012. The DPS students generate \$43,461 in state student payment aid revenue to RESP. RESP receives annually approximately \$92,000 total in state student payments. Mr. Hanson inquired regarding the instructional strategist and why that position continues to be advertised. Dr. Sullivan responded this position is a unique skill set. Mrs. Kathrein explained the recommend criteria and qualifications for the position. President Fehr recognized that Dickinson Public Schools has not participated in any training or services for three years. The needs of the school districts are different. There is a new initiative that RESP is working on called the POD concept that may fit the needs of DPS. This would be a shared concept. Mrs. Axtman pointed out that the Succeed 2020 funding is distributed through the REAs and therefore recipients must be a member of an REA to receive funding. She noted districts would not be awarded funding if they were not a member of an REA. President Fehr reminded board members that RESP membership will need to be addressed at a future board meeting. She said the RESP Governing Board would be meeting on Wednesday. Mr. Reep reported the 21st Century grant is in its fifth and final year. The level of free and reduced meals within the

RESP Update (cont.)

district has an impact on satisfying the qualification for the grant. Mr. Hanson inquired in regards to the 2020 grant, if there was anything other than the instructional strategist that the school district could participate in. Mrs. Kathrein noted there is ACT training that may be beneficial to the district. Mrs. Axtman said that a survey would be distributed requesting input regarding the needs of the district. President Fehr thanked Mrs. Axtman for attending and reporting at the meeting. Mrs. Axtman was appreciative of the opportunity. This agenda item was informational only. No action was requested.

DHS Language Arts Curriculum – The DHS Language Arts Department has done extensive work on the language arts curriculum. The focus was how to increase the writing skills of the students and therefore better prepare students for the state assessment and ACT tests administered to students in their junior year. The Language Arts Curriculum Review Committee felt writing was a concern at DPS and therefore provided a proposal to the Board. The proposal is available on the website under Supporting Documents. Mrs. Cynthia Koppinger from the DHS Language Arts Department and Director of Instruction Melanie Kathrein addressed the Board. Mrs. Koppinger thanked the Board for the opportunity to present the proposal. The major change in the proposal would be at the sophomore level where literature in addition to the writing component would be part of the English 10-A and English 10-B courses. The current speech class taught in the sophomore year would be moved to the junior year. Advantages of moving the speech class to the junior year may help students be better prepared as they will be more mature. The current course structure could have a student taking a literature class in the second semester of their junior year. The ACT tests are administered in the junior year and therefore the students do not have enough preparation for that component of the ACT test. This is a detriment to the students and a possible reflection on their assessment scoring. Ms. Ross inquired if there are other districts who have adopted this schedule of English courses. Mrs. Koppinger noted that data is hard to find; it is varied throughout the country. Ms. Ross also asked how the change will be analyzed in the future. Mrs. Koppinger provided a handout demonstrating the steps for analyzing student progress. She noted the department is collecting “anchor papers” and using a rubric, scoring the paper on its expected achievement. Mrs. Koppinger discussed the WriteSource textbooks that the department is learning to use as an online resource to evaluate papers. This new online source provides timely feedback. The ACT writing test Smart goals are on a timeline to be re-evaluated in 2016. The ACT training mentioned by RESP would be something of interest to the Language Arts English Department. The Succeed 2020 training would assist the department in analyzing the ACT scores. President Fehr asked how this course sequence change would affect the Speech Club. Mrs. Koppinger responded that Speech Club is a separate entity. President Fehr inquired why the change in the program now. Mrs. Kathrein responded that the department has discussed at great length the proposal. The curriculum review may have been important in initiating the change. President Fehr asked about the ACT test with the new writing component, if there would need to be a change in staffing, and how will the district know if this change has been effective. Mrs. Koppinger responded last year’s writing scores could be a benchmark for future scores, there is no required change in staffing with the proposal, and she said the ACT scores and the state assessment will reflect if the new course proposal has been effective. Ms. Ross moved to accept the proposal from the DHS Language Arts department to change the English class sequence and courses required for graduation. The change will begin during the 2013-2014 school year. Dr. Krieg seconded the motion. The motion carried unanimously. President Fehr thanked Mrs. Koppinger and Mrs. Kathrein for presenting material and for the time committed by the department to review the program and draft the proposal, and asked that updates be made to the Board in the future.

Girls' Fast-pitch Softball Cooperative Agreement – The agreement with the Dickinson Diamonds Fast-pitch Softball (DDFS) was due for renewal. DDFS requested to enter into a one year agreement. This would be the fifth and final year of the agreement. The Memorandum of Understanding is posted on the website under Supporting Documents. Activities Director Guy Fridley addressed the Board explaining the only change to the agreement was the school year. Mr. Fridley noted he has made it aware to the DDFS that this is the final year. There will be ongoing discussions as an agreement for full control of the program is established before the 2014 season. Administrative recommendation was to approve the agreement. Action was requested. Ms. Ross moved to approve the Memorandum of Understanding between the Dickinson Public Schools and Dickinson Diamonds Fast-pitch Softball at Dickinson High School for the 2012-2013 school year, as presented. Mr. Hanson seconded the motion. The motion carried unanimously. President Fehr thanked Mr. Fridley for his ongoing work with the DDFS.

Destruction of Old School Records – Assistant Superintendent Vince Reep explained the procedure for retention and destruction of school district documents. All material with sensitive information would first be shredded before taken to the landfill. Following are the documents Mr. Reep recommended for deposit in the Dickinson city landfill: for fiscal year 1996, bond election for the high school addition; for the fiscal year 2001-2001, adjusted journal entries, check reconciliation, and general ledger; for the fiscal year 2002-2003, adjusted journal entries; for the fiscal year 2003-2004, adjusted journal entries, general ledger, NSF checks, voided checks, and petty cash records; for the fiscal year 2006-2007, adjusted journal entries, bank statements, busing trip sheets, check reconciliation, interviews, inventory, leave sheets, MIS03s, purchase orders, teacher insight scores, and West Dakota Resource Center records; and for the fiscal year 2006-2010, duplicate student registration records. All other records from the fiscal year 2007-2008 to present will be retained. Action was requested. Mr. Hanson moved to authorize the business manager to destroy the records presented in accordance with North Dakota Century Code 21-06-05 and 21-06-06 by shredding and/or depositing them in the Dickinson city landfill. Dr. Krieg seconded the motion. The motion carried unanimously.

Bid for School Bus – The school district advertised for and provided specification sheets (bus chassis and bus body) for bids for a new 71 passenger route school bus. There were two bids received at the bid opening. The administrative recommendation was to accept the low bid from Harlow's Bus Sales, Inc. to purchase an International stock unit for a total price of \$82,381. The other bid from Hartley's was for a Blue Bird. This new route bus will be used by Harlow's for a new route that was recently added. Mr. Hanson inquired how long the buses last. Mr. Reep explained it is based on mileage and year. Some buses may run for up to 250,000 miles. Action was requested. Ms. Ross moved to accept the low bid submitted by Harlow's Bus Sales, Inc. and purchase the 2014 International route bus for \$82,381. Dr. Krieg seconded the motion. The motion carried unanimously.

Early Resignation Incentive Application – Mrs. Sarah Chapman, grade three instructor at Jefferson Elementary, has submitted an early resignation incentive application with an effective date of May 24, 2013. Mrs. Chapman has served in the district for four years. Assistant Superintendent Reep has verified her eligibility. The administration will evaluate the vacancy this position may or may not create and will post any opening at a later date. Mr. Reep explained the deadline for certified staff to turn in their application is March 1. The deadline for classified staff to turn in their application is April 1. Board policy DKBC Early Resignation Incentive provides employees with a small incentive to the employee that provides the district with advanced notice of a resignation. The administrative recommendation was to approve Mrs. Chapman's application. Action was requested. Ms. Ross moved to approve the early

Early Resignation Incentive Application (cont.)

resignation incentive application for Sarah Chapman, grade three instructor at Jefferson Elementary, with an effective date of May 24, 2013. Dr. Krieg seconded the motion. The motion carried unanimously.

Open Enrollment Applications - The District received several open enrollment application requests. Paula D'Amico applied for her three children to be admitted to the Dickinson Public School District from the South Heart School District. Mindy Wood applied for her child to be admitted from the South Heart School District. Karen Hale applied for her child to be admitted from the Richardton-Taylor School District. Michelle Renner applied for open enrollment for her two children to be admitted from the Killdeer School District. All seven applications indicated they had moved and therefore the deadline waiver applied. The administrative recommendation was to approve the seven applications. Action was required. Mr. Hanson moved to approve the requests for the three children of Paula D'Amico, the child of Mindy Wood, the child of Karen Hale, and the two children of Michelle Renner to be admitted to the Dickinson Public School District under the open enrollment policy. Dr. Krieg seconded the motion. The motion carried unanimously. Superintendent Sullivan explained the district is continuing to enroll families that reside in the district and is also receiving applications for families living outside the school district. The classroom sizes in grades K-6 (with the exception of grade 4) are at or above the recommended classroom size. Superintendent Sullivan expressed his concern with the enrollment numbers and the possibility of having some very large classroom sizes in grades K-6 if the district continues enrolling students living within the district and open enrolling those outside the district. Superintendent Sullivan may advise the Board in the future to deny open enrollment applications, with limited exceptions.

Board Policy Addition-First Reading – The North Dakota School Board Association (NDSBA) proposed a new policy regarding tuition agreements. Policy FAAD-Tuition Agreements is posted under Supporting Documents on the website. The administrative recommendation was to adopt policy FAAD. Action was requested. Ms. Ross moved to accept the first reading approval of the school board policy FAAD-Tuition Agreements, as presented. Mr. Hanson seconded the motion. The motion carried unanimously.

Board Regulation Additions or Revisions – First Reading and Final Adoption – The NDSBA recommended adopting the new board regulation KBA-BR1 Relations with the News Media Regulation and board regulation KAAD-BR Distribution and Posting of Noncurricular Material in School Regulation. Ms. Ross noted there were grammatical errors in KBA-BR1 and referred it back for revisions. The NDSBA also recommended changing the descriptor code on board regulation FFF-BR Supervision of Students to FCB-BR since DPS does not have a policy FFF. The NDSBA also recommended revisions to board regulation FIB-BR-Criteria for Participation in Non-school Sponsored Contests and Competitions. Action was requested. Ms. Ross moved to accept the first reading approval and final adoption of the school board regulation additions and revisions (except KBR-BR1), as presented. Dr. Krieg seconded the motion. The motion carried unanimously.

DEA Grievance – This topic was previously removed from the agenda.

Other – There were no other topics for discussion.

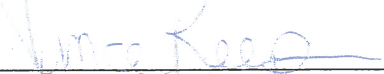
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Board Room, Central Office


Adjournment – At 6:36 p.m., Ms. Ross moved to adjourn. Dr. Krieg seconded the motion. The motion carried unanimously. The meeting was adjourned at 6:36 p.m.



Kris Fehr, Board President



Vince Reep, Business Manager



Twila Petersen, Secretary

Approved School Board Meeting Minutes

Dickinson Public Schools
Regular Meeting

February 11, 2013; 5:00 p.m.
Board Room, Central Office

The Dickinson Public School Board held a regular meeting on February 11, 2013, at the Central Administration Office. Board members present were: President Kris Fehr, Vice-president Jason Hanson, and Ms. Leslie Ross. Board member absent was Dr. Morton Krieg. Administrators present were: Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Mrs. Tamara Paus, Mrs. Melanie Kathrein, Mr. Jay Hepperle, Dr. Becky Pitkin, Mr. Henry Mack, Mr. Calvin Dean, Mr. Guy Fridley, Dr. Marcus Lewton, Mr. Shawn Leiss and Mr. Ron Dockter. Others present were: Mrs. Trisha Friedt, Mrs. Peggy Anderson, Mr. Gery Smith, Mrs. Karen Thompson, Mr. Bob Swanson, Mrs. Tanya Rude, Mr. Dean Rummel, Dr. Rich Brauhn, Mrs. Twila Petersen, and Miss Katherine Grandstrand from the Dickinson Press.

Call to Order - Board President Fehr called the meeting to order at 5:00 p.m.

Public Participation - There were no requests for public participation.

Consent Agenda and Personnel Report - Ms. Ross moved to approve the agenda including the consent agenda consisting of the minutes from the January 14, 2013, regular board meeting; the bills for February 2013; the financial reports for February 2013; the pledged assets report for February 2013; the personnel reports which includes the new hires effective for the 2013-2014 school year of Susan Cook, principal at Heart River Elementary and Mitchell Meier, social studies instructor at Hagen Junior High; the personnel reports also included the resignations of the following certified staff effective May 24, 2013: Kathy Bacon, instructor at the Early Childhood Center; Ellen Becker, speech pathologist at Berg Elementary; Terry Glasser, Title I instructor at Heart River Elementary; Kelly Harrison, grade five instructor at Heart River Elementary; Nancy Kienzle, speech pathologist at Heart River Elementary; Connie Klein, Title I instructor at Hagen Junior High; Elaine LaPlante-Jilek, speech pathologist at DHS; and Kathleen Schou, strategist at Heart River Elementary; the student/staff recognitions; a tuition waiver request for two children of Stephanie Crimmins from South Heart School District to Dickinson; and the RACTC report; as presented. There was no RESP report received. Mr. Hanson seconded the motion. The motion carried unanimously.

Superintendent's Report – Superintendent Sullivan reported on the following topics:

- a. **Kindergarten Pre-Enrollment** – Last week the district held pre-registration for kindergarteners for the next school year. There were 182 that registered, this compares to 168 pre-registrations one year ago.
- b. **New England Baseball Agreement** – As per a notification from the North Dakota High School Activities Association, New England Public Schools has requested the agreement for baseball be dissolved.
- c. **Collaborative Bargaining Meeting** – The next meeting is scheduled for Wednesday, February 13 at 4:00 p.m.
- d. **Budget Committee Meeting** - Topics from the recent Budget Committee Meeting included purchasing additional buses, a 1-to-1 initiative in the DHS history department, classified staff salaries, hiring a Facility Planning Consultant to assist with long range planning for the district, the girls softball program in the next school year, and an update from Assistant Superintendent Reep regarding the legislative session and the school funding bill.

Superintendent's Report (cont.)

- e. **New Employee Assistance Program** – A new program has been selected by the district. The program is serviced by the Midwest Employee Assistance Program Solutions. President Fehr inquired if there was a difference in cost than the previous program. Assistant Superintendent Reep responded the average employee uses 2.4 counseling sessions. The new program provides less sessions at a lower cost. Previously the district was paying for many more sessions than the average employee would utilize.

School Board Vacancy – Dickinson Public Schools advertised for applications for the position of a school board member. There were six applications received. Available on the website under Supporting Documents are the applications. All candidates were in attendance at the meeting. President Fehr thanked the applicants for their interest and for attending the meeting. She asked each applicant to introduce themselves, explain some information about themselves, their interest in the position, and where their children attend or have attended school. Following are the candidates that applied for the position, introduced themselves, and provided background information: Dr. Rich Brauhn, Mrs. Karen Thompson, Mrs. Tanya Rude, Mr. Gery Smith, Mr. Dean Rummel, and Mrs. Marya Skaare. Assistant Superintendent Reep explained the process for narrowing down the selection to three candidates and then the process for the final selection. These are explained in Board policy BBC and Board regulation BBC-BR. Mr. Reep handed out a ballot that listed all six candidates. Board members chose candidates by circling three names. The ballots were collected and Board President Fehr read the results and Board Secretary Petersen tallied the votes. The results of the ballots were Dean Rummel (3 votes), Gery Smith (3 votes), Tanya Rude (2 votes) and Marya Skaare (1 vote). Mr. Reep distributed a new ballot with the names of Dean Rummel, Gery Smith and Tanya Rude. Each Board member chose one individual. President Fehr read the votes and Secretary Petersen tallied the votes. The results of the final ballot were Mrs. Tanya Rude (3 votes). President Fehr thanked the candidates and informed them there were three seats up for election in the 2014 election that they should consider. Those seats are currently held by Dr. Krieg, Mr. Hanson, and Mrs. Rude. Action was required. Mr. Hanson moved to appoint Tanya Rude to the Dickinson Public Schools Board until a successor is elected and qualified at the next election, pursuant to NDCC 15.1-09-05. Ms. Ross seconded the motion. The motion carried unanimously. Mrs. Rude was invited to stay and take the Oath of Office following tonight's Board meeting.

Regional After School Program (RASP) Report – The RASP Co-directors Mrs. Peggy Anderson and Mrs. Trisha Freidt addressed the Board and summarized activities within the past year. The RASP program began in 2008 and is funded by the 21st Century Grant. The co-directors listed the schools the program is currently serving, the number of students served, and the number of staff employed. They also listed some extra summer activities provided in the program. Available on the website under Supporting Documents is a report provided by the RASP co-directors. Assistant Superintendent Reep explained the funding for the program and some possible limitations in the future if funding is cut. This is the fifth and final year of the grant. Mr. Reep is awaiting the release of the new grant information from DPI. The grant should be awarded around April 9. Ms. Ross noted it seemed the program is maxed out with the number of children and inquired if there were students being turned away. Students are not turned away during the school year. If necessary, more staff are hired. President Fehr thanked the co-directors for attending the meeting and providing updated information. This agenda item was informational only. No action was requested.

Prairie Rose Elementary School Update – Assistant Superintendent Vince Reep addressed the Board stating progress on the construction is on schedule. Available on the website are minutes from the January 16 construction meeting. The next construction meeting will be held next week. Mr. Reep stated the remaining floors will be poured next week. Texturing has been completed on many sections in the building. Casework should begin in late March. This agenda item was informational only. No action was requested.

Superintendent's Evaluation – The North Dakota Century Code indicates the superintendent's evaluation must be completed prior to March 15. Board members will rate the superintendent satisfactory or unsatisfactory in the following three areas: Relationship with School Board, Educational Leadership, and Relationship with the Community. President Fehr will forward a MS Word document to Board members. Board members were asked to complete the form and return to President Fehr before March 1. Board President Fehr will compile the information and present it to the Board at the March Board meeting. This agenda item was informational only. No action was requested.

Budget Development and Input Committee and Budget Funding Priority List – President Fehr lead the discussion regarding this agenda item. This committee was formed in July 2003. The intent of the committee was to provide board input in the development of the annual budget and to represent the board in budgetary or financial matters of the school district. Additionally, the intent was to assist the board in its understanding of the district's budget and district financial matters. Vice-president Jason Hanson and Board Member Leslie Ross are the board representatives on this committee. A funding priority list was established in 2011 with the assistance of the School Board and Cabinet members. The budget priority list is intended to guide the Board and Administration in making regular budgetary decisions. If extra funds should become available this list would also assist in making decisions. A copy of the priority list drafted in 2011 was distributed to the Board members. Board members discussed some of the items on the list that had been accomplished. Ms. Ross suggested the Board meet and discuss a priority list anytime funds are being allocated due to new resources. It is important to the Board and also the Cabinet the items on the priority list be reviewed. She felt this was the intent of the committee and suggested maybe setting up a meeting annually to review the list. President Fehr asked for Board input. Assistant Superintendent Reep noted that historically the ranking of the list has happened when new funds have become available due to the legislative process. He recommended reviewing it later on this spring after legislation is closer to completing. Superintendent Sullivan thought there had been good discussion and guidance and suggested Assistant Superintendent Reep and he develop a calendar to provide information and discussion on an annual basis. President Fehr felt timing with the legislature was important and suggested the Board prioritize some items and then ask Cabinet to review and provide its input. Consensus was to review the list on an annual (or more) basis. Timing will be affected by legislative action. This agenda item was for discussion only. No action was requested.

Roughrider Educational Services Program (RESP) Membership – At the February 2012 Board meeting a Board member requested the topic of the RESP be brought back for further discussion in 2013. There is a deadline to follow if DPS would wish to withdraw from the RESP program. President Fehr explained the RESP Executive Committee recently met with the RESP Governing Board and it was decided that districts must be full RESP members to receive funding for the Succeed 2020. She also explained that DPS has received no services from RESP for the past three

Roughrider Educational Services Program (RESP) Membership (cont.)

years. The RESP services are not in alignment with the expectations of DPS. School districts are at different levels with professional development. DPS is currently advertising for an instructional strategist. If that position is not filled this school year, but is filled the next school year, the district would receive the full reimbursable amount for the position. Some concerns noted by the School Board included the RESP fee structure, services that would benefit the DPS students, and specialized professional development based on the RESP strategic plan. Mrs. Fehr said that RESP had granted DPS's request for a one-time only extension of the withdrawal deadline, to April 1; however, an opinion from the ND Schools Boards' Association appears that the extension would be in violation of the Joint Powers agreement. DPS does not want to put RESP in the position of having to defend DPS. Administration and Board members have been trying to work out the concerns with RESP and what is best for the students in the district for the past 2½ years. After lengthy discussion, Ms. Ross moved that Dickinson Public Schools withdraw from membership in the Roughrider Educational Services Program effective at the end of the 2012-2013 fiscal year. Mr. Hanson seconded the motion. The motion carried unanimously. There are several meetings before the end of the term. The School Board left a contingency that if the program would become more beneficial and appropriate relative to the staff and students at DPS, the Board may reconsider. President Fehr thanked Dr. Sullivan, Mr. Reep, and Mrs. Kathrein for their hard work in trying to make the program benefit the students in the district and be successful.

Reschedule March School Board Meeting – The March School Board Meeting had been scheduled for March 11. Due to a conflict with the superintendent's schedule on that date, President Fehr requested a new meeting date be established. After discussion regarding scheduling conflicts, Mr. Hanson moved to reschedule the March Board Meeting for March 12, 2013, at 5:00 p.m. Ms. Ross seconded the motion. The motion carried unanimously.

Extracurricular Committee Meeting Update – Available on the website are the minutes from the recent Extracurricular Committee Meeting. Assistant Superintendent Reep addressed the Board. He explained there were two requests at the Extracurricular Meeting. One request was denied. That request would not have been in alignment with the salary matrix. Mr. Reep explained the committee discussed compensation to individuals traveling with career and technology students to attend a national convention and if that should be considered a stipend or part of the salary. It was agreed by the committee it should be part of the salary matrix. Administrative recommendation was to provide .6% of the base salary per day for teachers to attend the conventions with their students. Action was recommended. Mr. Hanson moved to add CTE Summer Supervision to the negotiated agreement at the rate of .6% of the base salary per day for National Skills USA, National TSA, State Officer Training, National Ford AAA Student Auto Skills, and National FBLA, effective for the 2013-2014 contract. Ms. Ross seconded the motion. The motion carried unanimously.

Early Resignation Incentive Application – The following individuals have submitted their resignations before the deadline to receive their early resignation incentive. Kathy Bacon, instructor at Early Childhood Center (14 years of service); Ellen Becker, speech pathologist at Berg Elementary (22 years of service); Terry Glasser, Title I instructor at Heart River Elementary (29 years of service); Kelly Harrison, grade five instructor at Heart River Elementary (31 years of service); Nancy Kienzle, speech pathologist at Heart River Elementary (18 years of service); Connie Klein, Title I instructor at Hagen Junior High (31 years of service); Elaine LaPlante-Jilek, speech pathologist at DHS (21 years of service); Eleanor Sand, assistant cook at Lincoln (40 years of service); Kathleen Schou, strategist

Early Resignation Incentive Application (cont.)

at Heart River Elementary (13 years of service); and Ione Weiler, head cook at Lincoln Elementary (19 years of service). Assistant Superintendent Reep explained the deadline for certified staff to turn in their notices is March 1. The deadline for classified staff to turn in their notices is April 1. Administrative recommendation was to approve the early resignation incentive for these individuals. Action was requested. President Fehr expressed, on behalf of the board, the sadness for losing these employees which have a combined total of 238 years of service. Ms. Ross also expressed her sadness in losing these employees. Ms. Ross moved to approve the early resignation incentives for Kathy Bacon, Ellen Becker, Terry Glasser, Kelly Harrison, Nancy Kienzle, Connie Klein, Elaine LaPlante-Jilek, and Kathleen Schou with an effective date of May 24, 2013, and also to approve the early resignation incentives for Eleanor Sand and Ione Weiler with an effective date of May 23, 2013. Mr. Hanson seconded the motion. The motion carried unanimously. President Fehr publicly thanked the individuals for their dedication to the children of DPS and for all their hard work. These individuals have put in their time with the district and she wished to express her appreciation on behalf of the School Board.

Open Enrollment Applications - Marissa Krump had applied for open enrollment for her three children to be admitted to the Dickinson Public School District from the Belfield School District. Michelle Mayer had applied for open enrollment for her three children to be admitted to the Dickinson Public School District from the Hebron School District. All applications indicate they had moved and therefore the deadline waiver applies. All students are currently enrolled in Dickinson Public Schools. The administrative recommendation was to approve the six applications. Action was required. Ms. Ross moved to approve the open enrollment requests for the three children of Marissa Krump and the three children of Michelle Mayer to be admitted to the Dickinson Public School District under the open enrollment policy. Mr. Hanson seconded the motion. The motion carried unanimously.

Board Policy Addition – Second Reading and Final Adoption - The North Dakota School Board Association (NDSBA) has proposed a policy regarding tuition agreements. Policy FAAD-Tuition Agreements is posted under Supporting Documents on the website. Administrative recommendation was to adopt policy FAAD. Action was requested. Mr. Hanson moved to accept the second reading approval and final adoption of the school board policy FAAD-Tuition Agreements, as presented. Ms. Ross seconded the motion. The motion carried unanimously.

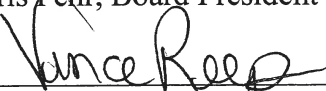
Board Regulation Additions or Revisions – First Reading and Final Adoption – Board regulation KBA-BR1 Relations with the News Media was tabled at the January School Board Meeting due to grammatical errors within the regulation. Available on the website is a revised version of the regulation. The newest revisions are noted in purple text. Administrative recommendation was to adopt the regulation. Action was requested. Ms. Ross moved to accept the first reading approval and final adoption of the school board regulation KBA-BR1 Relations with the News Media, as presented. Mr. Hanson seconded the motion. The motion carried unanimously.

Other – Ms. Ross reminded everyone of the Mystery Dinner Theater sponsored by the DPS Foundation which will be held this weekend at the Elks. Tickets are still available. President Fehr reminded everyone of the Drum Line/Jazz Band/Swing Choir Concert at DHS Monday night at 7:00 p.m.

Adjournment – At 6:30 p.m., Ms. Ross moved to adjourn. Mr. Hanson seconded the motion. The motion carried unanimously. The meeting was adjourned at 6:30 p.m.



Kris Fehr, Board President



Vince Reep, Business Manager



Twila Petersen, Secretary

Approved School Board Meeting Minutes

Dickinson Public Schools
Regular Meeting

March 12, 2013; 5:00 p.m.
Board Room, Central Office

The Dickinson Public School Board held a regular meeting on March 12, 2013, at the Central Administration Office. Board members present were: President Kris Fehr, Vice President Jason Hanson, Ms. Leslie Ross, Dr. Morton Krieg and Mrs. Tanya Rude. Administrators present were: Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Mrs. Melanie Kathrein, Mr. Jay Hepperle, Dr. Rebecca Pitkin, Mrs. Dorothy Martinson, Mr. Henry Mack, Mr. Calvin Dean, Mr. Shawn Leiss and Mr. Ron Dockter. Others present were: Mr. Kumar Veluswamy, Mr. Mitchell Murphy, Mr. Brian Ham, Mrs. Twila Petersen, and Miss Katherine Grandstrand from the Dickinson Press.

Call to Order - Board President Fehr called the meeting to order at 5:00 p.m.

Public Participation - There were no requests for public participation.

Additional Agenda Items/Removal of Items from Consent Agenda – There were no requests for revisions to the agendas.

Consent Agenda - Ms. Ross moved to approve the agenda including the consent agenda consisting of the minutes from the February 11 regular board meeting; the bills for March 2013; the financial reports for March 2013; the pledged assets report for March 2013; ; the personnel reports which includes the resignations of the following certified staff effective 05/24/2013: Gloria Ciavarella, grade two instructor at Jefferson Elementary (33 years of service); Lana Dutchak, grade two instructor at Lincoln Elementary (13 years of service); Linda Fridley, grade two instructor at Jefferson Elementary (38 years of service); Jessica Friestad, Counselor at Hagen Junior High (1 year of service); Darla Hoffmann, Language Arts instructor at Hagen Junior High (19 years of service); Richard Jambor, Vocational Agriculture instructor at Dickinson High School (25 years of service); Beverly Kinnischtzke, Diversified Occupations instructor at Dickinson High School and Southwest Community High School (18 years of service); Rhonda Kraenzel, kindergarten instructor at Heart River Elementary (22 years of service); Justene Metcalfe, Speech Language Pathologist at Hagen Junior High and Early Childhood Center (2 years of service); Debby Thompson, Language Arts instructor at Southwest Community High School (33 years of service); and effective 07/03/2013, Erwin VanVeldhuizen, Technology Education instructor at Hagen Junior High (37 years of service); the student/staff recognitions; a tuition waiver request for a child of Shelly Fleck from South Heart Public to Dickinson, a tuition waiver request for a child of Melissa Olheiser from Belfield Public to Dickinson; the RACTC report; the RESP report; to dissolve the open enrollment for a child of Truce Trujillo, dissolve the open enrollment for two children of Inga Davis, and dissolve the open enrollment for two children of Bobbie Godes; as presented. Dr. Krieg seconded the motion. The motion carried unanimously.

Board President Fehr welcomed Mrs. Tanya Rude to the Board. Mrs. Rude is a new Board member that was installed after the February Board Meeting.

Superintendent's Report – Superintendent Sullivan reported on the following:

- a. **English Language Learner (ELL) Services**- As of February 26, there are 58 identified students utilizing the ELL services. Over 90 students have been screened. On October 31 when the Budget Committee met and approved an additional ELL position, there were 45 ELL students in the District. The number of students has increased by 13. President Fehr inquired if the District may need additional staffing. Director of Student Services Dorothy Martinson responded and noted that the state recommends a case load of 20. Dickinson Public Schools (DPS) ELL student turnover rate is high. Mrs. Martinson recommended reassessing again this fall.
- b. **Kindergarten Pre-Enrollment** – Currently there are 206 students enrolled for kindergarten next fall. The projections are for 260 kindergarten students this fall. Assistant Superintendent Reep will reassess the projections on May 1.
- c. **Reorganization in School Assignment** – During the 2011-2012 school year, Lincoln students in the 5th grade were relocated to Berg. Beginning in the fall of 2012-2013, the Lincoln 5th grade students will remain at Lincoln. Because of the addition of the two positions in social studies at Hagen, there is a need for additional space. After conversations with Principal Marcus Lewton, the administration has decided to move the 8th grade history and the 8th grade geography classes to Berg Elementary starting next fall. Also, the morning Spanish class from Hagen will be moved to Berg Elementary. President Fehr inquired if the teachers of the classes would be based at Berg. Dr. Sullivan responded, with the exception of the Spanish teacher, the teachers would be based at Berg.
- d. **Affordable Health Care Act** – Beginning January 2014, each health insurance individual contract in the school district covered by the District's self-funded health care plan will be assessed \$5.25 per month to pay for health insurance for those individuals who purchase their own coverage. This is an annual cost of \$19,467. It will be necessary to pass these fees onto the employees through higher premiums. There will be a notification to the employees on May 1 of these changes.
- e. **Student Placements at Prairie Rose Elementary** – Students have been identified and placed at Prairie Rose Elementary. Notifications have been sent to those parents. There were approximately 12 families that requested their child or children not be transferred to Prairie Rose. Requests from these 12 families will be reconsidered when the enrollment is reassessed after the first week of August. President Fehr asked for some reasons parents did not want their children to transfer. Dr. Sullivan responded the reasons were various. Ms. Ross inquired how many students this involved. Dr. Sullivan said approximately 22.

Business Topics

One-to-One Technology Pilot Program- Superintendent Sullivan explained at the last School Board Meeting there was discussion regarding the One-to-One Technology Initiative in the social studies area at the high school. During the interim between the February and March Board Meetings there have been various questions from School Board members and a request for a follow up. Available on the website under Supporting Documents is information regarding the cost for the project. Dickinson High School (DHS) Social Studies Instructor Brian Ham, Director of Instruction Melanie Kathrein, Technology Coordinator Mitchell Murphy, and DHS Principal Ron Dockter addressed the Board. Mr. Ham distributed a handout that contained responses from a student survey. There were 117 students that completed the survey. Mr. Ham explained at a recent professional development training teachers were encouraged to have 21st Century skills for their students; skills the students will need when they enter the next phase of their lives. Mr. Ham and other members in the social studies department did extensive research on curriculum and activity maps. The research indicated technology would be

One-to-One Technology Pilot Program (cont.)

required for the advancement of the skills. Students need to be learning collaboratively and communicating. They also need to be creative in their thinking and skills. With the computer labs available to the students now, they may have access to the labs possibly once or twice a week. Mr. Ham explained that students are not doing quality work. They are having a hard time staying focused and are not engaged. They are engaged with technology. With the One-to-One Technology Initiative, there could be unlimited access to technology. The One-to-One has been discussed in the past. Mrs. Kathrein added that student engagement is a common concern among staff. Students at the high school level possibly have had technology since their early elementary years. The social studies department at the high school is willing to take on an initiative that would further expand utilizing technology in conjunction with learning. This would be a pilot program. Dr. Sullivan noted this initiative would not be a change in the curriculum nor a modification to the courses. It would be a change in the delivery of the curriculum. President Fehr inquired regarding the correlation between student engagement and technology. President Fehr asked if there was a comparison in student engagement between the elementary and high school. Is there information at the elementary level that those students using iPads are more engaged. Mr. Ham responded that he does not have a class that has access to iPads. His students depend on access to the computer labs. Some students do ask to utilize the electronic version of the text. The social studies department is monitoring the technology use. Technology seems to encourage the students to be more engaged. It fits their style. Mrs. Kathrein explained that iPads at the elementary level have various uses. They may be supplemental to the instruction or an intervention. Sometimes the technology is used to define motor skills. Mr. Ham provided an example of various ways technology could provide a lesson on the civil war. Ms. Ross asked if the pilot program was providing the technology for students to take the technology home with them. Mr. Ham responded that some schools do that. If you give every student the technology then more technology would be required. The District would need to provide for 28-30 students in a class and there are several classes taught. Mrs. Kathrein explained the transition of the paper textbook to the electronic version. Ms. Ross inquired if this project would follow the drive towards utilizing the Office 365 platform. Mr. Murphy responded the Microsoft Surface would allow the students to use 365 in school and retrieve the information from their home. The Surface in combination with Office 365 works cohesively with other technology such as the Android, iPhones and other multi platforms. Ms. Ross inquired why the Surface was recommended. Mr. Ham responded through research and discussion with the Central Office technologists, this seemed to be the best product. There was discussion regarding the capacity of memory, if other school districts have done this as a pilot project, infrastructure needs, training and trainer, time frame, and assessment. Ms. Ross inquired if other school districts are allowing the students to take the technology home. Mrs. Kathrein responded she thought the technology was issued to the students in Fargo and Grand Forks. Mrs. Rude inquired about the number of students in possession of a SMART phone or individual tablet. Mr. Ham said he did not ask that question on his survey; however, he said students are adept at accessing information on their phones and the question could be added when they work with the consultant. There was also a question about the capacity of the internet service. It was explained that the current band width is 100 megabytes and the state is currently reviewing whether or not to increase the band width. Mr. Murphy said hubs will be placed to provide service in areas of the building where service has not been consistent. Ms. Ross noted this project would be a "spring board". The success or failure of the program will be the deciding factor for future technology goals for the district. The DHS Social Studies Department was committed to following through on the project. President Fehr asked when data might be available to see if the project has made a change. Mrs. Kathrein said the social studies department uses a program called Master Manager that would have data collected this year that could be used as a control. Ms. Ross and President Fehr thanked those that addressed the Board and appreciated all the research done, material presented and information provided. This agenda item was informational only. No action was requested.

Prairie Rose Elementary School Update – Assistant Superintendent Vince Reep addressed the Board stating progress on the construction is on schedule. He reported wiring trays are being installed and the concrete will be poured soon for the parent drop off loop and other areas. President Fehr inquired regarding the trees on the lot. Mr. Reep responded that some of the trees will be transferred to the southwest corner of the lot. This will be done after landscaping and seeding. President Fehr thanked Mr. Reep for the report. This agenda item was informational only. No action was requested.

Conflict of Interest – The new Board member, Mrs. Tanya Rude, has submitted her Statement of Interest form. It is posted on the School Board website. Action was requested. Mr. Hanson moved to allow Mrs. Tanya Rude to participate and vote on the identified potential conflicts in accordance with NDCC 15.1-07-17. Dr. Krieg seconded the motion. The motion carried unanimously.

Committee Assignments – There were vacancies for Board representation on the NCA Steering Committee, the Professional Development Committee and the Activity Director's Advisory Committee. President Fehr volunteered to serve on the Activity Director's Advisory Committee. Action was requested. Ms. Ross moved to designate for 2012-2013 Mrs. Kris Fehr as the Board representative on the Activity Director's Advisory Committee and to designate Mrs. Tanya Rude as the Board representative on the NCA Steering Committee and the Professional Development Committee. Dr. Krieg seconded the motion. The motion carried unanimously.

Breakfast and Lunch Meal Prices – Assistant Superintendent Reep addressed the Board. He noted that Section 205 of the Healthy, Hunger-Free Kids Act requires school districts to be in alignment with the act when setting fees for the meals. Assistant Superintendent Reep has posted under Supporting Documents a summary of the new meal prices. Administrative recommendation was to increase meals across the board by \$.10, except for reduced meals. Action was requested. Mr. Hanson moved to approve a fee of \$1.25 for student breakfast, \$1.40 for adult breakfast, \$1.95 for lunch for students grades K-6, \$2.25 for lunch for grades 7-8, \$3.00 for lunch for grades 9-12, and \$3.50 for lunch for adults, effective the fall of 2013. Dr. Krieg seconded the motion. The motion carried unanimously. President Fehr inquired if the bill before the House regarding providing milk to all students at no cost would affect these fees. Mr. Reep responded the schools in the District have support from the Parent Advisory Committee should a parent be unable to provide funds for milk.

2013-2014 Licensed Employee Staffing – Superintendent Sullivan explained the District has 3.5 vacancies for the Speech Language Pathologist positions. There are few students graduating in this field and then working in school districts. Within the state, there are a large number of vacancies for this position. These services are required to be provided by the District. Mrs. Rude asked how the District is going to address those student needs. Superintendent Sullivan responded this topic will be discussed by the Central Office Administrators within the next couple of weeks. Those services will be provided.

Assistant Superintendent Reep discussed the impact of the federal budget. The biggest impact of the sequestration will be seen in the Title I and Title IIb areas. Mr. Reep has budgeted for the employees funded by Title IIb if those funds happen to be cut. Mr. Reep also discussed changing a ½ time Language Arts position into a full time Language Arts position and eliminate the Diversified Occupation licensed position. DHS Principal Dockter explained the student enrollment in the Diversified Occupation elective courses has gradually declined throughout the years. This is the second year the state has not funded the program. The needs of the students will still be met. They

2013-2014 Licensed Employee Staffing (cont.)

have transitioned to other areas such as banking, finance, accounting, and welding, as examples. This agenda item was informational only. No board action was requested.

Superintendent's Evaluation - President Fehr provided on the website under Supporting Documents a summary report regarding the three areas Superintendent Sullivan was evaluated. Superintendent Sullivan received satisfactory marks from Board members in all three areas. President Fehr read several comments from the three areas that were evaluated. Action was required. Ms. Ross moved to acknowledge that the school board members did evaluate Superintendent Sullivan, as required by North Dakota Century Code, and that the evaluations were satisfactory. Dr. Krieg seconded the motion. The motion carried unanimously. President Fehr noted all the evaluations will be given to Mr. Reep to place in Dr. Sullivan's personnel file. Superintendent Sullivan thanked the School Board members, the administrators and staff for their contribution and leadership which makes his job easier.

Open Enrollment Applications – Open enrollment applications are completed by non-residency parents that wish their children to attend DPS. Open enrollment applications are for parents that have recently moved and the deadline waiver applies (which the Board reviews throughout the year) or for parents that have not moved but wish their children to attend DPS. Those applicants that have not recently moved have a deadline of March 1 to turn in their application to DPS. The administrative recommendation is to approve the applications for those students already attending DPS or that have siblings attending DPS. Action was required. Ms. Ross moved to approve the requests for a child of Steve Kass from New England to Dickinson, a child of Greta Privratsky from Belfield to Dickinson, two children of Shaunna Ladd from South Heart to Dickinson, a child of Lynn Bullinger from Killdeer to Dickinson, a child of Michelle Renner from Killdeer to Dickinson, a child of Brenda Kostelecky from South Heart to Dickinson, a child of Michelle Mayer from Hebron to Dickinson, a child of Sherry Andrus from South Heart to Dickinson, a child of Kim Balliet from South Heart to Dickinson, a child of Darren Twogood from New England to Dickinson, two children of Stephanie Crimmins from South Heart to Dickinson, a child of Shelly Fleck from South Heart to Dickinson, a child of Melissa Olheiser from Belfield to Dickinson, and two children of William Whitworth from Billings County to Dickinson; to be admitted to the Dickinson Public Schools under the open enrollment policy. Ms. Ross also moved to deny the requests to be admitted to the Dickinson Public Schools under the open enrollment policy for a child of Mariah Kistler from New England to Dickinson, the request for a child of Trina Schaaf from Elgin to Dickinson, the request for a child of Corey Reeder from Richardton-Taylor to Dickinson and the request for a child of Darcie Dennis from Belfield to Dickinson. Dr. Krieg seconded the motion. The motion carried unanimously. All approved applications were beginning the fall of 2013 with the exception of the Whitworth children. Dr. Sullivan noted those applications that were declined will be reviewed again this summer when the District can re-evaluate the enrollment numbers for this fall. Mrs. Rude inquired if the disapproved individuals would have to resubmit their applications. Superintendent Sullivan replied that the parents would not have to resubmit the applications. The District will maintain the paperwork.

Early Resignation Incentive Notifications – The School District received early resignation notifications from eleven licensed staff. These eleven staff have an average of 22 years of service and a combined 241 years of service. Assistant Superintendent Reep has verified their eligibility. The administration will evaluate the vacancies these positions may or may not create and will post any openings at a later date. The administrative recommendation was to approve their early resignation incentives. Action was requested. Mrs. Rude moved to approve the Early Resignation Incentive

Early Resignation Incentive Notifications (cont.)

Notifications from Gloria Ciavarella, grade two instructor at Jefferson Elementary; Lana Dutchak, grade two instructor at Lincoln Elementary; Linda Fridley, grade two instructor at Jefferson Elementary; Jessica Friestad, Counselor at Hagen Junior High; Darla Hoffmann, Language Arts instructor at Hagen Junior High; Richard Jambor, Vocational Agriculture instructor at Dickinson High School; Beverly Kinnischtzke, Diversified Occupations instructor at Dickinson High School and Southwest Community High School; Rhonda Kraenzel, kindergarten instructor at Heart River Elementary; Justene Metcalfe, Speech Language Pathologist at Hagen Junior High and Early Childhood Center; Debby Thompson, Language Arts instructor at Southwest Community High School; effective May 24, 2013; and the Early Resignation Incentive Notification from Erwin VanVeldhuizen, Technology Education instructor at Hagen Junior High, effective July 3, 2013. Mr. Reep noted there is an accumulated 483 years of experience with the certified and classified staff that are leaving the District this year. There are currently 24 licensed staff openings. President Fehr expressed her appreciation to all the employees for their years of service to the children of Dickinson Public Schools and regretted losing the staff members that were retiring or resigning.

Other – Board President Fehr congratulated Ms. Ross on being appointed to the Badlands Human Service Center Council.

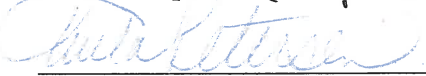
Adjournment – At 6:41 p.m., Dr. Krieg moved to adjourn. Ms. Ross seconded the motion. The motion carried unanimously. The meeting was adjourned at 6:41 p.m.



Kris Fehr, Board President



Vince Reep, Business Manager



Twila Petersen, Secretary

Approved School Board Meeting Minutes

Dickinson Public Schools
Regular Meeting

April 8, 2013; 5:00 p.m.
Board Room, Central Office

The Dickinson Public School Board held a regular meeting on April 8, 2013, at the Central Administration Office. Board members present were: President Kris Fehr, Vice President Jason Hanson, Dr. Morton Krieg, Mrs. Tanya Rude, and Ms. Leslie Ross (via conference call). Administrators present were: Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Mrs. Melanie Kathrein, Mr. Jay Hepperle, Dr. Rebecca Pitkin, Mrs. Dorothy Martinson, Ms. Sherry Libis, Dr. Marcus Lewton, Mr. Calvin Dean, and Mr. Shawn Leiss. Others present were: Mrs. Twila Petersen, and Miss Katherine Grandstrand from the Dickinson Press.

Board President Fehr spoke on behalf of the School Board thanking everyone in the District who helped the staff and students deal with the recent death of Ms. Njos. President Fehr said the assistance was appreciated and realizes it was a difficult situation.

Call to Order - Board President Fehr called the meeting to order at 5:00 p.m.

Public Participation - There were no requests for public participation.

Additional Agenda Items/Removal of Items from Consent Agenda – There were no requests for revisions to the agendas.

President Fehr noted that Ms. Ross was participating via conference call.

Consent Agenda - Mr. Hanson moved to approve the agenda including the consent agenda consisting of the minutes from the March 12 regular board meeting; the bills for April 2013; the financial reports for April 2013; the pledged assets report for April 2013; the personnel reports; the student/staff recognitions; a tuition waiver request for two children of Wendy Rebel to attend Dickinson Public from South Heart School District; the RACTC report; and the RESP report; as presented. Dr. Krieg seconded the motion. The motion carried unanimously.

Superintendent's Report – Superintendent Sullivan reported on the following topics.

- a. **Impact of Sequestration**- Dr. Sullivan reported the Dickinson Public School's (DPS) Individuals with Disabilities Education Act (IDEA) fund will receive an approximate 5.2% decrease beginning July 1.
- b. **Positive Behavioral Support Grant** – Dr. Sullivan recognized Director of Instruction Melanie Kathrein for submitting and receiving a grant in the amount of \$15,000 for training in our student behavioral program. This program has a strong anti-bullying component.
- c. **Strategic Plan** – Available on the website under Supporting Documents is the revised District mission statement, vision statement, and belief statements proposed by the Building Co-chairs and Principals Leadership Team. This team has been working very hard this year on the statements and other components of the strategic plan. At a future Board meeting, the statements will be brought before the School Board for consideration.
- d. **Budget Committee Meeting Update** – Some topics discussed at last week's Budget Committee Meeting included discussions regarding the English Language Learners, the School Resource Officer program, and a recommendation to hire a Special Education Coordinator.

Superintendents Report (cont.)

- e. **Upcoming Events** – Superintendent Sullivan asked Board members to review the upcoming commencement dates listed under announcements on the background agenda. The Teacher/Staff Recognition and Retirement program is scheduled for Wednesday, May 8 at 7:00 p.m.
- f. **Writing Workshop** - Dr. Sullivan provided two books to the Board to view. The books included writing done by the kindergarten classes at Roosevelt Elementary and were created by kindergarten teachers, Mrs. Steiner and Miss Weiler. Director of Instruction Kathrein addressed the Board and explained this is the first full year of the Writing Workshop in the District. She noted the teachers are continually amazed at the progress students are making in their writing abilities. Fargo Public Schools is interested in implementing the Writing Workshop. They are sending a team of ten educators to Dickinson this week Friday to review the program.

Business Topics

Prairie Rose Elementary School Update – Assistant Superintendent Vince Reep addressed the Board stating progress on the construction is on schedule. Available on the website are minutes from the March 20 construction meeting and also a progress timeline report. Mr. Reep discussed the upcoming installation of the TMI cabinetry work and the transplanting of pine trees. This agenda item was informational only. No action was requested.

Prairie Rose Elementary Playground Equipment Bids – The District advertised for bids for the playground equipment at Prairie Rose Elementary. The bids were for equipment in the K-1 playground area and the playground area for grades 2-5. There were four vendors that submitted bids. These bids were opened at the March 26 bid opening. The administrative recommendation was to accept the bid submitted by BC6 Builders. Available on the website are diagrams of the BC6 Builders playground equipment for the K-1 playground and the grades 2-6 playground. The designing of the BC6 Builders playground equipment included the assistance from 26 children helping create the options. Action was requested. Mr. Hanson moved to accept the bid from BC6 Builders of \$124,188 for the Prairie Rose Elementary playground equipment. Dr. Krieg seconded the motion. The motion carried unanimously. Board members discussed ADA accessibility to the equipment and requested Mr. Reep follow up on this topic.

Addition of Special Education Coordinator/Strategist Position - The Budget Committee recently met and discussed the addition of a Special Education Coordinator/Strategist position for the 2013-2014 school year. This position is 50% teaching READ 180 and some case management activities, and 50% Special Education Coordinator to include internal monitoring of the special education program, assist and train Tienet System (student data base system), provision of technical assistance on IDEA requirements, assist in data collection and monitoring of ND State Performance Plan, an exhibit in supporting documents making some comparison against the other special education units in the state, along with many other various duties. The Budget Committee's recommendation to the School Board is to approve the addition of a new Special Education Coordinator/Strategist position. Available on the website under Supporting Documents is a spreadsheet comparison of some of the other special education units in the state. President Fehr referred to the spreadsheet and inquired what other school districts not listed on the spreadsheet were doing for special education. Director of Student Services Dorothy Martinson explained that the Minot School District is part of the Souris Valley. They pay their special education teachers. President Fehr inquired if DPS works with West River. Mrs. Martinson noted they are a separate unit and DPS is not part of that unit. Many years ago, DPS did work with Badlands Human Service Center. President Fehr clarified that whether or not services are provided as a unit or through the district is entirely up to the

Addition of Special Education Coordinator/Strategist Position (cont.)

Dickinson Public Schools. Superintendent Sullivan explained the applicant for the position would need to have credentials similar to a strategist in the special education area. Ms. Ross said that hiring this additional position would be a good action plan when addressing the needs to meet the Adequate Yearly Progress. Mr. Hanson moved to authorize the administration to add a new Special Education Coordinator/Strategist position, effective the 2013-2014 school year. Dr. Krieg seconded the motion. The motion carried unanimously. President Fehr thanked Mrs. Martinson for the information she provided.

Administrative Bargaining Recognition Petition – The administrators requested to meet formally with Superintendent Sullivan and the administrative bargaining Board members to engage in contract discussions. Board President Fehr and Vice-President Hanson previously volunteered to serve on the administrative negotiations committee. Available on the website under Supporting Documents is a copy of the administrative bargaining recognition. Action was requested. Mr. Hanson moved that, pursuant to the provisions of Section 15.1-16-10 of the North Dakota Century Code, the school board of the Dickinson Public School District #1 recognize all certified administrators employed as administrators in the Dickinson District as an appropriate negotiation unit for the purpose of negotiations for the 2013-2015 contract. Dr. Krieg seconded the motion. The motion carried unanimously.

2013-2014 Classified Staff Salaries Proposal – Superintendent Sullivan noted at a previous Budget Committee Meeting there was discussion regarding classified salaries. The District tries to remain competitive in a vigorous economic area, promote more retention, reward the long-time employees and recognize the importance of the classified staff. The administrative recommendation to the Budget Committee was an 8% salary increase for the classified staff. Assistant Superintendent Reep added that salaries are one part of the package for the classified staff. The District is always looking at ways to enhance the work environment and the work calendar. Even with a fair salary increase, it is hard to compete against the private sector. Action was requested. Mrs. Rude moved to approve the Classified Salary and Benefit package with an effective date of July 1, 2013, and to authorize an 8% salary increase for the 2013-2014 school year for those classified staff receiving a satisfactory performance evaluation. Dr. Krieg seconded the motion. The motion carried unanimously.

Open Enrollment Applications – Cynthia Tedford submitted an open enrollment application for her two children to attend Dickinson Public from South Heart School District. Jill Hall submitted an open enrollment application for her child to attend Dickinson Public from the Belfield School District. Wendy Rebel submitted an open enrollment application for her two children to attend Dickinson Public from the South Heart School District. All these children currently attend school in Dickinson Public Schools. Chad Mathiason submitted an open enrollment application for his child to attend Dickinson Public from the South Heart School District. There are others in this household currently attending Dickinson Public. Administrative recommendation was to accept all the open enrollment applications. Action was requested. Mr. Hanson moved to approve the requests for two children of Cynthia Tedford to be admitted, the request for a child of Jill Hall to be admitted, the request for two children of Wendy Rebel to be admitted, and the request for a child of Chad Mathiason to be admitted to the Dickinson Public Schools under the open enrollment policy. Dr. Krieg seconded the motion. The motion carried unanimously.

Early Resignation Incentive Notification – Policy DKBC Early Resignation Notification was approved by the Board in 2007 and 2011. Classified staff have a deadline of April 1 to submit their resignation notification. Mrs. Randi Hochhalter has submitted her early resignation incentive application. She has

Early Resignation Incentive Notification (cont.)

served in the District for 22 years. Assistant Superintendent Reep has verified her eligibility. The administrative recommendation was to approve her early resignation incentive. Action was requested. Mr. Hanson moved to approve the early resignation incentive for Randi Hochhalter, with an effective date of June 15, 2013. Dr. Krieg seconded the motion. The motion carried unanimously. President Fehr expressed her appreciation for the work Mrs. Hochhalter has done in the district and recognized how she keeps things running at the high school and adapts to the challenges with student schedule changes.


Board Policy Revision–First Reading – Board policy DKBC-Early Resignation Notification was originally adopted in 1989. It provided employees with an incentive for notifying the District if they were going to be resigning or retiring before the next school year. This has been beneficial for both the District and the employee. The Collaborative Bargaining Team has discussed the incentive and recommends to the Board an increase for the daily employee benefit payout for unused sick leave. The recommendation was to increase the daily benefit from \$10 per day to \$20 per day. Final reading on the policy will be pending approval of the teacher negotiated agreement. A copy of the proposed revised policy is available on the website under Supporting Documents. President Fehr is a Board representative for the Collaborative Bargaining Team and recommended the Board take action on the policy so that once the teacher negotiated contract is agreed upon they are not waiting for action from the School Board. The second reading on the policy will be after the contract has been negotiated. The administrative recommendation was to revise the policy. Action was requested. Mrs. Rude moved to approve for the first reading the revisions to Board policy DKBC-Early Resignation Notification, with an effective date of July 1, 2013, as presented. Dr. Krieg seconded the motion. The motion carried unanimously.

Other – Vice President Hanson added information from the recent Budget Committee Meeting. The recommendation from the Committee to the School Board was to consider being flexible if a situation would arise where an additional teacher may need to be hired due to an influx of students. This topic will be placed on a future Board agenda. Mrs. Rude inquired about the number of students that may be willing to use their own personal computer tablet in the school environment. Superintendent Sullivan has had a conversation with Mrs. Kathrein regarding online versions of textbooks. Currently when a textbook is purchased an online version is made available. If a textbook is not purchased, the online version is comparable in price to the textbook. Superintendent Sullivan is still researching this topic.

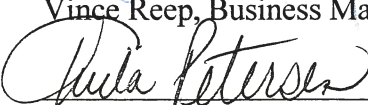
Adjournment – At 5:52 p.m., Mrs. Rude moved to adjourn. Ms. Ross seconded the motion. The motion carried unanimously. The meeting was adjourned at 5:52 p.m.



Kris Fehr, Board President



Vince Reep, Business Manager



Twila Petersen, Secretary

Approved School Board Meeting Minutes

Dickinson Public Schools
Regular Meeting

May 13, 2013; 5:00 p.m.
Board Room, Central Office

The Dickinson Public School Board held a regular meeting on May 13, 2013, at the Central Administration Office. Board members present were: President Kris Fehr, Vice President Jason Hanson, Ms. Leslie Ross, and Mrs. Tanya Rude. Member absent was Dr. Morton Krieg. Administrators present were: Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Mrs. Melanie Kathrein, Mr. Jay Hepperle, Dr. Rebecca Pitkin, Mrs. Dorothy Martinson, Dr. Marcus Lewton, Mr. Calvin Dean, and Mr. Shawn Leiss, Mr. Ron Dockter, Mr. Henry Mack, and Mrs. Tamara Praus. Others present were: Mrs. Twila Petersen, and Miss Katherine Grandstrand from the Dickinson Press.

Call to Order - Board President Fehr called the meeting to order at 5:00 p.m.

Public Participation - There were no requests for public participation.

Additional Agenda Items/Removal of Items from Consent Agenda – Ms. Ross moved to add to the consent agenda under the Personnel Report the new certified hires for the 2013-2014 school year of Gregg Bertelsen, .27 PE instructor at Lincoln; Madelyn Ohene-Ntow, grade one instructor at Roosevelt; Cody Wolf, Vocational Agriculture instructor at DHS; and also for the 2013-2014 school year the transfer of Jane Cornell, to Elementary/Leveled Literacy Intervention; and the transfer of Dawn Sipma as grade four instructor. Mrs. Rude seconded the motion. The motion carried unanimously.

Consent Agenda - Mr. Hanson moved to approve the agenda including the revised consent agenda with the additional new hires and new transfers, consisting of the minutes from the April 8 regular board meeting; the bills for May 2013; the financial reports for May 2013; the pledged assets report for May 2013; the personnel reports; the student/staff recognitions; a tuition waiver request for a child of Wade Kline, and a tuition waiver request for two children of Scott Mack to attend Dickinson Public from South Heart School District; and the RACTC report; as presented. There was no RESP report received. Mrs. Rude seconded the motion. The motion carried unanimously.

Superintendent's Report – Superintendent Sullivan reported on the following:

- a. **Budget Committee Meeting Update** – At last week's Budget Committee Meeting the committee discussed a social worker position and an athletic trainer position. There were no decisions to approve any new positions. The committee heard information from Assistant Superintendent Reep regarding the funding formula and how it will impact the District next school year.
- b. **English Language Learners** – During the 2012-2013 school year, the Board approved an additional English Language Learners position providing a total of two positions in the District. The District has 62 English Language Learners students at the present time. The District will be re-evaluating the needs for ELL assistance after summer enrollment is received.
- c. **Recognize Early Childhood Center** – The Early Childhood Center/Head Start recently had a monitoring from the federal government. There were no findings in the monitoring report. Dr. Sullivan recognized and congratulated Dr. Sharon Hansen and her staff for the outstanding work they are doing and noted it is significant for there to be no findings considering the scrutiny in the monitoring. The review team that came and looked at the ECC and Head Start did site a strength. That strength is the ongoing relationship with the DPS.
- d. **Educator of the Year**- Recently the Chamber Education Committee presented Mrs. Sandra Schobinger at Berg Elementary with the Educator of the Year award.

President Fehr congratulated Dr. Hansen and Mrs. Schobinger and acknowledged the great effort from both those individuals.

Business Topics

Prairie Rose Elementary School Update – Assistant Superintendent Vince Reep has available on the website under Supporting Documents minutes from the April 3 and April 17 construction meetings. Mr. Reep noted that it was approximately one year ago that the Board accepted bids for the construction of Prairie Rose Elementary. A lot has happened since then. Progress is going well. The interior doors have been hung and the gymnasium has been painted. The only item that has come to his attention is that the carpet is on back order at the factory. The contractor is working on this. Mr. Reep noted that even if things are pushed back due to the carpet the school will still open this fall. Ms. Ross shared how she had driven a community member up to the new school and the individual was very moved by the new school's appearance. President Fehr inquired if a public open house was being planned. Mr. Reep responded there would be one scheduled in the fall. This agenda item was informational only. No action was requested.

Major Summer Building Projects - Assistant Superintendent Reep has available on the website a summary list for projects. This list is a work in progress. Mr. Reep noted the only change was that he finally received a bid for a chip seal in the west DHS parking lot at a cost of \$36,000. Mrs. Rude inquired about the projected balance in the fund after the projects are completed. Mr. Reep responded that the fund balance is adequate for the costs of the high priority building projects and some of the medium projects. Ms. Fehr asked Mr. Reep to comment on the restricted uses of the funds. He said that those funds are a result of a tax levy and are allocated specifically for building projects. The funds cannot be transferred out of that account into another account. This agenda item was informational only. No action was requested.

Legislative Update - The legislature recently adjourned the 63rd Legislative Assembly after eighty days. There were numerous bills in the legislature that were important to the Dickinson Public Schools. Assistant Superintendent Reep provided an update for the school board regarding the legislative session and the implications of various bills on the school district. Mr. Reep reported that House Bill 1319 was defeated. It was rewritten which decreased the revenue generated to DPS apparently by \$1 million. There is ongoing discussion how much levying authority the school district will have. Depending on interpretation, the District may receive more. The certificate of levy is filed in August. Mr. Reep noted there is a lot of uncertainty; however, the number of mills will decrease. House Bill 1013 reduces the tax levy. House Bill 1358 provides funding for impact; however, the funding provided to a District is from the County and therefore funds from the State level will be reduced. Senate Bill 2036 provides a property tax credit. This Bill requires some school districts to send notifications to property owners that received an increase in assessed values. House Bill 1261 is a rapid enrollment bill. There is a possibility the District may receive funds from this Bill but all the details have not been finalized. Senate Bill 2267 provides partial funding for increased security and safety with matching funds required. The Board heard from Assistant Superintendent Reep regarding the new school funding formula approved by the state legislature. President Fehr inquired if there were limits on the school funding bill. Mr. Reep responded there are no limitations. Mr. Reep further explained that the requirement to spend 70% on teacher salaries has been dissolved. Salaries include classified staff, teacher salaries and administrative salaries. President Fehr inquired if the salary amounts the District is paying is shared with the legislators and Mr. Reep confirmed that information is shared. President Fehr thanked Mr. Reep for tracking the legislative bills. This agenda item was informational only. No action was requested.

Mrs. Rude moved that the handbooks agenda item be moved up on the agenda to allow Dr. Lewton to address the Hagen Junior High handbook changes prior to leaving for an activity at the school. Ms. Ross seconded the motion. The motion carried unanimously.

2013-2014 Student Handbooks - Copies of the 2013-2014 elementary, Hagen Junior High, Dickinson High School, and Southwest Community High School Student Handbooks and summaries of the recommended changes for the handbooks are posted under Supporting Documents on the school board web site. Principals explained to the Board members the major changes in the handbooks. Most changes were clarification or inclusion of required policy information. Hagen Principal Marcus Lewton noted that the length of the school day at Hagen will increase by ten minutes. The Hagen handbook also included a behavior matrix. DHS Principal Dockter shared with Board members data regarding the attendance policy change that went into effect with the 2012-2013 handbook. The data indicated a dramatic change in the absences and tardies and also a large increase in the number of perfect attendances. President Fehr asked Mr. Dockter what he attributed this positive information. Mr. Dockter responded the change was due to the attendance and final examination exemption. There was discussion regarding the exemption's affect on the number of ill children coming to school and Mr. Dockter explained he had not seen a change with more ill children attending school. President Fehr thanked the principals for all their hard work in preparing the handbooks in time for the Board meeting. Administrative recommendation was to approve the student handbooks, as presented. Action was requested. Ms. Ross moved to approve the 2013-2014 elementary, Hagen Junior High, Dickinson High School, and Southwest Community High School student handbooks, as presented. Mr. Hanson seconded the motion. The motion carried unanimously.

Roughrider Area Career and Technical Center (RACTC) Update – Available on the website is an RACTC cost analysis spreadsheet. Mr. Hanson is the Board representative on the RACTC Governing Board. Mr. Hanson explained that the District is saving money by remaining a member of the RACTC. The spreadsheet reflected the cost to the District if it would withdraw from membership. President Fehr inquired how many students were participating in the courses offered through RACTC. DHS Principal Dockter responded that the courses draw enough students to fill the classes. This agenda item was informational only. No action was requested.

Report on National School Board Association Convention – Board Member Tanya Rude and Superintendent Sullivan gave highlights from the National School Board Convention they recently attended in San Diego. Available on the website are summary reports prepared by Mrs. Rude and Dr. Sullivan. Also available on the website is some information shared by Mrs. Rude from some of the sessions she attended. Mrs. Rude provided during the meeting a video clip regarding Flipping in the Classroom. The video demonstrated students in a math class viewing material electronically at home in the evenings with more time spent in the classroom doing math problems and having the ability to ask questions as they worked through the problems. This agenda item was informational only. No action was requested.

Prairie Rose Elementary – Furniture, Equipment, and Fixtures Bids – Assistant Superintendent Reep discussed the bid opening held on May 2 at 1:30 p.m. where bids were received for furniture, equipment and supplies for Prairie Rose Elementary. Three vendors submitted bids: School Specialty, Accent Workplace & Learning Environments, and Southwest Business Machine, Inc. Mr. Reep noted a change on the bid from School Specialty and an adjustment on the bid from Accent Workplace. There are plans to hold a pre-installation meeting on July 8 with Accent Workplace and School Specialty to let the vendors know when they may go into the school. All prices noted on the bids were FOB destination.

Prairie Rose Elementary – Furniture, Equipment, and Fixtures Bids (cont.)

Mr. Reep said the price did change for the total of all the items to \$259,000. This new price is still under budget. Ms. Ross inquired where the companies are based out of. Mr. Reep responded that School Specialty has been around for a long time. They have a local sales representative out of Bismarck. Accent Workplace does business in Canada and U.S. and they have a representative out of Pembina. On the School Board website under Supporting Documents is a spreadsheet listing the items that were bid and the price quotes. Mr. Hanson moved to accept the furniture, equipment, and fixtures for Prairie Rose Elementary as recommended by the administration. Ms. Ross seconded the motion. The motion carried unanimously.

2013-2014 Classified Salary and Benefit Package Proposal – Assistant Superintendent Vince Reep has posted under Supporting Documents the proposed 2013-2014 Classified Employee Salary and Benefit Package. The salary increase reflected in this document was approved at the April School Board meeting, but the entire document was not available at that time. Action was requested. Mr. Reep explained there were very few changes to the proposal from last year. Mrs. Rude moved to approve the Classified Salary and Benefit Package with an effective date of July 1, 2013, as presented. Ms. Ross seconded the motion. The motion carried unanimously.

Annual Meeting Day and Time – Typically the Board has held its annual meeting on the second Monday in July. This year that date would fall on Monday, July 8. President Fehr asked Board members to check their schedules to find out if they were available for a meeting on July 8. Board members did not have any noted conflicts. Ms. Ross moved to schedule the annual school board meeting for Monday, July 8, 2013, at 5:00 p.m. Mrs. Rude seconded the motion. The motion carried unanimously.

Administrative Bargaining Recognition of Representative Organization - The administrators requested to recognize the administrative council as the exclusive representative for negotiations for the 2013-2014 contract. Action was requested. Ms. Ross moved that, pursuant to the provisions of Section 15.1-16-11 of the North Dakota Century Code, the school board of Dickinson Public School District #1 recognizes the Dickinson administrative council as the exclusive representative of the appropriate negotiation unit for the purpose of negotiations. Mrs. Rude seconded the motion. The motion carried unanimously.

Open Enrollment Applications – Scott Mack submitted an open enrollment application for his two children to attend Dickinson Public from South Heart School District. These two children currently attend school in the Dickinson Public School District. Administrative recommendation was to accept the open enrollment applications. Action was requested. Mr. Hanson moved to approve the requests for two children of Scott Mack to be admitted to the Dickinson Public Schools under the open enrollment policy. Ms. Ross seconded the motion. The motion carried unanimously.

Board Policy Additions or Revisions–First Reading - The North Dakota School Board Association (NDSBA) has recommended the addition of some policies or revisions to some policies. Copies of the proposed additions and revisions are available on the school board website under Supporting Documents using the First Reading link. Action was requested. Mrs. Rude moved to accept the first reading approval of the addition of board policies BGA-Board Communication with the Public, policy DKBD-Teacher Discharge for Cause; and also moved to revise school board policy BCAA-Board Meeting Agenda and

Board Policy Additions or Revisions–First Reading (cont.)

Pre-Meeting Preparation, policy BCBA-Public Communication at Board Meetings, and policy DJA-Substitute Teachers, as presented. Mr. Hanson seconded the motion. Discussion included a clarification requested by Mrs. Rude regarding policy GBA-Board Communication with the Public. President Fehr responded that inquiries by parents are to be referred back to the building principal or Superintendent Sullivan. They need to follow the proper chain of command. If there is a complaint received from a community member, the District must follow the proper complaint procedure. President Fehr noted that due to open meeting laws, some topics may not be discussed with other Board members. President Fehr inquired if Board members were comfortable with the new board meeting format. Ms. Ross responded she thought the new format was working well and would not entertain any changes. The motion carried unanimously.

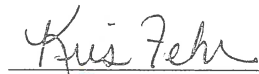
Board Policy Revision–Second Reading and Final Adoption – Board policy DKBC-Early Resignation Notification was originally adopted in 1989. It provided employees with an incentive for notifying the District if they were going to be resigning or retiring before the next school year. The recommendation was to increase the daily benefit from \$10 per day to \$20 per day. Final reading on the policy will be pending approval of the teacher negotiated agreement. A copy of the proposed revised policy is available on the website under Supporting Documents Second Reading link. Administrative recommendation was to revise the policy. Action was requested. Ms. Ross moved to approve for second reading and final adoption the revisions to Board policy DKBC-Early Resignation Notification, with an effective date of July 1, 2013, as presented. Mr. Hanson seconded the motion. The motion carried unanimously.

Other- President Fehr had sent out an email today asking Board members to check their schedules and note any conflicts with scheduling a special Board meeting in the near future. The special meeting would be to discuss the teacher and administrative contracts. A minimum of three Board members would need to be in attendance. Those meetings could be held over lunch. President Fehr asked Board members to email Mrs. Petersen any dates they had a conflict.


Ms. Ross said she would not be available to attend the Adult Learning Center graduation. President Fehr also would not be able to attend as she will be attending her daughter's graduation.

Mrs. Rude noted that at a session at the NSBA convention, it was suggested the Board review the technology policies every six months.

Adjournment – At 6:29 p.m., Mr. Hanson moved to adjourn. Ms. Ross seconded the motion. The motion carried unanimously.



Kris Fehr, Board President


Vince Reep, Business Manager
Twila Petersen, Secretary

Approved School Board Meeting Minutes

Dickinson Public Schools
Special School Board Meeting

May 21, 2013; 12:00 p.m.
Board Room, Central Office

The Dickinson Public School Board held a special meeting on May 21, 2013, at the Central Administration Office. Board members present were: President Kris Fehr, Vice President Jason Hanson, Mrs. Tanya Rude, Dr. Morton Krieg and Ms. Leslie Ross. Administrators present were: Superintendent Douglas Sullivan and Assistant Superintendent Vince Reep. Others present were: Mrs. Kathleen Schou, Ms. Katherine Grandstrand from the Dickinson Press, and Ms. Cyndee Egeness.

Call to Order – Board President Kris Fehr called the meeting to order at 12:00 p.m.

Public Participation – There were no requests for public participation.

School Board/DEA Collaborative Bargaining – Collaborative Bargaining started December 11, 2012. The Board representatives for Collaborative Bargaining are President Fehr and Ms. Ross. Mr. Hanson sat in on the last Collaborative Bargaining meeting. President Fehr stated that the District conducts collaborations. The DEA picks their negotiators. The collaborative bargaining team of all five board members, Superintendent Sullivan, Assistant Superintendent Reep and the DEA negotiators conducted a joint training three years ago on negotiations. Items are brought to the table and they try to arrive mutually through consensus. While waiting for the Legislature, the District asked to gain two additional professional development days and the DEA brought a list of items to address. One of the items the DEA listed was the sunset clause for emergency leave. This agreement passed two years ago on emergency leave. A sunset clause was issued to make sure both sides (District and the DEA) would approve and to assess the use of the emergency leave. The sunset clause was lifted and the District will continue with the emergency leave for certified staff as defined in the 2011-2013 Professional Negotiated Agreement.

An increase of compensation from \$10 to \$20 for each day of unused sick leave compensation has been approved by consensus certified employees retiring or resigning. This will have a \$1,200 payout maximum and will go into effect starting the 2013-14 school year.

Assistant Superintendent Reep discussed the old certified salary matrix versus the new salary matrix. There were flaws with certain cells. The District wanted the salary matrix to flow evenly horizontally and vertically for existing certified staff as well as for new hires. To do this, the rate in the BS+0 needed to change from 1.17% of the base rate to 1.2% for 2013-14. The DEA liked the new matrix. This change would give a \$222,000 increase without movement and the Board felt this was important. President Fehr stated that with this change, everyone would be receiving some kind of raise without negotiating.

President Fehr and Mr. Reep explained that currently, teachers must use all of their personal leave before applying for additional emergency leave. The tentative agreement states that teachers will be able to keep their accumulated personal days and will not be required to use those hours prior to receiving additional emergency leave. Certified staff will only be required to use their current two days of personal leave before applying for additional emergency leave.

School Board/DEA Collaborative Bargaining (cont.)

The Collaborative Bargaining Team discussed different evaluation forms that are perceived to be used. There is a tentative agreement that the District will use the same forms. This will be discussed at a future Cabinet meeting with Dr. Sullivan.

The Board has been informed of Century Code 44-04-19.1 and the negotiations strategy. Discussion was held in regards to what would happen if the Board chooses to go into an executive session. An executive session needs to have a motion, second and roll call vote. The executive session must be recorded. Only the subject of the executive session may be discussed while in session and being recorded. Any discussion to go into an executive session must be discussed at an open meeting. The school board policy states that only those directly involved in the subject of the executive session may be allowed to attend the session. President Fehr asked the school board members if they would like to go into an executive session or continue as an open public discussion. Mrs. Rude moved the Board to go into an executive session to discuss negotiations strategy. Dr. Krieg seconded the motion. President Fehr conducted a roll call vote: Mr. Hanson – yes, Mrs. Rude – yes, Dr. Krieg – yes, Ms. Ross – yes, President Fehr – yes. The motion carried unanimously.

President Fehr stated the executive session would begin at 12:16 p.m. President Fehr further stated that those individuals who would be allowed to remain in the room were all school board members, Superintendent Douglas W. Sullivan, Assistant Superintendent Vince Reep, and Ms. Cyndee Egeness, recorder. All other individuals left the room and the doors were closed.

At 12:40 p.m., the Board convened following the executive session and Dr. Krieg was dismissed. President Fehr stated that the topic of discussion during the executive session was negotiations.


Adjournment – By consensus of the school board, the meeting was adjourned at 12:45 p.m.



Kris Fehr, Board President



Vince Reep, Business Manager



Cyndee Egeness, Recorder

Approved School Board Meeting Minutes

Dickinson Public Schools
Special School Board Meeting

May 26, 2013; 2:00 p.m.
Dickinson High School, Room 142

The Dickinson Public School Board held a special meeting on May 26, 2013, at the Dickinson High School, Room 142. Board members present were: President Kris Fehr, Vice President Jason Hanson, Ms. Leslie Ross, Mrs. Tanya Rude and Dr. Morton Krieg. Administrator present was Superintendent Douglas Sullivan. Others present were: Mr. Ron Dockter and Mrs. Judith Dalton.

Call to Order - Board President Fehr called the meeting to order at 2:03 p.m.

Public Participation - There were no requests for public participation.

Administrative Negotiated Agreement – President Fehr reported that negotiations with the administrators went smoothly. The board representatives, President Fehr and Vice President Hanson, met twice with the administrative team, Mr. Dockter, Mrs. Kathrein, and Ms. Praus. After some discussion about items such as flexible core days, additional days for elementary principals, and the possibility of revising the salary schedule; consensus by the administrators and school board was to solely discuss the topic of salaries. President Fehr noted consensus of the administrators and school board was to discuss items other than salaries during the interim. These interim meetings will be initiated by the administrative team.

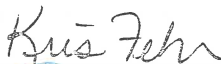
President Fehr noted consensus of the administrators and school board was to increase the administrative base salary by 7.50% for 2013-2014 and 5.81% for 2014-2015. These increases are a total salary increase which is lower than the proposed agreement with teachers and lower than the 8% previously approved by the board for classified staff for 2013-2014.

Mr. Dockter commented that the administrative team felt that negotiations went well.

Mrs. Rude moved to approve the administrative negotiated agreement for 2013-2015 as presented. Dr. Krieg seconded the motion. The motion carried unanimously.

President Fehr reminded board members of the special board meeting on Thursday, May 30 at 5:00 p.m. in the Central Office Board Room.


Adjournment – At 2:09 p.m., Mrs. Rude moved to adjourn. Dr. Krieg seconded the motion. The motion carried unanimously. The meeting adjourned at 2:09 p.m.



Kris Fehr, Board President



Vince Reep, Business Manager



Twila Petersen, Secretary

Approved School Board Meeting Minutes

Dickinson Public Schools
Special School Board Meeting

May 30, 2013; 5:00 p.m.
Board Room, Central Office

The Dickinson Public School Board held a special meeting on May 30, 2013, at the Central Administration Office. Board members present were: President Kris Fehr, Vice President Jason Hanson, and Ms. Leslie Ross. Board members absent were: Mrs. Tanya Rude and Dr. Morton Krieg. Administrators present were: Superintendent Douglas Sullivan and Assistant Superintendent Vince Reep. Others present were: Mr. Jay Hepperle, Mrs. Nichole Tooz, Mrs. Judith Dalton, Mrs. CaraLee Heiser, Mrs. Melanie Hanel, Dr. Keith Fernsler, Mrs. Fern Pokorny, Mrs. Rachel Bruner-Kaufman, and Mrs. Twila Petersen.

Call to Order - Board President Fehr called the meeting to order at 5:00 p.m.


Public Participation - There were no requests for public participation.

Attorney Consultation – Negotiations Impasse (Executive Session) – President Fehr noted the next item on the agenda was Attorney Consultation-Negotiations Impasse. She explained this item may be discussed in an executive session. The legal authority for closing this portion of the meeting is North Dakota Century Code section 44-04-19.2. Ms. Ross moved to go into an executive session for the purpose of attorney consultation regarding negotiations impasse. Mr. Hanson seconded the motion. There was no discussion on the motion. A roll call vote was taken: Hanson-Aye, Ross-Aye, Fehr-Aye. Motion carried unanimously. President Fehr noted the executive session would be recorded and would be limited to discussion of the announced topic. President Fehr reflected school board policy BCAD-Executive Session which lists those individuals that may attend the executive session.


The School Board went into executive session for the purpose of attorney consultation- negotiations impasse (ND 44-04-19.2) at 5:04 p.m. and was attended by Board President Kris Fehr, Board Vice President Jason Hanson, Board Member Leslie Ross, Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Recorder Twila Petersen, and Attorney Rachel Bruner-Kaufman.

The executive session was adjourned at 6:03 p.m. President Fehr invited the public back into the special school board meeting. She noted that the board discussed negotiations and impasse with its attorney, Rachel Bruner-Kaufman. She noted there were no other topics for the special school board meeting.

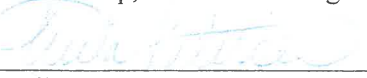
Adjournment – At 6:05 p.m., Ms. Ross moved to adjourn. Mr. Hanson seconded the motion. The motion carried unanimously. The meeting adjourned at 6:05 p.m.



Kris Fehr, Board President



Vince Reep, Business Manager



Twila Petersen, Secretary

Approved School Board Meeting Minutes

Dickinson Public Schools
Regular Meeting

June 10, 2013; 5:00 p.m.
Board Room, Central Office

The Dickinson Public School Board held a regular meeting on June 10, 2013, at the Central Administration Office. Board members present were: President Kris Fehr, Vice President Jason Hanson, Ms. Leslie Ross, and Dr. Morton Krieg. Mrs. Tanya Rude participated via conference call. Administrators present were: Assistant Superintendent Vince Reep, Dr. Becky Pitkin, Mrs. Dorothy Martinson, and Mrs. Tamara Praus. Others present were: Mrs. Stacy Kilwein, Ms. Mary Kay Versen, Mrs. Naomi Thorson, Mrs. Twila Petersen, and Miss Katherine Grandstrand from the Dickinson Press.

Call to Order - Board President Fehr called the meeting to order at 5:00 p.m.

Public Participation - There were no requests for public participation.

Additional Agenda Items/Removal of Items from Consent Agenda – Ms. Ross moved to add to the consent agenda under the Personnel Report the new certified hires for the 2013-2014 school year of Pamela Aman, Title I/READ 180/System 44 at Hagen Junior High and Amber Berg Title I/Reading Intervention at Roosevelt Elementary. Dr. Krieg seconded the motion. The motion carried unanimously.

Consent Agenda – Ms. Ross moved to approve the agenda including the revised consent agenda consisting of the minutes from the May 13 regular board meeting, the May 21 special board meeting, the May 26 special board meeting, the May 30 special board meeting; the bills for June 2013; the financial reports for June 2013; the pledged assets report for June 2013; the personnel reports; the student/staff recognitions; and the RACTC report; as presented. There were no tuition waiver agreement requests. Dr. Krieg seconded the motion. The motion carried unanimously.

Superintendent's Report – Assistant Superintendent Vince Reep reported the following on behalf of Superintendent Sullivan:

- a. **Fresh Fruits and Vegetables Grants** – Mr. Reep reported that Heart River and Roosevelt Elementary Schools were approved for the fresh fruits and vegetables program grants. Roosevelt was awarded \$14,050 and Heart River was awarded \$13,300. President Fehr asked how the fresh fruits and vegetables are distributed. Mr. Reep explained the item is partitioned into small, individual serving containers and they are sorted into small totes which are served up to the classrooms.
- b. **Update Impasse Hearing Procedures** – There will be an Impasse Public Hearing this week Thursday at 3:00 p.m. in the Hagen Junior High gymnasium. The negotiating team from the Dickinson Education Association (DEA) along with the DEA president, and the school board's negotiating team and an additional board member plus the superintendent and business manager will be involved in the hearing. After the hearing is called to order, there will be opening statements from the DEA followed by the school board spokesperson. Then both sides will provide justification for its positions. There are three members of the Fact Finding Commission who will ask questions. There will be an opportunity for individuals from the audience to provide comments.
- c. **Out of the office** – Superintendent Sullivan will be out of the office June 14-21.

Business Topics

Partners in Parenting Update – Mrs. Stacy Kilwein, Coordinator of Partners in Parenting has provided a report which is posted under Supporting Documents. Mrs. Kilwein addressed the Board and highlighted information regarding Partners in Parenting. This is the 19th year that Partners in Parenting has provided service to the Dickinson Public Schools (DPS) students and families. This program is funded in part through DPS, United Way, the Department of Human Services, the North Dakota Drug Free Program, the Governor's Prevention Program and other various grants. Partners in Parenting provides 293 sessions of parenting programs throughout the year. Material is checked from the library, the program sends a monthly newsletter to parents during the school year, plus other avenues of communication. Project Northland is a program that discusses risky behavior. It was very successful this past school year with approximately 147 parents and students in attendance during parent's night. Gearing Up For Kindergarten increased its classroom size this year. This 16-week program is attended by approximately 39 families. The sessions are full. This program helps students succeed through strengthening relationships. Assistant Superintendent Reep reported the District funds approximately \$143,000 towards the Partners in Parenting program. President Fehr thanked Mrs. Kilwein for presenting to the Board. This agenda item was informational only. No action was requested.

Vice President Jason Hanson joined the meeting.

Adult Learning Center (ALC) Update – Ms. Mary Kay Versen, Coordinator of the Adult Learning Center, has provided a PowerPoint which is posted under Supporting Documents on the website. Ms. Versen addressed the Board and highlighted information regarding the Adult Learning Center. Ms. Versen explained some of the goals for the ALC are to increase enrollment, enhance the ESL program, classroom and program makeovers, identify needs of the GED student demographics, redefine policies and procedures to create consistency, and to target areas to increase population at the ALC. She noted the GED graduation rate is 53%. Data indicates that students ages 16-20 have the lowest graduation rate. Ms. Versen noted the English as Secondary Language (ESL) program has grown tremendously which has increased computer hours at the ALC. Some of the computer software taught is Excel, Word, Basics and QuickBooks. QuickBooks is the most popular. Ms. Versen explained the ALC collaborates with Partners in Parenting sharing resources and services. She explained the process for community members to sign up for courses and where most of the referrals are received. Assistant Superintendent Reep reported the District provides the building and maintenance for the ALC. The Adult Learning Center is funded in part through grants, Displaced Homemaker, satellite programs, program fees, and United Way. Board President Fehr thanked Ms. Versen for presenting information and for her work in the program. This agenda item was informational only. No action was requested.

Prairie Rose Elementary School Update – Available on the website under Supporting Documents are minutes from the May 1 and May 15 construction meetings. Assistant Superintendent Reep addressed the Board. He explained the District is scheduled to take possession of Prairie Rose Elementary in five weeks. The biggest delay is the carpeting which should be shipped on June 17. The gymnasium floor should be installed the week of June 24. The curb and gutter for the driveway has been poured. There have been set backs on the exterior grounds due to the weather. The cafeteria has been primed and painted. The lockers are installed. The Smart Boards are installed. The classrooms may be done as early as July 8. The furniture companies plan to begin installing the teacher desks, student desks, tables and chairs during the week of July 22. Mr. Reep explained the lawn will be hydro seeded. This agenda item was informational only. No action was requested.

Average Daily Membership (ADM) Report and Transportation Report – Assistant Superintendent Reep has posted these two summary reports on the School Board website under Supporting Documents. Assistant Superintendent Reep addressed the Board explaining the change in the transportation report when comparing it to last year's. The District added an 8th bus route which added additional miles. The justification for the 8th route was due to some students riding the bus for 1½ hours, therefore the route was split. This report is submitted to DPI. There is not a lot of changes from last year's report. It is estimated the District will be reimbursed approximately \$216,000 from DPI which is approximately half of the transportation costs for the year. Mrs. Rude inquired where the remaining expenses would be funded. Mr. Reep responded the other half is paid from general fund dollars and from charges for rural busing.

Mr. Reep explained the change in the ADM report comparing it to a year ago. In 2012-2013, the District had four fewer students than a year ago in preschool through kindergarten, kindergarten had an increase of 15 students, grades 1-6 had an increase of 112 students, grades 7-8 had an increase of 43 students and the high school decreased by five students. The District is up 149 students from last fall. This agenda item was informational only. No action was requested.

Wellness End of the Year Summary – The district Wellness End of the Year Summary is posted under Supporting Documents. Mrs. Rude inquired what were some of the things the schools are doing and wondered if the schools share information with each other. One principal indicated that the schools do share information with each other. President Fehr thanked the principals for compiling the information. This agenda item was informational only. No action was requested.

Impasse Hearing – Board President Fehr explained all Board members are requested to attend the Impasse Hearing scheduled for Thursday, June 13 at 3:00 p.m. in the Hagen Junior High gymnasium. Board members will be seated at a table at the hearing. There will be a table for the DEA representatives, a table for the School Board representatives and a table for the Factfinding Commission. Assistant Superintendent Reep said that data has been shared between the DEA and the Board. President Fehr noted the hearing will be recorded with minutes taken. This agenda item was informational only. No action was requested.

Amend 2012-2013 Capital Projects Fund Budget - Assistant Superintendent Reep addressed the Board and provided information regarding the status of the Capital Projects Fund Budget. Rationale for amending the budget is directly related to the construction of Prairie Rose. Due to the contractors being ahead of schedule, mainly Comstock Construction, the District has paid more than anticipated during this budget year. The budget was set last fall. There will be a lower balance due for next year's budget for Prairie Rose Elementary. The original expenditure budget in the capital projects fund was \$8,402,000. Administration suggested amending the budget to \$10,800,000. The amount spent to date in the capital projects fund is \$8,948,907. Mr. Hanson inquired if next year expenditures would be paid out of the general fund. Mr. Reep replied that expenditures are paid out of the capital projects money. This is money generated through the 10 mills the District levied for. It is bond indebtedness through mills and HVAC. This money cannot be moved to another account. President Fehr inquired if this changes the cost of the project. Mr. Reep responded that it does not. Action was requested. Mr. Hanson moved to approve the amended budget of the Capital Projects Fund for the 2012-2013 school year and increase the budget for expenditures from \$8,402,000 to \$10,800,000. Dr. Krieg seconded the motion. The motion carried unanimously.

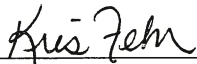
Open Enrollment Application – Gina Schiller submitted an open enrollment application for her child to attend Dickinson Public Schools from the Belfield School District. Her child currently attends school in the Dickinson Public School District. Administrative recommendation was to accept the open enrollment application. Action was requested. Mr. Hanson moved to approve the request for a child of Gina Schiller to be admitted to the Dickinson Public Schools under the open enrollment policy. Dr. Krieg seconded the motion. The motion carried unanimously.

Board Policy Addition – FCC Restraint or Seclusion – First Reading – The North Dakota School Board Association (NDSBA) has recommended the addition of Board Policy FCC-Restraint or Seclusion. A copy of this new policy is available on the website under Supporting Documents and the Policy Addition-1st Reading link. The administrative recommendation was to add the policy. Ms. Ross moved to accept for first reading the addition of board policy FCC-Restraint or Seclusion, as presented. Dr. Krieg seconded the motion. Discussion followed. Mrs. Rude inquired regarding the chemical restraints noted within the policy. Mrs. Martinson was invited to address the Board. Mrs. Martinson explained the language for the policy is received from the North Dakota School Boards Association. There was a vote on the motion: ayes-0, nays-5. The nays had it therefore the motion was defeated. Mrs. Rude moved to table the current policy until further interpretation is received from the North Dakota School Boards Association. Dr. Krieg seconded the motion. The motion carried unanimously.

Board Policy Additions or Revisions–Second Reading and Final Adoption - The North Dakota School Board Association (NDSBA) has recommended the addition of some policies or revisions to some policies. Copies of the proposed revisions or deletions are available on the school board website under Supporting Documents and the Policy Additions or Revisions-2nd Reading link. Administrative recommendation was to accept the second reading and final adoption of the proposed revisions and additions. Action was requested. Ms. Ross moved to accept the second reading and final adoption of the addition of board policies BGA-Board Communication with the Public, policy DKBD-Teacher Discharge for Cause; and also moved to revise school board policy BCAA-Board Meeting Agenda and Pre-Meeting Preparation, policy BCBA-Public Communication at Board Meetings, and policy DJA-Substitute Teachers, as presented. Dr. Krieg seconded the motion. The motion carried unanimously.

Other – There were no other topics for discussion.

Adjournment - At 6:20 p.m., Ms. Ross moved to adjourn. Dr. Krieg seconded the motion. The motion carried unanimously. The meeting adjourned at 6:20 p.m.



Kris Fehr, Board President

Vince Reep, Business Manager



Twila Petersen, Secretary

Approved School Board Meeting Minutes

Dickinson Public Schools
Special School Board Meeting

June 24, 2013; 5:00 p.m.
Board Room, Central Office

The Dickinson Public School Board held a special meeting on June 24, 2013, at the Central Administration Office. Board members present were: President Kris Fehr, Vice President Jason Hanson, Ms. Leslie Ross and Mrs. Tanya Rude. Board member absent was: Dr. Morton Krieg. Administrators present were: Superintendent Douglas Sullivan and Assistant Superintendent Vince Reep. Others present were: Mrs. Twila Petersen.

Call to Order - Board President Fehr called the meeting to order at 5:00 p.m.

Public Participation - There were no requests for public participation.

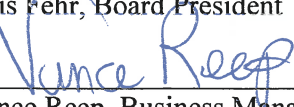
Attorney Consultation to Review the Factfinding Commission's Report (Executive Session) – President Fehr noted the next item on the agenda was Attorney Consultation to Review the Factfinding Commission's Report. She explained this item may be discussed in an executive session. The legal authority for closing this portion of the meeting is North Dakota Century Code section 44-04-19.2. President Fehr noted the topic will be Attorney Consultation to Review the Factfinding Commission's Report. Ms. Ross moved to go to Executive Session for Attorney Consultation to Review the Factfinding Commission's Report. Mrs. Rude seconded the motion. No discussion on the motion. A roll call vote was taken: Ross-aye, Rude-aye, Hanson-aye, Fehr-aye. The motion carried unanimously. President Fehr noted the executive session would be recorded and would be limited to discussion of the announced topic. President Fehr reflected school board policy BCAD-Executive Session which lists those individuals that may attend the executive session. Those designated to be in attendance were Board President Fehr, Board Vice President Hanson, Board Member Ross, Board Member Rude, Superintendent Sullivan, Assistant Superintendent Reep, Attorney Rachel Bruner-Kaufman, and Recorder Petersen. The School Board went into executive session for the purpose of attorney consultation to review the Factfinding Commission's report (ND 44-04-19.2) at 5:04 p.m. and was attended by Board President Kris Fehr, Board Vice President Jason Hanson, Board Member Leslie Ross, Board Member Tanya Rude, Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Recorder Twila Petersen, and Attorney Rachel Bruner-Kaufman via conference call.

The executive session was adjourned at 5:37 p.m. President Fehr invited the public back into the special school board meeting. She noted that the board discussed the Factfinding Commission's Report with the Board's attorney, Rachel Bruner-Kaufman. President Fehr noted there were no other topics for the special school board meeting. No other topics were discussed.


Adjournment – At 5:42 p.m., Mrs. Rude moved to adjourn. Mr. Hanson seconded the motion. The motion carried unanimously. The meeting adjourned at 5:42 p.m.



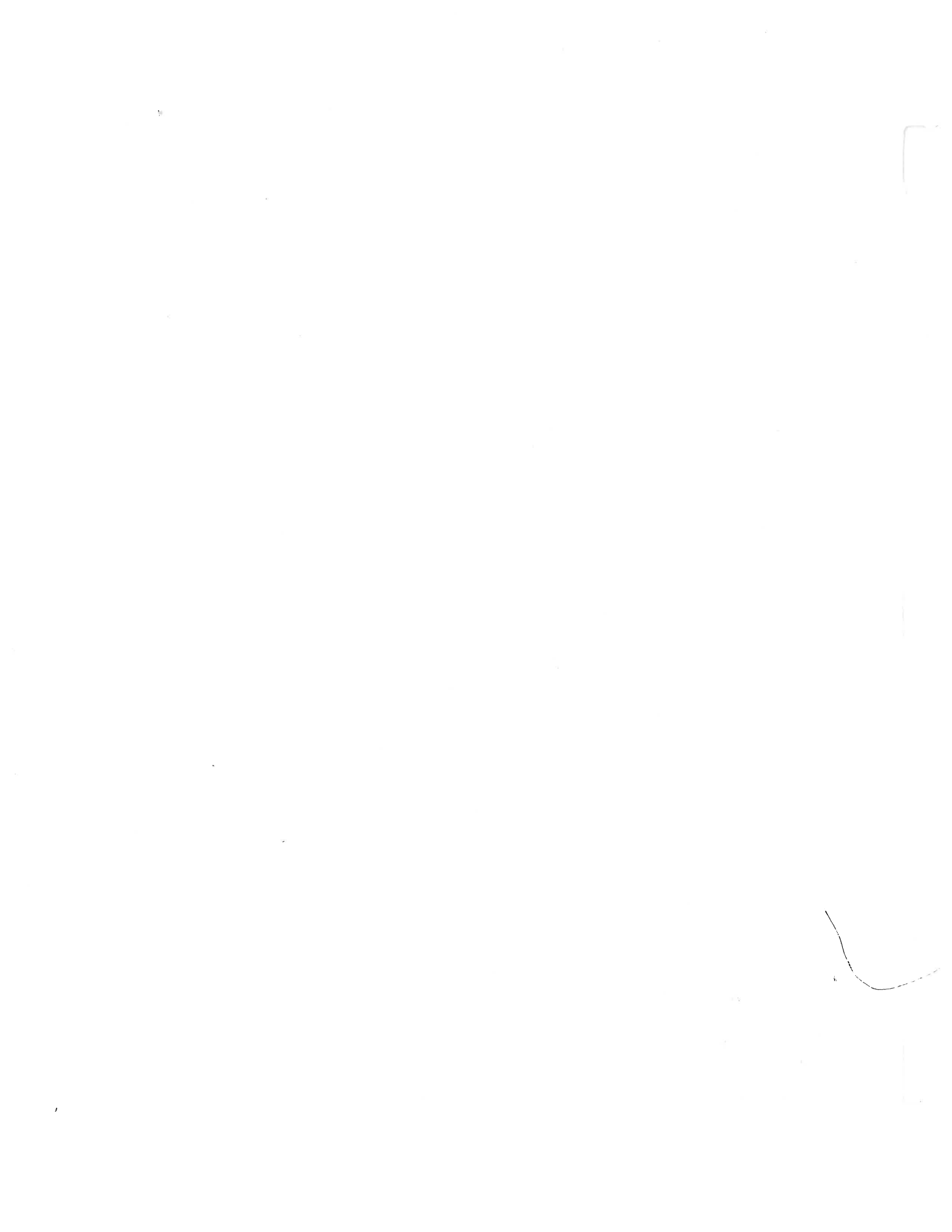
Kris Fehr, Board President



Vince Reep, Business Manager



Twila Petersen, Secretary



Approved School Board Meeting Minutes

Dickinson Public Schools
Annual Meeting

July 8, 2013; 5:00 p.m.
Board Room, Central Office

The Dickinson Public School Board held an annual meeting on July 8, 2013, at the Central Administration Office. Board members present were: President Kris Fehr, Vice President Jason Hanson, Ms. Leslie Ross, Dr. Morton Krieg, and Mrs. Tanya Rude. Administrators present were: Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Mr. Ron Dockter, Dr. Marcus Lewton, Mrs. Susan Cook, Mr. Shawn Leiss and Mrs. Melanie Kathrein. Others present were: Mr. Ron VanDoorne, Mrs. Diana Stroud, Mrs. Twila Petersen, and Miss Katherine Grandstrand from the Dickinson Press.

Call to Order – Chair Kris Fehr called the meeting to order at 5:00 p.m. Chair Fehr welcomed Mrs. Susan Cook to the District and thanked her for attending the meeting. Mrs. Cook is the new principal at Heart River Elementary.

Election of Officers – Chair Fehr conducted the election of a new Board president. Mrs. Rude nominated Mrs. Kris Fehr as president of the Dickinson Public School District. Dr. Krieg seconded the motion. There were no further nominations. The motion carried unanimously.

Board President Fehr conducted the election of a new Board vice-president. Ms. Ross nominated Mr. Jason Hanson as vice president of the Dickinson Public School District. Mrs. Rude and Dr. Krieg seconded the motion. There were no further nominations. The motion carried unanimously.

Public Participation - There were no requests for Public Participation.

Additions or Deletions to the Consent Agenda - There were no additions or deletions to the consent agenda.

Consent Agenda - Ms. Ross moved to approve the agenda including the consent agenda consisting of the minutes from the June 10, 2013, regular meeting; the June 24, 2013, special meeting; the bills for July 2013; the financial report for July 2013; the pledged assets report for July 2013; the personnel reports; and the RACTC Report, as presented. There were no tuition waiver agreement requests and no student/staff recognitions. Dr. Krieg seconded the motion. The motion carried unanimously.

Superintendent's Report – Superintendent Sullivan reported on the following:

- a. **21st Century Community Learning Grant** – Assistant Superintendent Reep has submitted an application for the 21st Century Community Learning grant, however Dickinson Public Schools (DPS) did not receive funding in the first round. Mr. Reep attended a WebEx training last week that provided information for rewriting and resubmitting the grant. Mr. Reep stated that DPS will have an after school program even if the District does not receive the 21st Century Community Learning grant.
- b. **Fall Registration and Open House Schedule** – These schedules are provided as a Supporting Document on the website.
- c. **North Dakota School Boards Association (NDSBA) Policy Services** – Available on the website under Supporting Documents is a copy of the NDSBA policy services agreement for the 2013-2014 year. The fees are the same as last year; membership is \$250 and maintenance is \$1,250. DPS will sign another one year agreement.

Superintendent's Report (cont.)

- d. Stark County Social Services Agreement – Available on the website under Supporting Documents is a copy of the agreement between DPS and Stark County Social Services. Superintendent Sullivan noted that the Cabinet will continue to monitor the possible need for additional social workers in the District and report back to the Budget Committee. President Fehr inquired if the positions are full time and how the salary schedule is developed. Superintendent Sullivan responded the positions are not full time and that the salaries for the positions are provided by Stark County Social Services.
- e. District and School's Program Improvement Plan – The District and various schools in the District have prepared program improvement plans which are posted on the District's website. Also posted on the School District's website are the recent Adequate Yearly Progress (AYP) reports.
- f. Long Range Facility Planner – This month Assistant Superintendent Reep will post qualifications for a long range facility planner. A School Board member may be requested to assist with the selection of a planner.
- g. Bargaining with Association – The attorney for the School District suggested a status report be shared with the School Board. This is an update for informational purposes. On June 19, the District received a copy of the North Dakota Education Commission's Factfinding report. The report recommended a two-year contract; the Board's final salary offer for an increase on the base of \$2,000 in year one and \$1,500 on year two; and the addition of one professional development day in year two of the contract. The report states that the negotiating team must meet at least once and attempt to come to an agreement within 20 days after receiving the report (on or before July 9). If these conditions are not met, the Factfinding Commission will publish a report and explain in the report the Commission's opinion of what compromised the possibility for an agreement. Attempts by the Board to schedule a negotiations meeting with the teachers association have been unsuccessful.

Business Topics

Activities/Athletic/PAC Fundraising Update – Available on the School Board website under Supporting Documents is a summary report of the activities and athletic fundraising and also a summary report for the PAC fundraising. DHS Principal Ron Dockter addressed the Board. He stated the fundraising from the past school year has been similar to the previous two or three years. Mr. Dockter explained the process for fundraising at the high school. There was discussion regarding club fundraising being different than school sponsored fundraising. Mr. Dockter noted there is less fundraising now than when he first started in the District and it is more closely monitored. President Fehr inquired how the elementary school's fundraiser requests are processed. Superintendent Sullivan responded the building principals submit the requests to him for review and approval. There was discussion regarding the balance in the Jefferson PAC account which has been set aside for additional playground equipment. President Fehr thanked the administrators for putting together the reports. This agenda item was informational only. No action was requested.

School Resource Officer Report – Officer Ron VanDoorne with the Dickinson Police Department addressed the Board providing an update to the areas the School Resource Officer has served within the District since December of last year. He discussed the security cameras in place and the District buildings all having a number for easier recognition in case of an emergency. There were various lock down drills at the junior and senior high schools. Officer VanDoorne explained the Southwest Tactical Team participated in an active shooter scenario training held at the junior high school. Next year he hopes to

School Resource Officer Report (cont.)

have lock down drills at the elementary schools. He also wishes to work with the schools regarding truancy, continue educating the DPS staff on new narcotics, and work on implementing the DARE program. Officer VanDoorne hopes a second resource officer can be brought into the school district in 2014. Officer VanDoorne explained different scenarios why students are truant. It is sometimes due to transient parents not realizing there is a compulsory attendance law. President Fehr thanked Officer VanDoorne for all he is doing for the students in the District and for providing information at the meeting. This agenda item was informational only. No action was requested.

Prairie Rose Elementary School Update – Assistant Superintendent Reep provided updated information regarding the progress on the construction of Prairie Rose Elementary. Available on the website under Supporting Documents are minutes from the June 5 and June 19 construction meetings. Mr. Reep reported the carpet had been delivered this morning. There are additional crew members assisting with the installation of the carpet. Mr. Reep projected a walk-through for July 24. The walk through is a week behind schedule. Exterior concrete is being poured along with landscaping and light poles. The luxury vinyl tile is installed in the cafeteria. Chair Fehr requested that Mr. Reep schedule a few walk-through times so board members may see the progress. Mr. Reep noted that Ms. Kirsti Craig with the Roughrider Electric Cooperative will be doing a feature story on Prairie Rose Elementary in the upcoming issue of the REC Magazine. Mrs. Fehr thanked Mr. Reep for keeping the Board updated on the progress of this project. This agenda item was informational only. No action was requested.

2012-2013 Budget Statistics – Business Manager Vince Reep reported the general fund ending balance was slightly over \$7 million. The interim fund balance was at 21%. There were additional funds received from the second year of the biennium state funding and oil and gas revenue. There was lower than anticipated property tax revenue. Mr. Reep noted several areas where the District under expended. Mr. Reep said that as many purchases as possible for Prairie Rose Elementary were made before the end of the fiscal year. The District lost money on the food services account due to lower federal reimbursements. President Fehr inquired where the District was at the end of the year. Mr. Reep reported the District overall under expended the budget. Ms. Ross thanked Mr. Reep and the staff for keeping on track and on target. This agenda item was informational only. No action was requested.

Annual Financial Report – Business Manager Vince Reep has available on the website under Supporting Documents a copy of the annual financial report. The report is a summary of 2012-2013 expenditures and revenue in DPI format. The average cost per pupil in 2011-2012 was \$8,584. This has increased in 2012-2013 to \$8,719 per pupil. Mr. Reep explained the breakdown of the cost per pupil by grade segments. Action was requested to approve the report so that it may be submitted electronically. Mrs. Rude moved to approve the Annual Financial Report for the fiscal year beginning July 1, 2012, and ending June 30, 2013, as presented. Dr. Krieg seconded the motion. The motion carried unanimously.

Bid for Two Buses – The school district advertised for and provided specification sheets (bus chassis and bus body) for bids for two 65-passenger school buses. Only one company, Harlow's Bus Sales, submitted bids. Harlow's bid is posted under Supporting Documents on the website. The administrative recommendation was to accept the bid from Harlow's Bus Sales, Inc. to purchase buses #1 and #2 in the bid for a total price of \$166,782. Action was requested. Mr. Hanson moved to accept the bid submitted by Harlow's Bus Sales, Inc. and purchase the two 2014 stock International 71 seated 65 passenger route

Bid for Two Buses (cont.)

school buses for a combined total of \$166,782. Dr. Krieg seconded the motion. The motion carried unanimously. Mr. Reep stated the buses were bid \$7,000 under budget.

Meeting Day and Time – The Board needed to establish its regular meeting day and time for the upcoming fiscal year. Action was requested to schedule the Board meetings. Mr. Hanson moved that the regular meeting of the Dickinson Public School District be set for the second Monday of each month beginning at 5:00 p.m., with the exception of the August 12 meeting to begin at 6:00 p.m. and the November meeting to be held on November 12, 2013, at 5:00 p.m. Dr. Krieg seconded the motion. The motion carried unanimously.

Board Workshops – After discussion, Ms. Ross moved to schedule the Board workshops following the October 14, 2013, Board meeting and also following the November 12, 2013, Board meeting. Dr. Krieg seconded the motion. The motion carried unanimously.

School Board Authorized Representative – Mrs. Rude moved that Superintendent Douglas W. Sullivan be named the authorized representative of the Dickinson Public School District which shall include and not be limited to the Department of Public Instruction and the legislature. Also, Superintendent Sullivan shall be the authorized representative for the District for all federal programs, including but not limited to: all school lunch programs, vocational programs, the Energy Infrastructure and Impact Office, Title I, Title IIa, E-rate and Job Service programs. Dr. Krieg seconded the motion. The motion carried unanimously.

Special Education Authorized Representative – Many special education grant programs require an authorized representative from the District be designated. Administrative recommendation was to designate Mrs. Dorothy Martinson, Director of Student Services, as the authorized representative for VI-B and other special education grants. Action was requested. Mr. Hanson moved that Dorothy Martinson be named the authorized representative for the Dickinson Public School's VI-B and other special education grants. Dr. Krieg seconded the motion. The motion carried unanimously.

Title I Look-Alike Program – Jefferson Elementary and Prairie Rose Elementary do not qualify for Title I funding due to the free and reduced lunch ratio in the buildings. Title I Look-Alike Programs may be funded by supplemental local funds specifically set aside for this purpose. Action was requested. Ms. Ross moved to designate supplemental funds in the amount of \$74,670 be set aside by the school district for at-risk students at Jefferson Elementary and \$86,513 be set aside by the school district for at-risk students at Prairie Rose Elementary, for the 2013-2014 school year, to provide supplemental services to support those student's achievement toward meeting the state's student academic achievement standards. Dr. Krieg seconded the motion. The motion carried unanimously.

Authorized Representative for the 21st Century Community Learning Centers (CCLC) Program – The 2013-2014 21st Century Grant submission to the Department of Public Instruction (DPI) must include verification that the school board of the fiscal agent for the grant appointed an authorized representative for the grant. Action was requested. Mrs. Rude moved to appoint Assistant Superintendent Vince Reep as the authorized representative for the 21st Century Community Learning Center grant for the 2013-2014 school year. Dr. Krieg seconded the motion. The motion carried unanimously.

Assistant Superintendent Reep departed from the meeting.

Designate Official Newspaper – North Dakota Century Code requires that the school district designate an official newspaper. Action was requested. Mr. Hanson moved to designate the Dickinson Press as the official newspaper of the Dickinson Public School District. Dr. Krieg seconded the motion. The motion carried unanimously.

Bank Depository Designation – State law requires the District to designate all depositories at its annual meeting. Action was requested. Mr. Hanson moved that American Bank Center be designated as the official depository for the school district checking account and other investments and he further moved that Wells Fargo Bank, Bank of the West, Dacotah Bank, and Dakota Community Bank be designated as depositories for investments for the 2013-2014 fiscal year. Dr. Krieg seconded the motion. The motion carried unanimously.

Committee Assignments – Board members are recommended to establish Board representatives for teacher collaborative bargaining, administrative negotiations, and Roughrider Area Career and Technology Center (RACTC) for 2013-2014. Mrs. Kris Fehr and Ms. Leslie Ross have served as Board representatives on the teacher collaborative bargaining team. Mrs. Kris Fehr and Mr. Jason Hanson have served as Board representatives for administrative negotiations. Mr. Jason Hanson and Mrs. Tanya Rude have been recommended to serve on the Roughrider Area Career & Technology Center (RACTC) Governing Board. Other committee assignments are listed under Supporting Documents. Ms. Ross moved to designate for 2013-2014 Mrs. Kris Fehr and Ms. Leslie Ross as Board representatives on the teacher collaborative bargaining team, Mrs. Kris Fehr and Mr. Jason Hanson as Board representatives on the administrative negotiations, and to designate Mr. Jason Hanson as the primary school board representative and Mrs. Tanya Rude as the secondary school board representative on the Roughrider Area Career & Technology Center. Dr. Krieg seconded the motion. The motion carried unanimously. President Fehr indicated if any Board members wish to change committee assignments to let her know.

Conflict of Interest – Board members declared changes and updates to their Statement of Interest forms. Mrs. Fehr requested to change on page one that her husband is now self employed. Mrs. Rude moved to allow Mrs. Kris Fehr to participate and vote on the identified potential conflicts in accordance with NDCC 15.1-07-17. Dr. Krieg seconded the motion. Aye-Ross, Rude, Krieg, Hanson. Naye-none. Mrs. Fehr abstained. Motion carried unanimously.

Ms. Ross requested Atlas Cartel, LLC be deleted from Item B and Item D on her Statement of Interest form. Mrs. Rude moved to allow Ms. Leslie Ross to participate and vote on the identified potential conflicts in accordance with NDCC 15.1-07-17. Dr. Krieg seconded the motion. Aye-Fehr, Rude, Hanson, Krieg. Naye-none. Ms. Ross abstained. The motion carried unanimously.

Dr. Krieg stated he had no changes or updates to his Statement of Interest form. Mr. Hanson moved to allow Dr. Mort Krieg to participate and vote on the identified potential conflicts in accordance with NDCC 15.1-07-17. Mrs. Rude seconded the motion. Aye-Fehr, Ross, Rude, Hanson. Naye-none. Dr. Krieg abstained. The motion carried unanimously.

Mr. Hanson stated he had no changes or updates to his Statement of Interest form. Ms. Ross moved to allow Mr. Jason Hanson to participate and vote on the identified potential conflicts in accordance with NDCC 15.1-07-17. Dr. Krieg seconded the motion. Aye-Fehr, Ross, Rude, Krieg. Naye-none. Mr. Hanson abstained. The motion carried unanimously.

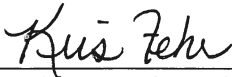
Conflict of Interest (cont.)

Mrs. Rude requested KLJ Solutions Holdings Co. be deleted under Item B. Ms. Ross moved to allow Mrs. Tanya Rude to participate and vote on the identified potential conflicts in accordance with NDCC 15.1-07-17. Dr. Krieg seconded the motion. Aye–Fehr, Krieg, Hanson, Ross. Naye–none. Mrs. Rude abstained. The motion carried unanimously.

Board Policy Addition – FCC Restraint or Seclusion – First Reading – A copy of this new policy recommended by the North Dakota School Boards Association (NDSBA) is available on the website under Supporting Documents. At the May School Board Meeting this agenda topic was tabled until further interpretation could be received from the NDSBA. The administrative recommendation was to add the policy. Ms. Ross moved to accept for first reading the addition of board policy FCC-Restraint or Seclusion, as presented. Dr. Krieg seconded the motion. The motion carried unanimously.

Other – There were no other topics for discussion.

Adjournment - At 6:27 p.m., Ms. Ross moved to adjourn. Dr. Krieg seconded the motion. The motion carried unanimously. The meeting was adjourned at 6:27 p.m.



Kris Fehr, Board President

Vince Reep, Business Manager



Twila Petersen, Secretary

Approved School Board Meeting Minutes

Dickinson Public Schools
Special School Board Meeting

July 22, 2013; 5:00 p.m.
Board Room, Central Office

The Dickinson Public School Board held a special meeting on July 22, 2013, at the Central Administration Office. Board members present were: President Kris Fehr, Vice President Jason Hanson, Mrs. Tanya Rude, Dr. Morton Krieg and Ms. Leslie Ross. Administrators present were: Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, and Mrs. Susan Cook. Others present were: Mr. Burton Lewton, Mrs. Naomi Thorson, Mrs. Twila Petersen, and Mr. Dustin Monke from the Dickinson Press.

Public Participation - There were no requests for public participation.

Call to Order – Board President Kris Fehr called the meeting to order at 5:00 p.m. She noted this was a Special School Board Meeting and only topics on the agenda may be discussed.

Factfinding Commission's Report – President Fehr opened the floor to the Board members to receive comments provided to Board members from the community regarding the Factfinding Commission's Report. Ms. Ross noted an email she had received from the spouse of a teacher. Other Board members noted they had also received the same email. Mrs. Rude shared that a neighbor(s) had commented they were glad that the board was holding their ground. Dr. Krieg, Mr. Hanson and Mrs. Fehr had also received the same type of comments. Mrs. Fehr had been asked by an individual why the school board had not met with the teachers association. Mrs. Fehr told them that there were many attempts by the board to schedule a meeting within the 20 day time frame set by the Factfinding Commission; however, the teachers association could not meet. Dr. Krieg inquired if Dr. Sullivan or Mr. Reep had received any feedback. Both responded they had not.

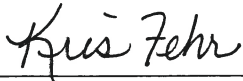
Attorney Consultation – Negotiations Impasse (Executive Session) – President Fehr noted the next item on the agenda was Attorney Consultation-Negotiations Impasse. She stated this item may be discussed in an executive session. The legal authority for closing this portion of the meeting is North Dakota Century Code section 44-04-19.2. The topic or purpose of the executive session is Attorney Consultation-Negotiations Impasse. President Fehr reported a motion would be in order to discuss this topic in executive session. Mrs. Rude moved to close the meeting and go into executive session for the purpose of attorney consultation-negotiations impasse. Dr. Krieg seconded the motion. There was no discussion on the motion. President Fehr noted after the executive session was completed the public will be invited to rejoin the meeting. A roll call vote was taken on the motion; Ross-aye, Rude-aye, Krieg-aye, Hanson-aye, Fehr-aye. The motion carried unanimously. President Fehr reported the executive session would be recorded. Any collective decision, collective commitment, or other final action by the governing board would occur when the meeting reconvenes unless required by law during the executive session. President Fehr reflected school board policy BCAD-Executive Session which lists those individuals that may attend the executive session. Those designated to be in attendance were Board President Fehr, Board Vice President Hanson, Board Member Ross, Board Member Rude, Board Member Krieg, Superintendent Sullivan, Assistant Superintendent Reep, Attorney Rachel Bruner-Kaufman, and Recorder Petersen. The School Board went into executive session for the

Attorney Consultation – Negotiations Impasse (Executive Session) cont.

purpose of attorney consultation-negotiations impasse which began at 5:07 p.m. and was attended by Board President Kris Fehr, Board Vice President Jason Hanson, Board Member Leslie Ross, Board Member Tanya Rude, Board Member Morton Krieg, Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Recorder Twila Petersen, and Attorney Rachel Bruner-Kaufman via conference call.

The executive session was adjourned at 6:15 p.m. President Fehr invited the public back into the special school board meeting. She noted that the board discussed the Negotiations Impasse with the Board's attorney, Rachel Bruner-Kaufman. President Fehr reported that Board Member Krieg exited during the executive session. President Fehr noted there were no other topics for the special school board meeting. No other topics were discussed.

Adjournment – At 6:16 p.m., Mr. Hanson moved to adjourn. Mrs. Rude seconded the motion. The motion carried unanimously. The meeting adjourned at 6:16 p.m.



Kris Fehr, Board President

Vince Reep, Business Manager



Twila Petersen, Secretary

Approved School Board Meeting Minutes

Dickinson Public Schools
Special School Board Meeting

July 25, 2013; 12:00 p.m.
Board Room, Central Office

The Dickinson Public School Board held a special meeting on July 25, 2013, at the Central Administration Office. Board members present were: President Kris Fehr, Vice President Jason Hanson, Mrs. Tanya Rude, and Ms. Leslie Ross. Board member absent was Dr. Mort Krieg. Administrators present were: Superintendent Douglas Sullivan and Assistant Superintendent Vince Reep. Others present were: Mrs. Diana Stroud, Mrs. Fern Pokorny, Mrs. Twila Petersen, and Miss Katherine Grandstrand from the Dickinson Press.

Call to Order - Board President Fehr called the meeting to order at 12:00 p.m.

Public Participation - There were no requests for public participation.

Unilateral Issuance of Teacher Contracts – Mrs. Rude moved to approve the Professional Negotiated Agreement for 2013-2014 and 2014-2015, and to authorize and direct the Business Manager to issue contracts for the 2013-14 school year pursuant to said Professional Negotiated Agreement. Mr. Hanson seconded the motion.

Discussion on the motion: President Fehr requested Assistant Superintendent Reep distribute copies of the negotiated agreement so that Board members may go through the agreement as he identified the changes. After distributing the agreements to the Board members, Mr. Reep reported most of the changes were tentative agreements by the collaborative bargaining team. There were a lot of grammatical language changes in the agreement that were proposed by the subcommittee to the collaborative bargaining team. The collaborative bargaining team approved those changes. The grammatical changes did not change the substance of the contract. Mr. Reep explained the salary schedule within the agreement. On page ten of the agreement, the school calendar days were changed to reflect 185 days for the 2013-2014 contract year and 186 days for the 2014-2015 contract year. This follows the Factfinding Commission's recommendation in its report. Mr. Reep noted the language under Emergency Leave regarding the sunset clause has been removed in the new agreement. He explained that the collaborative bargaining team bargained and came up with an agreement under Emergency Leave where a teacher would no longer be required to use previous years personal leave before requesting additional emergency leave. This change is noted on the top of page 11. That was a tentative agreement. President Fehr said that it is the hopes of the collaborative bargaining team members that this issue will not be brought to the table again in the future. Mr. Reep added there was some discussion in collaborative bargaining regarding licensed teacher evaluations. There was also discussion regarding unused sick leave. The Board did amend a policy to provide an additional \$10 per day for unused sick leave. This will bring it up to \$20 per day or \$200, whichever is greater. President Fehr asked for questions for Mr. Reep. There were no questions. President Fehr added there was discussion regarding outside work schedule compensation by the collaborative bargaining team. It was left as is with some flexibility. President Fehr clarified the salary matrix tentative agreement was made to correct some of the cells in the matrix, resulting in a pay raise without having to bargain. She also added the standard evaluations topic had considerable discussion with numerous examples brought to the team. Another issue discussed by the collaborative bargaining team was the proposed pay increase by the Board of \$2,000 on the base the first year (2013-2014) and \$1,500 on the base the second year (2014-2015) which

Unilateral Issuance of Teacher Contracts (cont.)

would result in a first-year teacher receiving a salary of \$38,500 and \$40,200 the second year. The Factfinding Commission recommended reactivating the Professional Development Leadership Committee. There is a board member appointed to that committee. There will be one added day of professional development in the second year of the contract. Professional development for the fall of 2013 has already been planned. The superintendent is hoping for meaningful evaluations on that day that will provide feedback for the Professional Development Leadership Committee. Mrs. Rude suggested that a survey be sent out in the near future requesting recommendations from teachers for subjects to be covered during the professional development days. President Fehr asked for questions on the negotiated agreement. There were none. Mr. Reep was asked to explain the time frame for contracts. Mr. Reep reported that it was his recommendation to have the contracts available by noon on Monday, July 29. In the interim, Mr. Reep will be contacting all the building principals and activate the teacher calling tree so that all the teachers are contacted. An email will be sent to all licensed staff members telling them that two copies of their data sheet and two copies of their contract along with a memo will be available at the Central Office at noon on Monday. Family members will not be allowed to pick up the packet for the teacher, only the employee may pick up the packet. At noon on Thursday, August 1, those contracts that have not been picked up will be mailed to the current addresses the District has in the database. The contracts will not be due until 4:00 p.m. on September 3. This will give the teachers 35 days. Included in the email will be a copy of the negotiated agreement. Mrs. Rude inquired if teachers do not sign the contract, will the District be hiring to fill that position. Mr. Reep explained that if the contract is not signed and returned by September 3 at 4:00 p.m., that position would be open. Since school starts before that, if there is not a teacher in the classroom, the District would seek legal counsel.


President Fehr called for further discussion on the motion. There was no further discussion. President Fehr called for a roll call vote on the motion; Rude-aye, Hanson-aye, Ross-aye, Fehr-aye. The motion carried unanimously.

President Fehr noted because this was a special school board meeting there would be no other topics for discussion. No other topics were discussed.

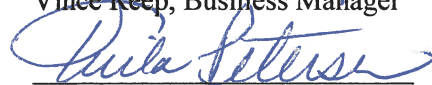
Adjournment – At 12:21 p.m. Ms. Ross moved to adjourn. Mr. Hanson seconded the motion. The motion carried unanimously.



Kris Fehr, Board President



Vince Reep, Business Manager



Twila Petersen, Secretary

Approved School Board Meeting Minutes

Dickinson Public Schools
Regular Meeting

August 12, 2013; After the Public Hearing
Board Room, Central Office

The Dickinson Public School Board held a regular meeting on August 12, 2013, at the Central Administration Office. Board members present were: President Kris Fehr, Ms. Tanya Rude, and Ms. Leslie Ross. Board members absent were: Vice President Jason Hanson and Dr. Morton Krieg. Administrators present were: Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Mr. Guy Fridley, Mr. Henry Mack, Ms. Dorothy Martinson, Ms. Melanie Kathrein, Dr. Becky Pitkin, Ms. Susan Cook, Mr. Shawn Leiss, Mr. Jay Hepperle, Mr. Ron Dockter, and Dr. Marcus Lewton. Others present were: Ms. Elizabeth M. Miller, Ms. Twila Petersen, and Miss Katherine Grandstrand from the Dickinson Press.

Call to Order - Board President Fehr called the meeting to order at 7:04 p.m.

Additional Agenda Items/Removal of Items from Consent Agenda – Ms. Rude moved to add to the consent agenda under the Personnel Report the new certified resignations of Kristal Fields, social studies instructor at Hagen Junior High and the resignation of Mary Kay Versen, Coordinator/Basic Computer Skills Instructor at the Adult Learning Center. Ms. Ross seconded the motion. The motion carried unanimously.

Ms. Ross moved to approve the agenda including the revised consent agenda consisting of the minutes from the July 8, 2013, annual meeting; the July 22, 2013, special meeting; the July 25, 2013 special meeting; the bills for August 2013; the financial reports for August 2013; the pledged assets report for August 2013; the personnel reports which includes the resignation of Miss Fields, social studies instructor at Hagen and Ms. Versen, coordinator at the Adult Learning Center; a tuition waiver request for a child of Darcie Dennis from Belfield to Dickinson; a waiver request for a child of Colleen Holm from Belfield to Dickinson; a waiver request for two children of Mariah Kistler from New England to Dickinson; a waiver request for a child of Corey Reeder from Richardton-Taylor to Dickinson; a waiver request for a child of Jolene Rod from Glen Ullin to Dickinson; a waiver request for two children of Jason Schmidt from South Heart to Dickinson; a waiver request for three children of Teresa Serafin from Killdeer to Dickinson; and a waiver request for two children of Natalie Wicklund, from Richardton-Taylor to Dickinson; and the RACTC report; as presented. There were no student/staff recognitions. Ms. Rude seconded the motion. The motion carried unanimously.

President Fehr inquired regarding open enrollment requests. She noted several tuition waiver requests listed on the consent agenda. Superintendent Sullivan said that was a topic he was going to discuss under his superintendent's report but would share information at this time. Due to some of the classroom sizes filled to capacity he has instructed the assistants at the Central Administration Office to close open enrollment for grades K-6. The District is no longer accepting applications for students in grades K-6 living outside the district.

Superintendent's Report – Superintendent Sullivan reported on the following topics:

- a. **Budget Committee Meeting Update** – The Budget Committee met on Monday, August 5. Items discussed at the meeting were staffing for the 2013-2014 school year and requesting permission to move forward with hiring an English Language Learners (ELL) instructor and providing the District administrators with flexibility should the need arise to hire additional licensed teachers due to increased enrollment. Another topic discussed at the meeting was the contract with

Superintendent's Report (cont.)

Harlow's Bus Service. The contract from Harlow's requests an increase in fees. Superintendent Sullivan has met with Mr. Hageness from Harlow's to discuss the fees and will be meeting again with him for further discussion.

- b. 2013-2013 Staffing – Due to some larger classroom sizes in some buildings, the administration is advertising for another ELL instructor and also for two elementary instructors. The District will be adding another first grade instructor and fourth grade instructor. The administration is also anticipating hiring about six teacher aides. The superintendent stated they are doing whatever they can to make sure the schools are properly staffed.
- c. Athletic Training- The Activity Director's Advisory Committee recently met to discuss the possibility of an athletic training service in the District. Proposals have been received from Sanford Health and St. Joseph's Hospital for this service. Available under Supporting Documents is a proposal comparison prepared by Activities Director Guy Fridley. There was a discussion regarding physicals and it was noted that Sanford Health does offer physicals for a fee. St. Joseph's will provide physicals at no charge. Sanford Health will handle all the physicals and medical release forms. St. Joseph's did not offer the same. President Fehr inquired if the athletic trainers will have the forms physically in their possession at a game. Mr. Fridley responded that copies would be physically available at all the practices attended by the trainer and all the games. Mr. Fridley noted that having an athletic trainer is critical for the safety of the students.

Business Topics

Prairie Rose Elementary School Update – Assistant Superintendent Vince Reep provided updated information regarding the opening of the new elementary school. He noted a lot of work has been completed in the last three weeks. Landscaping and seeding is in progress. The teacher work stations are on backorder. There is a backup plan to have tables brought in. If the school were to open tomorrow there would be 281 children enrolled. Ms. Ross and President Fehr requested to be at Prairie Rose on the first day of school. This agenda item was informational only. No action was requested.

Health Insurance Committee Report – Business Manager Vince Reep reported the Health Insurance Committee recently met. There was a bid received from Blue Cross/Blue Shield. The Health Insurance Committee recommends an increase of 8% to the premiums for employees to be effective October. This is the same increase as last year. The District pays 80% of the total premiums for the full-time employees. The employee portion of a family premium will increase by approximately \$16.00 per month. The employee portion of a single premium will increase by approximately \$7 per month. Mr. Reep noted these rates are well below the North Dakota rates. The committee is trying to build up the fund. This agenda item was informational only. No action was requested.

Budget and Tax Levy - The Certificate of Levy is due in the County auditor's office August 15. It may be amended until October 15 and the rest of the budget may be changed at any time by Board action. A copy of the school district's Certificate of Levy for the year 2013-2014 is posted under Supporting Documents on the website. A public hearing was held prior to the Board meeting to provide an opportunity for the public to present oral or written comments regarding the property tax levy. Action was requested to approve the expenditure fund levels for 2013-2014. The administrative recommendation was to approve the budget as presented. Superintendent Sullivan reported the enrollment is 236 higher than one year ago. This is prior to receiving Hagen Junior High and Dickinson High School registrations. He felt the District will qualify for the rapid growth grant funded by the state. Assistant Superintendent Reep

Budget and Tax Levy (cont.)

said this may help with hiring a facility master planner, or if there is a need to redo the heating and cooling system at Heart River Elementary, or if the District needs to purchase land for a future school site. Mr. Reep was confident the District would end the year in the black. This is not a move to “store house” money. Ms. Ross moved to approve the general fund expenditures of \$32,144,155, the capital projects fund expenditures of \$2,513,000, the debt services fund expenditures of \$765,853, and the food services fund expenditures of \$1,428,198 for the 2013-2014 school term. Ms. Rude seconded the motion. Discussion on the motion: Ms. Rude stated at the last school board meeting there was discussion regarding Title I funding. She inquired if the District is still receiving that income. Mr. Reep responded that the District will receive approximately \$100,000 less in revenue than one year ago for Title I. Title VI B will receive approximately \$45,000 less and Title IIA will receive approximately \$20,000 less than last year. These programs will continue as before and will be subsidized from the general fund. Ms. Ross called for a vote. The motion carried unanimously.

The administrative and budget committee recommendation was to levy for 60 mills in the general fund, 10 mills for the building fund, 2.16 mills for the remodeling bonding levy, and 1.20 mills for the HVAC levy. This is an anticipated mill levy reduction of 45.49 mills. The total amount requested for all levies was \$8,365,000. Action was requested. Ms. Rude moved to approve the Certificate of Levy for \$8,365,000 for the fiscal year ending June 30, 2014. Ms. Ross seconded the motion. The motion carried unanimously.

Fuel Bids – Dickinson Public Schools advertised for bids for fuel (diesel and gasoline) for the transportation department for the 2013-2014 school year. The bids were due on or before August 7. Two bids were received. The lower of the bids for diesel and unleaded gasoline was received from Farmers Union Oil Company. Following is the information from their bid:

- #1 diesel at bidders’ pump-\$.086 /gallon below the posted cash price
- #2 diesel at bidders’ pump-\$.086 /gallon below the posted cash price
- Unleaded gasoline at the bidders’ pump-\$.086 /gallon below the posted cash price.

The administrative recommendation was to accept the low bid from Farmers Union Oil Company (Cenex). The bid will be for one year beginning August 21, 2013. Action was required. Ms. Ross moved that the Board accept the low bid for #1 and #2 diesel fuel for \$.086/gallon below the posted cash price and the bid for unleaded gasoline for \$.086/gallon below the posted cash price provided by Farmers Union Oil Company. Ms. Rude seconded the motion. The motion carried unanimously.

Consolidated Grant Application Approval for 2013–2014 - A copy of the summary print out of the application for the Consolidated Grant is posted under Supporting Documents on the school board website. The District has received notification of the amounts for several Federal grants. Those amounts are:

Title I	<u>\$632,532.00</u> + <u>\$77,818.06</u> carryover
Title Iia	<u>\$322,074.00</u> + <u>\$37,221.83</u> carryover
Total	<u>\$954,606.00</u> + <u>\$115,039.89</u> carryover

The Board is required to approve the grant application annually prior to submittal. Action was requested. Ms. Rude moved to approve the Consolidated Grant Application for Federal grants which includes Title I and Title Iia, as presented. Ms. Ross seconded the motion. The motion carried unanimously.

Extracurricular Cooperative Agreement with Hope Christian Academy in Girls' Tennis – Hope Christian Academy requested a cooperative agreement in girls' tennis for the 2013-2014 school year. A copy of the agreement is posted under Supporting Documents on the web site. Mr. Guy Fridley, activities director, recommends approval of the extracurricular agreement. Action was requested. Ms. Ross moved to approve the extracurricular cooperative agreement with Hope Christian Academy in girls' tennis for the 2013-2014 school year. Ms. Rude seconded the motion. The motion carried unanimously.

Extracurricular Cooperative Agreement with Hope Christian Academy in Boys' Hockey – Hope Christian Academy requested a cooperative agreement in boys' hockey for the 2013-2014 school year. A copy of the agreement is posted under Supporting Documents on the web site. Mr. Guy Fridley, activities director, recommends approval of the extracurricular agreement. Action was requested. Ms. Rude moved to approve the extracurricular cooperative agreement with Hope Christian Academy in boys' hockey for the 2013-2014 school year. Ms. Ross seconded the motion. The motion carried unanimously.

Extracurricular Cooperative Agreement with Trinity High School in Speech – Trinity High School requested a cooperative agreement in speech for the 2013-2014 school year. A copy of the agreement is posted under Supporting Documents on the web site. Mr. Guy Fridley, activities director, recommends approval of the extracurricular agreement. Action was requested. Ms. Rude moved to approve the extracurricular cooperative agreement with Trinity High School in speech for the 2013-2014 school year. Ms. Ross seconded the motion. There was discussion regarding the speech coach being housed at Trinity High School. Ms. Schiff has coached the Trinity team for many years and has been successful. The motion carried unanimously.

Board Policy Addition – ACBD-School Medication Program, First Reading and Final Adoption – The North Dakota School Boards Association (NDSBA) has recommended the addition of board policy ACBD-School Medication Program. A copy of this new policy is available on the website under Supporting Documents. Based on direction from the NDSBA, in the fall of 2011, DPS rescinded its administering medication policy and relied on past practices. During the 2013 legislative session, HB 1276 was passed with an effective date of August 1, 2013. This bill allows school districts to establish a program for administering medication to students. There are several exhibits that accompany this policy. Due to the necessity to expedite this policy to be implemented at the start of the school year, administration presented this policy for first reading and final adoption. Board policy BDA-Procedure for Adopting Board Policy provides the Board an option of requesting a waiver of two readings by a 2/3rds majority vote. Two motions are required. President Fehr clarified that the administration is requesting to waive the two meeting requirement. Superintendent Sullivan reported that the District received the model policy on July 24. Ms. Ross inquired if concerns would arise once the policy was approved, could the policy be brought back to the table for review. Superintendent Sullivan responded affirmative. Ms. Ross was not opposed to the expedited process. She recommended the policy be placed on the agenda for review in the future and suggested the January or February School Board Meeting. Ms. Rude moved to utilize an expedited process and further moved to waive the two readings requirement for the addition of board policy ACBD-School Medication Program. Ms. Ross seconded the motion. President Fehr called for discussion. Ms. Rude called for a vote. The motion carried unanimously. Ms. Rude moved to accept for first reading and final adoption the addition of board policy ACBD-School Medication Program, as presented. Ms. Ross seconded the motion. Discussion: Ms. Rude noted that previously the District has worked with the Southwest District Health Unit (SWDHU) to train individuals and inquired which individuals are trained. Superintendent Sullivan noted that the District will continue to have SWDHU staff provide the training. The staff trained in the District are primarily administrators, administrative

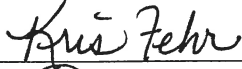
Board Policy Addition – ACBD-School Medication Program, First Reading and Final Adoption (cont.)

assistants, paraprofessionals, teachers and those individuals chosen by the principals. There is not a standard list of individuals at each building. Usually there are 3-4 individuals at each building. Ms. Rude noted within the policy that medication is to be brought by the parents to the school personnel. She inquired what would happen if a student brought vitamins or Tylenol to school and didn't turn it into the school personnel. What will be the appropriate procedure or punishment for not following the procedure? Superintendent Sullivan responded that a variety of things would be taken into consideration, such as the substance, conduct, age of the student, etc. The punishment has to fit the crime. Ms. Rude noted that she carried an epi-pen with her continually. The repercussions of not having it available are severe. Ms. Rude noted that within the exhibits the epi-pen and inhalers would be locked up. Ms. Rude said that was not acceptable. Emergency medications need to be readily accessible. Superintendent Sullivan responded that would be one of the things that would need to have immediate access in order to respond better. President Fehr suggested that parents in those situations need to make sure to visit with the building principal. Ms. Rude inquired on one exhibit pertaining to student self administering of medication. Students would be presented with a pass with an expiration date. Would a five and six year old remember when passes expire and need to be renewed? At what age are they held accountable? Superintendent Sullivan responded that he was not sure that the District can establish an age limit. The Century Code does allow young children to carry their inhalers with them. A first grader cannot be told they cannot take the inhaler with them. Superintendent Sullivan said this is one of those areas the principals will need to assess over the course of the year. Ms. Ross said these policies are a direct result of the State of North Dakota not funding for school nurses. Ms. Rude inquired regarding the exhibit for errors reporting. She shared her concern with the form not following through and explaining what happens after the form is completed so that the incident doesn't happen again. Superintendent Sullivan noted this was a great point. There would be discussion with the staff at SWDHU to have a proper procedure in place. President Fehr inquired if this policy reflects the current process in the buildings. Superintendent Sullivan responded that this policy is more regimented, there are much better procedures for keeping records but it is also more time consuming and more hours spent on providing the same service. Ms. Ross called for the question. The motion carried unanimously.

Board Policy Addition – FCC Restraint or Seclusion, Second Reading and Final Adoption – The NDSBA has recommended the addition of Board Policy FCC-Restraint or Seclusion. A copy of this new policy is available on the website under Supporting Documents. The administrative recommendation was to add the policy. Ms. Ross moved to accept for second reading and final adoption the addition of board policy FCC-Restraint or Seclusion, as presented. Ms. Rude seconded the motion. The motion carried unanimously.

Other – President Fehr inquired when the enrollment numbers would be available on the website. She was curious what grades were seeing the increase. Superintendent Sullivan responded the increase appeared to be across the board. Mr. Reep reported the enrollment numbers would be available at the September School Board Meeting. President Fehr inquired when the District would have the student mobility report available. Mr. Reep stated that the student mobility report will be completed after September 15. President Fehr reminded Board members of the Special School Board Meeting on Tuesday, August 13 at 5:00 p.m.

Adjournment – At 8:04 p.m., Ms. Ross moved to adjourn. Ms. Rude seconded the motion. The motion carried unanimously. The meeting was adjourned at 8:04 p.m.



Kris Fehr, Board President



Vince Reep, Business Manager



Twila Petersen, Secretary

Approved School Board Public Hearing Minutes

Dickinson Public Schools
Public Hearing

August 12, 2013; 6:00 p.m.
Central Office Board Room

The Dickinson Public School Board held a public input hearing on August 12, 2013, at the Central Administration Office. Board members present were: President Kris Fehr, Ms. Leslie Ross and Mrs. Tanya Rude. Board member absent was Vice President Jason Hanson and Dr. Morton Krieg. Administrators present were: Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Mr. Ron Dockter, Dr. Marcus Lewton, Mrs. Susan Cook, Mr. Shawn Leiss, Mrs. Melanie Kathrein, Mrs. Dorothy Martinson, Mr. Guy Fridley, Mr. Jay Hepperle, Dr. Becky Pitkin, and Mr. Henry Mack. Others present were: Mr. Allen W. Ensign, Mrs. Colette Ensign, Mr. Ken Pierce, Mr. Keith Fernsler, Ms. Linda Steve, Ms. Linda Krank, Mr. Paul Heidt, Ms. Jacquelyn Duerre, Mrs. Elizabeth M. Miller, Mr. Ralph Muecke, Mrs. Dennis Morkley, Mr. Leon L. Mallberg, Mr. Jerry Keller, Mr. Todd Dorval, Mr. Dwight Faiman, Mrs. Kathleen VanderBusch, Mr. Russel W. Kinnischtzke, Mrs. Beverly G. Kinnischtzke, Mr. Herbert Urlacher, Mr. Bruce Pier, Mr. George M. Petermann, Mrs. Sandra J. Petermann, Mr. Jerry Goodman, Mrs. Peggy Maeyaert, Mr. LeRoy Jensen, Mrs. Evelyn Jensen, Mrs. Jayayne Sahr, Mr. Tom Sahr, Mr. Richard J. Kessel, Mrs. Georgette Dorval, Mr. Louis Dorval, Mr. David Gresser, Mrs. Paula Loegering, Mrs. Beverly M. Giese, Mrs. Delores Brusseau, Mr. David J. Steinbach, Mr. W.K. Foster, Mr. Robert Maeyaert, Mrs. Twila Petersen, and Miss Katherine Grandstrand from the Dickinson Press.

Call to Order – Board President Kris Fehr called the public input hearing to order at 6:00 p.m. She welcomed all in attendance for the hearing. She said that Mr. Reep will provide some information and then the floor would be opened to the audience for input. Members of the audience will be asked to step up to the podium and state their names when providing input. Since the room was full she asked that individuals refrain from making comments while others are presenting or at the podium speaking. Due to the size of the room it will be difficult to hear the speaker if others are talking.

Property Tax Levy - Assistant Superintendent Reep addressed the audience and provided a handout. The handout clarified some key points within the District. Mr. Reep noted the top point addressed local property taxes. He stated that Dickinson Public Schools is not increasing local property taxes by 21.5%. Mr. Reep said that anyone in the District who had a property assessed valuation increase of 10% or more received a letter from the school district. The school district sent out over 8,700 letters. The city, park district and county will also be required to send out letters to the same individuals. Because the school district has a deadline of August 15 to submit its mill levy request, the school district's letters were the first of the entities to be sent out. As per Senate Bill 2036, the school district was required to use a specific calculation. The calculation came out to 21.5%. For those interested, Mr. Reep offered to share a spreadsheet providing the breakdown of the calculation.

Mr. Reep explained, as per the second bullet on the handout, that the Dickinson Public School District will decrease the number of mills to be levied by an estimated 45.5 mills. He explained the school district is able to cut the mills due to the funding formula. Last year the school district could levy 110, it levied 104.4. Because of House Bill 1013, the school district could levy 67.2.

Property Tax Levy (cont.)

The school district will be levying 60. Any amount that the school district levies will be a reduction in foundation aid payment to the district. Mr. Reep reported the state is buying down the property taxes and replacing it. There will be more dollars generated from the state. It is a tax buy down. Mr. Reep gave an example of a home valued at \$250,000. The 45.5 mill decrease will provide \$511 in property tax relief. However, that does not take into account the taxable valuation increased placed on most homes.

Public Participation - Chair Fehr said the next item was the public participation. She invited the audience to come to the podium and state their name. She noted that according to board policy individuals would need to limit their comments to 3-4 minutes. This would provide an opportunity for all who wished to speak. She reminded the audience to refrain from talking so that the members of the board could hear the speaker.

Mr. Dennis Morkley addressed the board and thanked Mr. Reep for the information. Mr. Mortley inquired regarding the 21% increase. He also asked why the school district could not go back to the legislature and ask them for additional funds. He understood that the school district needed to have money to run the schools. He had heard the district had to hire 30-40 extra teachers. He was curious why the school district didn't ask the legislators for additional funds. Mr. Reep responded that the state is replacing the money. The 21.5% is not an accurate number. He clarified that the 45.5 reduction (in mills) is a subtraction from the property tax payers and the state has taken state money and put it into the foundation aid payment. Mr. Morkley asked if there was enough money to cover the teachers and the buildings. Mr. Reep responded that he felt the monies would be there without raising the taxes. He explained that Bismarck Public levied 220 mills. Dickinson Public is levying 73.76. Last year Bismarck Public levied 221 and Dickinson Public levied 118.

Mr. Charles Tuttle said that there are a lot of school systems in the state. Grand Forks was having the same meeting. He stated that Dickinson received in property tax relief \$2 million. He said that everybody disguises the money in mills. He also stated there is \$3 million in the Common Schools Trust Fund. He explained money needed to go back into the school districts. The constitution gives rights for those to go to the legislature and force it to build the schools. The property tax relief should be passed down.

Mr. Todd Dorval addressed the board members. He asked if the 21.5% was a random number. He explained how he felt the calculation was carried out and asked if the school district paid cash for the new school. Mr. Reep explained in more detail how the calculation reported the 21.5% and how this didn't match up to the true mill levy calculation. Mr. Reep explained the funding for the new school was \$5 million in cash and the other \$6.5 million was from levies. He said the District couldn't do a bond referendum because it was too late and because Measure #2 was on the ballot. Mr. Reep explained if the district would need to build another school it will need to use a bond referendum.

Mr. Leon Mallberg addressed the board. He said he has lived in Dickinson for over 30 years. He said he met with Mr. Reep and they discussed the letter and he does have a better understanding. He explained he owns the UPS building and received an assessment valuation

Public Participation (cont.)

from the city indicating that the value is going to go up again by 111%. He anticipates the taxes on that building to double and be almost \$7,000. He explained his frustration with the increasing values and taxes.

Mr. David Steinbach addressed the Board. Mr. Steinbach said that he has heard from someone that if an individual is willing to do the paperwork there was money available through grants. He inquired if the school district had someone that works on (writing) grants to help relieve some of the burden on the taxes. He said that when the taxes go up he can't go to his boss and ask for a pay raise. He said that if someone is willing to do the paperwork, you can get all the money you want. Superintendent Sullivan responded that he is not aware of what Mr. Steinbach was referring and explained that last year Assistant Superintendent Reep wrote three grant requests to the EIIO (Energy Infrastructure and Impact Office.) All three requests were denied and funding went to other communities for new buildings but not to the Dickinson Public School District. This year Dickinson Public does not even qualify for the grant application. Mr. Steinbach inquired regarding the oil revenue on school lands. Mr. Reep responded that there have been numerous discussions between the school district and members of the legislature asking that the legislature not use that money for other things. If a school district wished to use the funds it must pay higher than market interest rates. Mr. Tuttle explained that the funds in that account can be used for bonding.

Mr. Morkley re-addressed the Board. He said that he wanted to clarify that he felt the school district should be allowed to have funds to pay for education. He stated that with the amount of money that North Dakota is getting from oil there should be some way that the school districts can go to the state and explain there has been an increase in people in the community and the district built another school and the need for funds. The money should come from somewhere else instead of property taxes. President Fehr thanked Mr. Morkley and said that she felt everyone in the room probably agrees with him.

Mrs. Georgette Dorval addressed the Board. She said that the taxes on her property have doubled. She wanted to know how much more the school district is going to assess to her property taxes. Mr. Reep clarified that the school district does not assess taxes to properties. He explained that if someone had a home valued at \$250,000 and the value didn't change they would probably see a decrease of \$511 in their taxes. He was sure that was not the case and that most everyone's home valuation increased.

Mrs. Kathleen VanderBusch addressed the Board. She inquired what the dollar value of every mill levy was right now. Mr. Reep explained the 45.5 mills that Mr. Tuttle was talking about has a value of \$4.9 million. Mr. Tuttle said that a mill is a thousandth of a dollar adding the calculation is \$.001 per mill times the value of the property.

Mr. Jim Deichert addressed the Board. He asked a question directed at mill levies and state funding. Mr. Reep responded that last year the total revenue generated by tax dollars was \$8.3 million. This year this will decrease by \$405,000, however the state funding will increase. Mr. Deichert asked what the increase in revenue will be this year. Mr. Reep responded it is anticipated to be a 3% increase.

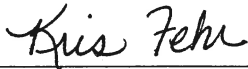
Public Participation (cont.)

Mr. Randy Unruh addressed the Board and audience. He said he has lived in Dickinson for 30 years. His taxes have more than doubled. He inquired if the school district was not getting the increase in tax money, then who was getting the money. He asked the audience to even help answer his question. There was no response.

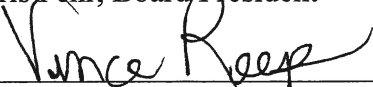
Mr. Ralph Muecke addressed the Board and thought it was a good requirement for there to be a public hearing. He said that everything he has heard tells him that something has to be done with the property tax system. He said it is all confusing.

Chair Fehr asked for further comments or questions. There were none. Board President Fehr thanked everyone for coming. She asked that everyone please sign the sign in sheet that was being passed around. On behalf of the school board she thanked everyone for coming. She noted that it was good to know that people are concerned and interested in education. She reminded individuals to share their thoughts with the legislature. The legislature ultimately decides the formula.


Adjournment – At 6:54 p.m., Ms. Ross moved to adjourn. Mrs. Rude seconded the motion. The motion carried unanimously. The hearing was adjourned at 6:54 p.m.



Kris Fehr, Board President



Vince Reep, Business Manager



Twila Petersen, Secretary

Approved School Board Meeting Minutes

Dickinson Public Schools
Special School Board Meeting

August 13, 2013; 5:00 p.m.
Board Room, Central Office

The Dickinson Public School Board held a special meeting on August 13, 2013, at the Central Administration Office. Board members present were: President Kris Fehr, Vice President Jason Hanson, Mrs. Tanya Rude, Ms. Leslie Ross, and Dr. Morton Krieg. Administrators present were: Superintendent Douglas Sullivan and Assistant Superintendent Vince Reep. Others present were: Mrs. Tylene Walters and Mrs. Twila Petersen.

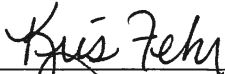
Call to Order - Board President Fehr called the meeting to order at 5:00 p.m. She reported only the items on the agenda would be discussed.

Public Participation - There were no requests for public participation.

Attorney Consultation – Pending Litigation (Executive Session) – President Fehr noted the next item on the agenda was Attorney Consultation regarding Pending Litigation. She stated this item may be discussed in an executive session. Mrs. Rude moved to close the meeting and go into executive session citing North Dakota Century Code 44-109-19-1. Dr. Krieg seconded the motion. Mrs. Rude amended her motion. Mrs. Rude moved to close the meeting and go into executive session for the purpose of attorney consultation regarding pending litigation. Dr. Krieg seconded the amended motion. There was no discussion on the motions. President Fehr noted after the executive session was completed the public will be invited to rejoin the meeting. A roll call vote was taken on the motion; Ross–aye, Rude–aye, Krieg–aye, Hanson–aye, Fehr–aye. The motion carried unanimously. President Fehr noted the executive session would be recorded and limited to the announced topic. Any collective commitment or other final action by the governing body must occur after the meeting reconvenes in an open meeting, unless final action is specifically required by law to be taken during the executive session. President Fehr referred to board policy BCAD-Executive Session, noting individuals designated to be present at the executive session. President Fehr designated Superintendent Sullivan, Assistant Superintendent Reep, Recorder Petersen, Attorney Rachel Bruner-Kaufman, and the School Board members. At 5:07 p.m., the School Board went into executive session for the purpose of attorney consultation pending litigation. The executive session was attended by Board President Kris Fehr, Board Vice President Jason Hanson, Board Member Leslie Ross, Board Member Tanya Rude, Board Member Morton Krieg, Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Recorder Twila Petersen, and Attorney Rachel Bruner-Kaufman via conference call.

The executive session was adjourned at 5:45 p.m. President Fehr invited the public back into the special school board meeting. She noted that the Board discussed the pending litigation with the Board's attorney, Rachel Bruner-Kaufman. President Fehr reported there were no other topics for the special school board meeting. No other topics were discussed.

Adjournment – At 5:46 p.m., Ms. Ross moved to adjourn. Mr. Hanson seconded the motion. The motion carried unanimously. The meeting adjourned at 5:46 p.m.



Kris Fehr, Board President



Vince Reep, Business Manager



Twila Petersen, Secretary

Approved School Board Meeting Minutes

Dickinson Public Schools
Regular Meeting

September 9, 2013; 5:00 p.m.
Board Room, Central Office

The Dickinson Public School Board held a regular meeting on September 9, 2013, at the Central Administration Office. Board members present were: President Kris Fehr, Vice President Jason Hanson, Dr. Morton Krieg, Mrs. Tanya Rude, and Ms. Leslie Ross. Administrators present were: Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Mr. Henry Mack, Mr. Calvin Dean, Mrs. Melanie Kathrein, Dr. Becky Pitkin, Mrs. Susan Cook, Mr. Shawn Leiss, Mr. Jay Hepperle, Mr. Ron Dockter, and Dr. Marcus Lewton. Others present were: Mrs. Twila Petersen and Mr. Dustin Monke from the Dickinson Press.

Call to Order - Board President Fehr called the meeting to order at 5:00 p.m.

Public Participation – There were no requests for public participation.

Additional Agenda Items/Removal of Items from the Consent Agenda – There were no additions or deletions to the consent agenda.

Consent Agenda – Ms. Ross moved to approve the agenda including the consent agenda consisting of the minutes from the August 12 public hearing, the August 12 regular board meeting, the August 13 special board meeting; the bills for September 2013; the financial reports for September 2013; the pledged assets report for September 2013; the personnel reports; the student/staff recognitions; a tuition waiver request for two children of Jeff Devenport; a tuition waiver request for a child of Shirley Binstock; the RACTC report; and to dissolve the open enrollment requests for the children of Jason Schmidt, Teresa Serafin, Michelle Renner, Sharon Jones, Natalie Wicklund, and Finiola Martinez; as presented. Dr. Krieg seconded the motion. The motion carried unanimously.

Superintendent's Report – Superintendent Sullivan reported on the following topics:

- a. **NDSBA School Law Seminar, New Member Seminar and NDSBA Conference** – Available on the website under Supporting Documents are the agendas for the seminars and conference. The seminars are scheduled for Thursday, October 24. The conference is scheduled for Friday and Saturday, October 25 and 26th.
- b. **Enrollment** – Available on the website under Supporting Documents is an enrollment report. Superintendent Sullivan noted that since May 2013 enrollment has increased by 307 students.
- c. **Positive Behavioral Intervention and Support (PBIS)** – School Board members were provided with post cards and “lifesavers” as a demonstration of information provided to staff as part of the safe and civil schools process. Due to legislative action, the District is involved in an bullying prevention program. Part of the program includes training on PBIS. Last year the District conducted three trainings on PBIS. Training is supported by the North Dakota Department of Public Instruction. There is a building leadership team at each building. In addition to the training received during the professional development days in August, the District has two more training sessions scheduled for this year. Mrs. Karen Thompson is the PBIS coach for the school district.
- d. **School Board Workshop** – Following the October 14 and November 12 School Board Meetings, there will be Board workshops. Board members are encouraged to forward topics for the workshops to President Fehr or Superintendent Sullivan.
- e. **September 30** – There will be no school on September 30 as it is designated as a professional development day.

Business Topics

Prairie Rose Elementary School Update – Assistant Superintendent Vince Reep addressed the Board and provided an update on the construction wrap up of Prairie Rose Elementary. He said they continue to work with the architect and contractors to work through the items on the punch list. The sprinkler system has been put in and the grass is beginning to grow. Mr. Reep said the retention pond is a requirement of the City and seems to be working. The City will be controlling the mosquitoes in the retention pond. Mr. Reep reported there will be a public open house at Prairie Rose Elementary on Wednesday, September 25 from 1:00-3:00 p.m. Student ambassadors at Prairie Rose will be giving tours of the school. Mrs. Rude inquired if there were crosswalks and curbs marked at the new school. Mr. Reep responded those are maintained by the City. He said there are some crosswalks and school zone signs up at the new school; however, there are no stop signs to help with the flow of traffic. This has been brought to the attention of the city administrators. This agenda item was informational only. No action was requested.

ACT Test Results 2012 – DHS Principal Ron Dockter addressed the Board. He has available three documents pertaining to ACT scores that are posted on the website under Supporting Documents. The Class A schools ACT test scores are shared information by the principals at the Class A schools. This data is from the seniors that graduated in the spring of 2013. The data shows that 63% of those students are college ready. The tests were administered to the seniors during their junior year. The article in the local newspaper was misleading. The summary of the scores the newspaper used did not include the students in the combinations that took those tests. This spring, 21 students (or 11%) took it with a combination. Traditionally those students score lower. North Dakota is one of few states that require all juniors to take the test. The newspaper article compared students to other states, such as Minnesota. Minnesota does not require all students to take the ACT test. It is not comparing apples to apples. Mrs. Rude inquired regarding figure 3 in the table which indicated a flat line for biology and chemistry. Mr. Dockter explained that the students need to take the science courses in a sequence. Some courses are not available to the DHS students prior to administering the ACT test. For example, physics cannot be taken until the senior year. There was discussion regarding the writing component of the ACT tests. Mr. Dockter explained that many colleges will use their own writing assessment when placing students. President Fehr noted that the Class A school student percentages were low in mathematics, reading and science. Mr. Dockter said that the base test scores in reading were increased. President Fehr noted that only 35% of the students are ready in science which is not acceptable. Mr. Dockter explained the DHS teachers and administrators also share some of those concerns and some changes are being implemented. Mr. Dockter said he has looked at each individual score (196 were tested). Almost 50% of the students scored between 18 and 24, 16% scored between 25-29, and 1% scored between 30-36. There were approximately 70-75 students that qualified for the North Dakota Academic Scholarship which requires a minimum score of 24. He commended the students, parents, teachers, and counselors for this success. President Fehr thanked Mr. Dockter for compiling the information and presenting the material. This agenda item was informational only. No action was requested.

Adequate Yearly Progress (AYP) Update 2013-Program Improvement – Dickinson Public Schools' Program Improvement Plan and each District School Program Improvement Plan have been submitted to the Department of Public Instruction during this past summer. These reports are available on the DPS website home page. Building Administrators, Superintendent Sullivan, Mrs. Dorothy Martinson, and Mrs. Melanie Kathrein prepared the plans. Superintendent Sullivan addressed the Board informing the School Board members that none of the schools or the District satisfied the requirements for Adequate Yearly Progress (AYP) this past year. AYP is a requirement under the No Child Left Behind Act. Failing to meet the requirements will have new implications to the District and schools. Some funds in the Title I

Adequate Yearly Progress (AYP) Update 2013-Program Improvement (cont.)

program will be required to be set aside for supplemental services and also for professional development. Director of Instruction, Melanie Kathrein, addressed the Board. She explained the District is moving towards the common core standards. There have been significant changes at the junior high and senior high schools. The transition to the common core will take some time. It will take approximately 3-4 years to implement all the changes. Mrs. Kathrein explained the NWEA testing is currently administered in the fall. That will change to spring in 2015. President Fehr inquired what would happen if the District did not make AYP this year. Superintendent Sullivan explained that the NCLB was signed in 2002 and was supposed to be reauthorized in 2007. The reauthorization still has not taken place. Educators are lobbying for a different model. If the reauthorization does not take place the District will proceed with the same rules it has now. President Fehr thanked Mrs. Kathrein for the update. This agenda item was informational only. No action was requested.

21st Century Community Learning Centers 21st (CCLC) Grant – Assistant Superintendent Vince Reep reported the District was awarded a CCLC grant in the amount of \$217,400 for year one. Available on the website is a letter from State Superintendent Baesler regarding the grant. Funds from the grant support the Regional After School Program (RASP). President Fehr and Board members congratulated Mr. Reep on submitting the grant proposal and the District receiving funds for the grant. Mr. Reep reported the dollar amount received was a reduction from the original grant submission of \$285,000. There are some changes to the grant including no funding for the summer RASP program and reduced fees for families receiving free or reduced meals. Mr. Reep has discussed the changes with the principals. This agenda item was informational only. No action was required.

Facility Master Planner – Dickinson Public Schools accepted applications for the position of Facility Master Planner. Board representatives on the interview committee were Ms. Leslie Ross and Mr. Jason Hanson. The interview committee interviewed all four applicants that submitted proposals. The Request for Qualifications specifically requested proposals from architectural companies “capable of providing comprehensive building assessments and master planning for the district.” At this time, the school district is not negotiating for the services of an architect for the design and construction of facilities. Those discussions will take place at a future date depending on the results of a school construction bond election. All companies interviewed in person and were well represented and provided good presentations. A list of those interviewed is available on the DPS website. At the conclusion of the interviews it was the sentiments of the interview committee that one company stood above the rest. The DLR Group had experience with bond referendums and their track record indicated a high success rate in bond referendums. Mr. Reep stated the District is not just looking at buildings but also the educational delivery model. President Fehr inquired regarding a timeline. Mr. Reep said a contract would be signed within a week. The Facility Master Planner will be interacting with District staff, stakeholders, and the community. Ms. Ross explained the District was focused on a facility planner at this point in time, not an architect. The sequence of whether the architect would be on board prior to the bond election or after the bond election may be dependent upon the decisions of the planners and focus group. Chair Fehr inquired how the time frame is in alignment with enrollment. Mr. Reep responded that the District has been proactive and prepared with the additions at Lincoln and Jefferson and then the construction of the new school. As far as planning for the future, now is the right time. The Board is to a point where it needs some experienced resources and guidance to develop a plan for the future. Mr. Hanson moved to direct the administration to negotiate and develop a contract with DLR Group and GT Architecture for Facility Master Planner. Dr. Krieg seconded the motion. It was noted the Budget Committee had allocated \$200,000 for the service; however, Assistant Superintendent Reep said it would likely be significantly less

Facility Master Planner (cont.)

because the cost would be negotiated on a per square foot basis. The motion carried unanimously. President Fehr thanked board members for participating. Board members thanked Mrs. Kathrein, Mrs. Cook, and all the staff members who took time from their busy schedules to participate in the interview process.

Department of Public Instruction Certificate of Compliance – Dickinson Public Schools is required to file a report annually with the Department of Public Instruction certifying that all teachers in the District have a valid teaching license and are highly qualified. The report also stipulates that DPS does background checks on certain individuals and follows a review process as outlined in Century Code. A copy of the 2013-2014 Annual Compliance Report is available under Supporting Documents. Once approved by the Board, the report is submitted to DPI. Action was requested. Ms. Ross moved to approve the DPI Annual Compliance Report for the 2013-2014 school year, as presented. Dr. Krieg seconded the motion. The motion carried unanimously.

Approval of the Individuals with Disabilities Education Act (IDEA) VI-B Grant –The North Dakota Department of Public Instruction requires assurances that IDEA will be met and the application for funds has been approved by the Board. A summary of the Title VI B Grant is available under Supporting Documents. Action was requested. Mrs. Rude moved to approve the application for the Individuals with Disabilities Education Act VI-B funds, as presented. Dr. Krieg seconded the motion. President Fehr inquired if there was a reduction in funds for the grant. Mr. Reep responded there was a \$40,000 reduction bringing it down to \$150,000. He noted that services would continue to be provided with funds coming out of the general fund. There was no further discussion on the motion. The motion carried unanimously.

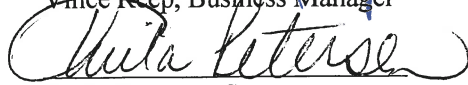
Open Enrollment Applications – There were three open enrollment applications requesting action by the Board. Karen Hale applied for open enrollment for her child to be admitted to Dickinson Public Schools from Hebron Public. Shonnon Cruz applied for open enrollment for her two children to be admitted to the Dickinson Public Schools from Hebron Public. The administrative recommendation was to approve the applications. Action was requested. Ms. Ross moved to approve the open enrollment request for one child of Karen Hale and to approve the request for two children of Shonnon Cruz, as specified in the open enrollment requests, to be admitted to the Dickinson Public Schools under the open enrollment policy. Dr. Krieg seconded the motion. The motion carried unanimously. It was noted these students were enrolled in grades 7-12.

Other – There were no other topics for discussion.

Adjournment – At 6:08 p.m., Mrs. Rude moved to adjourn. Dr. Krieg seconded the motion. The motion carried unanimously. The meeting adjourned at 6:08 p.m.


Kris Fehr, Board President


Vince Reep, Business Manager


Twila Petersen, Secretary

Approved School Board Meeting Minutes

Dickinson Public Schools
Regular Meeting

October 14, 2013; 5:00 p.m.
Board Room, Central Office

The Dickinson Public School Board held a regular meeting on October 14, 2013, at the Central Administration Office. Board members present were: President Kris Fehr, Vice President Jason Hanson, Ms. Leslie Ross, Mrs. Tanya Rude, and Dr. Morton Krieg. Administrators present were: Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Mr. Ron Dockter, Mr. Jay Hepperle, Mr. Guy Fridley, Mr. Calvin Dean, Dr. Marcus Lewton, Dr. Becky Pitkin, Mrs. Susan Cook, Ms. Tamara Praus, Mrs. Melanie Kathrein, Ms. Sherry Libis, Mr. Shawn Leiss, Mrs. Dorothy Martinson, and Mr. Henry Mack. Others present were: Mr. Clarence Hauck, Mr. Brian Gregoire, Mr. Chris Gibbs, Mrs. Twila Petersen, and Miss Katherine Grandstrand from the Dickinson Press.

Call to Order - Board President Fehr called the meeting to order at 5:00 p.m.

Public Participation – There were no requests for public participation.

Additional Agenda Items/Removal of Items from the Consent Agenda – There were no additions or deletions to the consent agenda.

Consent Agenda – Mrs. Rude moved to approve the agenda including the consent agenda consisting of the minutes from the September 9 regular Board meeting; the bills for October 2013; the financial reports for October 2013; the pledged assets report for October 2013; the personnel reports; the student/staff recognitions; a tuition waiver request for a child of D. Ducaz, two children of Melinda Faulhaber, and a child of Ashlee Young, all from Dickinson to Richardton-Taylor; and the RACTC report; as presented. Dr. Krieg seconded the motion. The motion carried unanimously.

Superintendent's Report – Superintendent Sullivan reported on the following topics.

- a. **North Dakota School Boards Association (NDSBA) School Law Seminar/New Member Seminar and NDSBA Convention** – The NDSBA new member seminar and school law seminar are scheduled for Thursday, October 24. The NDSBA convention is scheduled for Friday and Saturday, October 25 and 26th. Available under Supporting Documents is a copy of the seminars and convention schedules.
- b. **October 30** – School will be released at 1:30 p.m. on October 30 for teacher professional development.
- c. **Mission, Vision and Belief Statements** – Available under Supporting Documents are revised mission, vision and belief statements drafted by the School Improvement Leadership Team. Dr. Sullivan stated these statements are for the Board's information at this point. No action is requested. The School Improvement Leadership Team has been working hard to draft the statements along with action plans and strategies. He hopes to bring the statements back to the Board for adoption in the future. President Fehr thanked Board Member Rude for her service on the School Improvement Leadership Team.
- d. **AdvancED Sample Review Team Itinerary** - Available on the website under Supporting Documents is a sample schedule for the visitation team that Dr. Sullivan received this afternoon from AdvancED. He noted two dates where Board member participation is requested. On Monday, November 18 from 10:45-11:45 a.m., the visitation team would like to interview the school Board members. They will interview Board members in pairs. Dr. Sullivan asked that as many Board members as possible be available during this time frame. On Wednesday, November 20, there will be a school Board meeting for the Board members to receive the findings of the visitation. This will be an advertised Board meeting in case there is a quorum. Superintendent Sullivan requested Board members inform Mrs. Petersen of their availability for the interview and Board meeting.

Business Topics

Student Mobility Report – Assistant Superintendent Reep presented information regarding the mobility for students in grades K-12. He has posted several documents on the website under Supporting Documents. The Inward Migration report from last September 14 to this September 12 indicates 616 students moved into the district. The Outward Migration report indicates 462 students have left the district. The 5-year summary report indicates where the students came from and moved to. There were 1,078 students that either came into the district or left last year. That is the highest mobility of record. Dr. Sullivan stated it has a dramatic impact to the teachers, staff, and administrators. It increases the work load for all those involved. There is extra work involved to get the student acclimated to the classroom and environment. It also impacts assessments. A student could be in the classroom on Friday and be gone the next week, sometimes without notification from parents. President Fehr thanked Mr. Reep for providing the reports. This agenda item was informational only. No action was requested.

Superintendent's Formative Evaluation – President Fehr stated that the three areas Superintendent Sullivan will be evaluated will be Recruitment/Retention of Staff (licensed and non-licensed), Financial Management Skills (including development and implementation of budget), and Relationship with Students and Parents. A copy of the superintendent's job description is posted under Supporting Documents. The evaluation process will be the same as last year. Board members were asked to return the evaluation forms to President Fehr by November 22. Board President Fehr reflected Board policy CAAB which states all Board member comments be included in the evaluation summary. The legal deadline for completion of the process is December 15. The Board will review the evaluation at its December 9 Board meeting. This agenda item was informational only. No action was requested.

Facility Master Planning – Board President Fehr welcomed Mr. Christopher Gibbs from the DLR Group to the meeting. Mr. Gibbs addressed the Board and noted these are exciting times for the District. In the beginning, the master planning process will walk the community of Dickinson to a direction for visioning the future. Mr. Gibbs distributed a handout which gave a tentative timeline for the facility master planning process. The process will extend throughout the school year with a wrap up anticipated in April. It is a six step, regenerative process which requires community input, administrative input, and Board input. Mr. Gibbs said DLR Group does not come into a District with preconceived notions. The solution may not be what the District thought it might be originally. The process is a long term vision, possibly as far out as ten years. The solution could possibly have some trigger points with facility implementation dependent upon those trigger points. Mr. Gibbs said that many of the neighboring Districts are struggling with the same types of concerns as DPS. He noted it is important to keep the community involved. The DLR Group will challenge the District and guide the District, but the decision will not be made by the DLR Group. More discussion will follow during the Board workshop following tonight's meeting. This agenda item was informational only. No action was requested.

School Board Workshop - There was a Board workshop following the Board meeting. The agenda for the workshop is available on the website under the agendas link. No decisions were made during the workshop but topics discussed may become future Board meeting agenda items. This agenda item was informational only. No action was requested.

Hockey Agreement - The agreement with the Dickinson Public Schools and Dickinson Youth Activities, Inc. for boys' and girls' hockey was due for renewal. A copy of the renewal agreement is posted under Supporting Documents. Mr. Guy Fridley, district-wide activities director, stated there were no changes to

Hockey Agreement (cont.)

the agreement from last year. Action was requested. Ms. Ross moved to approve the Memorandum of Understanding between the Dickinson Public Schools and Dickinson Youth Activities, Inc./Dickinson Hockey Club for boys' and girls' hockey for the 2013-2014 school year, as presented. Dr. Krieg seconded the motion. The motion carried unanimously.

North Dakota School Board Association Convention

- a. **Delegates** – President Kris Fehr, Mrs. Tanya Rude, and Superintendent Douglas Sullivan will be attending the convention. Superintendent Sullivan will be attending the legal seminar on Thursday, October 24. Mrs. Tanya Rude will be attending the new member seminar on Thursday, October 24. The convention is scheduled for Friday and Saturday, October 25 and 26th. Copies of the agendas for the convention and law seminar are posted under Supporting Documents. Action was requested to designate the delegates. Ms. Ross moved that President Kris Fehr and Mrs. Tanya Rude be named delegates from Dickinson Public Schools for the North Dakota School Board Association Convention. Dr. Krieg seconded the motion. The motion carried unanimously.
- b. **Resolutions** – A copy of the 2013 resolutions are posted under Supporting Documents on the school Board website. A copy of the NDSBA fee structure proposal is also available on the website. There was discussion regarding an NDSBA resolution that provides separate and additional funding to the Regional Education Association. President Fehr asked for Board member feedback. Consensus of the Board members was to deny readopting the resolution. Assistant Superintendent Reep requested discussion regarding the NDSBA proposed fee structure. The proposal would increase the dues from \$3,800 to \$7,000. Mr. Reep recommended Board members research the justification for the fee increase. Some examples may be additional services provided, change in salary schedules, or replenishing funds. Consensus of the Board members was a recommendation for further research regarding the 84% increase in fees and find out if it is reasonable. President Fehr encouraged Board members to attend the conference.

Other – President Fehr reminded Board members there will be a Special School Board Meeting on Monday, October 21 at 12:00 noon.

Adjournment – At 5:45 p.m., Ms. Ross moved to adjourn. Dr. Krieg seconded the motion. The motion carried unanimously. The meeting was adjourned at 5:45 p.m.



Kris Fehr, Board President



Vince Reep, Business Manager



Twila Petersen, Secretary

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Unit 5

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Approved School Board Workshop Minutes

Dickinson Public Schools
Board Workshop

October 14, 2013; After Board Meeting
Board Room, Central Office

The Dickinson Public School Board held a workshop on October 14, 2013, at the Central Administration Office. Board members present were: President Kris Fehr, Vice President Jason Hanson, Ms. Leslie Ross, and Mrs. Tanya Rude. Board member absent was Dr. Morton Krieg. Administrators present were: Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Mr. Ron Dockter, Mr. Jay Hepperle, Mr. Guy Fridley, Mr. Calvin Dean, Dr. Marcus Lewton, Dr. Becky Pitkin, Mrs. Susan Cook, Ms. Tamara Praus, Mrs. Melanie Kathrein, Ms. Sherry Libis, Mr. Shawn Leiss, Mrs. Dorothy Martinson, and Mr. Henry Mack. Others present were: Mr. Brian Gregoire, Mr. Chris Gibbs, and Mrs. Twila Petersen.

Call to Order - Board President Fehr called the workshop to order at 6:10 p.m.

Facility Master Planning

Enrollment Projections – Assistant Superintendent Reep distributed handouts. The handouts included fall 2014 projected enrollment, five year projected enrollment, and comparison enrollment projections. Mr. Reep stated that two years ago at a board workshop there was discussion regarding building a new K-5 school. Today Prairie Rose Elementary is open and is serving 279 students. He said that things move rapidly and enrollment and demographics are moving targets. If the current student enrollment is moved forward to 2014 and add 5% inward migration, there is potential for having an additional 242 students in the school district. Mr. Reep said that the middle school (Hagen Junior High) is running out of space. President Fehr asked if there was data available that showed the largest number of students that have been enrolled at each of the schools. Mr. Reep has information available and noted that when the schools changed to full day kindergarten, that changed the number of students. Next year, Lincoln could see 450 students. That would be a record for Lincoln.

Vision Building/Defining Exercise – Mr. Chris Gibbs from DLR Group and Mr. Brian Gregoire with GT Architecture introduced themselves to the group. Mr. Gibbs said that the facility planning process has taken place in neighboring school districts. He has worked with the Bismarck, Minot, and Wahpeton School Districts. The approach taken is customized for the individual community.

Mr. Gibbs asked each person to be challenged as they worked through the process. There are no preconceived notions. Mr. Gibbs verified that the administrators and board members understood the tentative schedule of the process that was distributed during the school board meeting. This schedule will be updated as time goes along. Mr. Gibbs explained there are six steps to the process. Those steps are planning, assessment, discovery, solutions, refine, and communication.

Mr. Gibbs had the administrators and board members break up into groups and do several different exercises. He also showed a 10-minute video clip “Changing Education Paradigms.” The group discussed the definition of a “classroom” with responses ranging from the traditional brick and mortar, four-wall room to online education and alternative suggestions.

Next Steps in the Master Planning Process - Mr. Gibbs discussed the role of the building leadership team members. Every staff member in the district will be asked to participate in a survey responding with likes and dislikes. The building leadership team members will be asked to prioritize the survey results. The team will then meet with Mr. Gibbs to discuss the surveys. There will also be a visioning exercise with the leadership team to discuss where the district should go educationally. The leadership team members will be representing the staff in the building. Mr. Gibbs emphasized that the staff members and the leadership team members will not make the final decision; however, the District administration and DLR

Facility Master Planning (cont.)


Group will want to have the teams input and want to hear what is going on in those buildings. It needs to be a regenerative process from the building. The surveys could be sent out as early as next week. Mr. Gibbs may possibly return to Dickinson on November 4 to meet with the leadership team.

President Fehr thanked Mr. Gibbs for the presentation and exercises and supporting the district by being available in person for the board meeting and workshop.

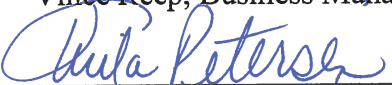
The workshop was adjourned at 7:47 p.m.



Kris Fehr, Board President



Vince Reep, Business Manager



Twila Petersen, Secretary

Approved School Board Meeting Minutes

Dickinson Public Schools
Special School Board Meeting

October 21, 2013; 12:00 p.m.
Central Office Board Room

The Dickinson Public School Board held a special meeting on October 21, 2013, at the Central Administration Office. Board members present were: President Kris Fehr, Vice President Jason Hanson, Mrs. Tanya Rude, and Ms. Leslie Ross. Absent was Dr. Morton Krieg. Administrators present were: Superintendent Douglas Sullivan and Assistant Superintendent Vince Reep. Others present were: Dr. Keith Fernsler and Mrs. Twila Petersen.

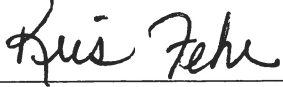
Call to Order - Board President Fehr called the meeting to order at 12:00 p.m. She reported only the items on the agenda would be discussed.

Public Participation - There were no requests for public participation.

Attorney Consultation (Executive Session) – President Fehr noted the next item on the agenda was Attorney Consultation. She stated this item may be discussed in an executive session noting the legal authority for closing this portion of the meeting is North Dakota Century Code sections 44-04-19.1(2). The topic or purpose of this executive session was attorney consultation regarding pending civil litigation. Mrs. Rude moved to close the meeting and go into executive session for the purpose of attorney consultation regarding pending litigation. Ms. Ross seconded the motion. There was no discussion on the motion. A roll call vote was taken on the motion; Rude-aye, Ross-aye, Hanson-aye, Fehr-aye. The motion carried unanimously. President Fehr noted the executive session would be recorded and all members of the governing body were reminded to limit their discussion during the executive session to the announced topic. All collective decision, collective commitment, or other final action by the governing board would occur after the meeting reconvenes to an open meeting, unless final action is allowed by law to be taken during the executive session. President Fehr noted that Board policy BCAD-Executive Session allows certain individuals to be in attendance at the closed meeting and those individuals are the Governing Board members and those individuals deemed necessary to be in attendance as directed by the Board President. President Fehr asked the following to be in attendance: Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Recording Secretary Twila Petersen, and Attorney Rachel Bruner-Kaufman via conference call; in addition to the Board members who were present. President Fehr estimated reconvening the open portion of the meeting in approximately 30 minutes. At 12:04 p.m., the School Board went into executive session for the purpose of attorney consultation pending litigation. The executive session was attended by Board President Kris Fehr, Board Vice President Jason Hanson, Board Member Leslie Ross, Board Member Tanya Rude, Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Recorder Twila Petersen, and Attorney Rachel Bruner-Kaufman via conference call.

At 12:41 p.m., the executive session was adjourned. President Fehr invited the public back into the special school board meeting. She noted the only topic the Board discussed during the executive session was the pending litigation with the Board's attorney, Rachel Bruner-Kaufman. There was a roll call vote taken during the executive session and the roll call vote was Hanson-aye, Rude-aye, Ross-aye, and Fehr-aye. That motion carried unanimously. President Fehr reported there were no other topics for the special school board meeting. No other topics were discussed.

Adjournment – At 12:42 p.m., Ms. Ross moved to adjourn. Mr. Hanson seconded the motion. The motion carried unanimously. The meeting adjourned at 12:42 p.m.



Kris Fehr, Board President



Vince Reep, Business Manager



Twila Petersen, Secretary

Approved School Board Workshop Minutes

Dickinson Public Schools
Board Workshop

November 12, 2013; After Board Meeting
Board Room, Central Office

The Dickinson Public School Board held a workshop on November 12, 2013, at the Central Administration Office. Board members present were: President Kris Fehr, Vice President Jason Hanson, Ms. Leslie Ross, and Mrs. Tanya Rude. Board member absent was Dr. Morton Krieg. Administrators present were: Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Mr. Ron Dockter, Mr. Jay Hepperle, Mr. Guy Fridley, Mr. Calvin Dean, Dr. Marcus Lewton, Dr. Becky Pitkin, Mrs. Susan Cook, Ms. Tamara Praus, Ms. Sherry Libis, Mr. Shawn Leiss, Mrs. Dorothy Martinson, and Mr. Henry Mack. Others present were: Mrs. Twila Petersen.

Board President Fehr called the workshop to order at 6:05 p.m.

Strategic Plan – Superintendent Sullivan distributed draft copies of the strategic plan. He explained over the past 18 months, the School Improvement Leadership Team had put a lot of work and discussion into the document. When Superintendent Sullivan took the position in 2009, the strategic plan was already out of date. The approach for creating the document was done through a hybrid approach. The draft is a work in progress. It will need to be reviewed on an annual basis. The most significant changes noted by Superintendent Sullivan were the belief statements. He gave an example where a previous statement “Parents and guardians of students are responsible for preparing their children to come to school ready to learn and the school is responsible for educating all students.” Due to the change in the school district dynamics, the School Improvement Leadership Team has changed the focus to read “It is the responsibility of the school district to prepare the learners for the 21st century.” The School Improvement Leadership team felt that it is not the responsibility of the district to decide if the parents have prepared their child or children to learn but the district will receive the children without exceptions. Dr. Sullivan requested the school board members review the document and email him with any questions or concerns within the next few weeks. He anticipates the school board’s adoption within the next couple of months. Mrs. Rude said that she felt that the draft plan did not take in all of the stakeholders input, such as parents, students, and business leaders. Dr. Sullivan responded that it did not have specific stakeholder input but it had been discussed with the District-wide PAC members for an opportunity for them to provide some information. Now that there is some assessment survey and data being completed, parent input will be incorporated in the future. Dr. Lewton explained that the information from the perception surveys completed by the students and parents was utilized when some of the sections of the strategic plan were written. Ms. Ross inquired what percentage of the parents and students completed the survey. Dr. Sullivan responded the survey was administered twice within a short time frame due to the low parent participation. Over 90% of the grade 2-6 students completed the survey. Ms. Ross asked how many questions were on the survey. There were comments that the survey was long and redundant. Dr. Sullivan explained that the survey was created by AdvancED and had been tested, to a degree, for validity.

Disadvantaged Students – President Fehr said she had read an article in the American School Board Journal regarding connecting the disadvantaged students to schools. Ms. Libis shared her experience with mentoring of the students. Mr. Dockter explained how students are matched up with a teacher or a counselor. The students that are new to the community seem to be doing okay to a certain degree. It is a whole new culture. There was a discussion regarding resources available and how those resources are not always the solution. Dr. Pitkin said it is important that the students are getting not only their meals covered but the snacks and milk. It is imperative the students are in attendance at school.

At 6:45 p.m., there was a 15 minute break for a meal.

How do we respond when students already know it? –Dr. Pitkin shared her experience with students that have the knowledge for the content and how the students may still be challenged. Ms. Libis shared information regarding a differentiation guide and using the opportunity time to be creative. Mr. Dockter explained different projects being implemented at the high school to provide more student enrichment for life skills, social skills, volunteering and involvement in the community. Other principals shared their experiences including intra-curricular and extra-curricular activities. There was discussion regarding the gifted and talented program which brought further discussion into the definition of gifted and talented. The limitation of facilities and resources was discussed. Superintendent Sullivan said this is one area which the district still has room for growth. Several buildings are doing a variety of things in attempting to challenge the students; there is no uniform response.

Staffing in a Growing School District – Dr. Sullivan distributed a handout with information regarding the enrollment history for DPS in the last 30 years. The highest enrollment in the district was in 1985-86 where 3,271 students were served. After 1986, there was a gradual decline in enrollment. In 2008-2009 the enrollment began to increase. There has been an increase of 724 students in the past five years. This presents challenges to the employees within the district. Not only has the district been hiring additional staff members, it has hired a lot of replacement staff, especially with the large number of retirements. Over the past few years, 100 licensed staff members have been hired. The district has strong hiring practices. Administrators are aware that there will be some specialty areas where the district will be losing teachers. It is estimated 12 new faculty will need to be hired for the next school year. This will be a cost to the district of approximately \$640,000. Assistant Superintendent Reep suggested beginning the hiring process after Christmas and hiring some of the teachers as early as January 2014. The 12 positions do not include retirees. The number of teachers that will be retiring is unknown. The DLR Group will be looking at administrative services. During the upcoming North Dakota Administrators mid-winter conference, Dr. Sullivan and Mr. Reep will be visiting with administrators from West Fargo to ask for some guidance in a growing school district. There was discussion regarding the current kindergarten class being large with many new kindergarteners enrolling since the start of school.

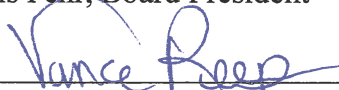
President Fehr inquired if there had been research done that indicates there should be an “X” amount of administrators in a school building for every “X” amount of students. Dr. Sullivan said this was done in Montana but in North Dakota it is left up to the school boards to look at the totality. Dr. Lewton suggested the district review other school districts in the state and look at the class sizes and the number of teachers, counselors, paraprofessionals, etc. Collecting information on teachers and the effectiveness on classroom sizes would be beneficial. Assistant Superintendent Reep suggested keeping in mind the super block schedule, band, physical education, art, etc. when discussing classrooms. Hiring staff early for next school year will be a key aspect to preparing for the future.

President Fehr thanked the administrators for participating and providing current data. The information at the community forum on December 9 will be valuable as the district looks at the future.

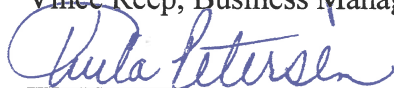
Adjournment - At 7:40 p.m., the workshop was adjourned.



Kris Fehr, Board President



Vince Reep, Business Manager



Twila Petersen, Secretary

Approved School Board Meeting Minutes

Dickinson Public Schools
Regular Meeting

November 12, 2013; 5:00 p.m.
Board Room, Central Office

The Dickinson Public School Board held a regular meeting on November 12, 2013, at the Central Administration Office. Board members present were: President Kris Fehr, Vice President Jason Hanson, Ms. Leslie Ross, Mrs. Tanya Rude, and Dr. Morton Krieg. Administrators present were: Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Mr. Ron Dockter, Mr. Jay Hepperle, Mr. Guy Fridley, Mr. Calvin Dean, Dr. Marcus Lewton, Mrs. Susan Cook, Ms. Tamara Praus, Ms. Sherry Libis, Mr. Shawn Leiss, Mrs. Dorothy Martinson, and Mr. Henry Mack. Others present were: Mr. Larry Sebastian, Mrs. Twila Petersen, and Miss Katherine Grandstrand from the Dickinson Press.

Call to Order - Board President Fehr called the meeting to order at 5:00 p.m.

Public Participation – There were no requests for public participation.

Additional Agenda Items/Removal of Items from the Consent Agenda – There were no additions or deletions to the consent agenda.

Consent Agenda - Mrs. Rude moved to approve the agenda including the consent agenda consisting of the minutes from the October 14 regular board meeting and workshop, the October 21 special board meeting; the bills for November 2013; the financial reports for November 2013; the pledged assets report for November 2013; the personnel reports; the student/staff recognitions; and the RACTC report, as presented. There were no tuition waiver requests. Dr. Krieg seconded the motion. The motion carried unanimously.

Superintendent's Report – Superintendent Sullivan reported on the following topics.

- a. **AdvancED External Review** – On Sunday, November 17, the AdvancED visitation team will arrive. Board members were requested to be present for the Board member interviews scheduled for Monday, November 18 at 10:45 a.m. at the Central Office. There will be an exit report provided by the interview team at a special school board meeting on Wednesday, November 20 at 4:00 p.m. at the Hagen Junior High School cafeteria.
- b. **Community Forum** – The facility master planner, DLR Group, will have the first community forum on Monday, December 9 at 7:00 p.m. at the Prairie Rose Elementary cafeteria.
- c. **American Education Week** – American Education Week is celebrated November 18-22. Several local companies are sending employees to read to students in the classroom. This is a great opportunity to thank all the employees in the District for their hard work and dedication.
- d. **DHS Attendance Improvements** – Superintendent Sullivan commended the students that had perfect attendance for the first quarter at DHS. There were 131 DHS students who had no tardies or absences. This is the highest number of students in recent years. Along with thanking the students, Dr. Sullivan thanked the administrators, teachers and staff for this accomplishment.

Business Topics

Roughrider Area Career and Technical Center (RACTC) Update – Mr. Larry Sebastian, RACTC Director, addressed the board providing an update on RACTC. Within the monthly Director's report posted under Supporting Documents, Mr. Sebastian has included summary report information regarding course offerings, mission and financials. Mr. Sebastian stated this is the sixth year for the

Roughrider Area Career and Technical Center (RACTC) Update (cont.)

RACTC program. It initially started in 2008 with 145 students. In 2013, 396 students are participating in the program. Mr. Sebastian explained some of the courses offered by the program. Funding for the program is broken down 40% / 60%. The fee structure has not changed since 2008. Mr. Sebastian expressed his gratitude for the Dickinson Public Schools staff. There was discussion regarding fees charged to non-member schools. Mr. Sebastian explained there has been an increase in tuition from \$200 to \$250. President Fehr inquired if Mr. Sebastian has seen a change with all the new students coming into the area. Mr. Sebastian responded there has been a significant interest in health careers. There have periodically been late enrollees. President Fehr said she appreciates the monthly newsletters that Director Sebastian provides. She thanked Mr. Sebastian for traveling to Dickinson to attend the meeting and providing an updated report. This agenda item was informational only. No action was requested.

Southwest Community High School (SWCHS) Report – Principal Jay Hepperle from SWCHS addressed the board providing updated information regarding the alternative high school. He distributed a handout listing demographic and credit information for SWCHS. Also available is a report prepared by Mr. Hepperle which is posted on the website under Supporting Documents. Mr. Hepperle thanked the board for providing the facility and education for those students benefiting from the alternative school. This is the 12th year SWCHS has been serving students. He explained that SWCHS may be the alternative decision for students who have dropped out of school previously or are contemplating dropping out of school. The staff at SWCHS provide the support and encouragement to a unique demographic of students. Between the three staff members, up to 20 students are served. The teachers are providing curriculum for 47 different classes. These teachers work very hard as well as being positive role models and mentors for the students. A graduation plan was implemented recently to help the students have a target and stay on a path towards graduation. New to SWCHS is the Response to Intervention program. This helps to serve the needs of the students socially, emotionally, and intellectually. Other topics discussed were classes offered to students that are parents, using technology, and absenteeism goals. President Fehr thanked Mr. Hepperle for his presentation and the material provided. This agenda item was informational only. No action was requested.

School Board Workshop – Following the Board meeting, there was a Board workshop. Available on the website is the agenda for the workshop under the agendas link. No decisions were made during the workshop but topics discussed may become further Board meeting agenda items. This agenda item was informational only. No action was requested.

North Dakota School Boards Association (NDSBA) Convention - Available on the website under Supporting Documents are reports available from Mrs. Fehr, Mrs. Rude, Mrs. Martinson, and Dr. Sullivan for the convention, the legal seminar, and the new member seminar. Mrs. Rude noted that the Governor is requesting that schools try and work in the snow days towards the end of the school year when creating the school calendars. President Fehr reported the general assembly discussed the NDSBA dues increase. The dues increase did pass. This agenda item was informational only. No action was requested.

Scheduling a Special School Board Meeting – The AdvancED visitation team will be in the District November 18-20. At 4:00 p.m. on Wednesday, November 20, the review team will be presenting an

Scheduling a Special School Board Meeting (cont.)

exit report. All administrators and school board members were encouraged to attend. Due to a possible Board quorum, this meeting will be posted as a public meeting. The public will also be invited to attend. Administrative recommendation was to hold the meeting at Hagen Junior High. Action was requested. Mrs. Rude moved to schedule a special school board meeting on Wednesday, November 20 at 4:00 p.m. at Hagen Junior High for the AdvancED verbal report. Dr. Krieg seconded the motion. The motion carried unanimously.

Girls' Fastpitch Softball Cooperative Agreement - The Killdeer Public School District has requested a girls' fastpitch softball cooperative agreement with DPS. The proposed agreement is posted on the website under Supporting Documents. Administrative recommendation was to approve the agreement. Mr. Fridley addressed the board stating there are one or two Killdeer students interested in the softball program. Mr. Hanson moved to approve the extracurricular cooperative agreement with Killdeer Public School District for girls' fastpitch softball for the 2013-2014 school year. Dr. Krieg seconded the motion. The motion carried unanimously.

Request Approval of the Dunn County GPT Infrastructure Grant Application – Assistant Superintendent Reep addressed the Board explaining the grant application to the Dunn County Commissioners to help defray the costs for increases in transportation. A copy of the grant application is posted under Supporting Documents. The amount requested is \$89,880. Action was requested to approve the submittal of the grant. Ms. Ross moved to approve the grant application to the Dunn County Commissioners for the Dunn County GPT Infra-structure Grant in the amount of \$89,880 for the purchase of a bus and for additional transportation costs incurred by the District, as presented. Dr. Krieg seconded the motion. The motion carried unanimously.

Request Approval of the Stark County GPT Infrastructure Grant Application – Assistant Superintendent Reep addressed the Board and explained the justification for the grant application to the Stark County Commissioners to help defray the costs for the purchase of a bus and the increased transportation fees incurred by the District. A copy of the grant application is posted under Supporting Documents and for consideration by the Board. The amount requested is \$89,880. Action was requested to approve the submittal of the grant. Mrs. Rude moved to approve the grant application to the Stark County Commissioners for the Stark County GPT Infrastructure Grant in the amount of \$89,880 for the purchase of a bus and for additional transportation costs incurred by the District, as presented. Dr. Krieg seconded the motion. The motion carried unanimously.

Other – President Fehr reminded board members of the upcoming play at Dickinson High School and encouraged them to attend.


Adjournment – At 6:00 p.m., Ms. Ross moved to adjourn. Dr. Krieg seconded the motion. The motion carried unanimously. The meeting adjourned at 6:00 p.m.



Kris Fehr, Board President



Vince Reep, Business Manager



Twila Petersen, Secretary

Approved School Board Meeting Minutes

Dickinson Public Schools
Regular Meeting

December 9, 2013; 5:00 p.m.
Board Room, Central Office

The Dickinson Public School Board held a regular meeting on December 9, 2013, at the Central Administration Office. Board members present were: President Kris Fehr, Vice President Jason Hanson, Ms. Leslie Ross, Mrs. Tanya Rude, and Dr. Morton Krieg. Administrators present were: Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Mrs. Dorothy Martinson, Mrs. Susan Cook, Ms. Sherry Libis, Mr. Jay Hepperle, Dr. Becky Pitkin, Mr. Henry Mack, Dr. Marcus Lewton, and Mrs. Melanie Kathrein. Others present were: Ms. Lee Mehrer, Mrs. Twila Petersen, and Miss Katherine Grandstrand from the Dickinson Press.

Call to Order - Board President Fehr called the meeting to order at 5:00 p.m.

Public Participation – There were no requests for public participation.

Additional Agenda Items/Removal of Items from the Consent Agenda – There were no additions or deletions to the consent agenda.

Consent Agenda - Mrs. Rude moved to approve the agenda including the consent agenda consisting of the minutes from the November 12 regular board meeting and board workshop; the bills for December 2013 the financial reports for December 2013; the pledged assets report for December 2013; the personnel reports; the student/staff recognition; a tuition waiver request for a child of Nichole Morel from Dickinson to South Heart, and a tuition waiver request for a child of Amber Hellickson from South Heart to Dickinson, as presented. Dr. Krieg seconded the motion. The motion carried unanimously. Mr. Hanson reported the December RACTC meeting had been cancelled, therefore there was no report.

Superintendent's Report – Superintendent Sullivan reported on the following topics.

- a. **Budget Committee** – The Budget Committee met on November 25. Dr. Sullivan summarized the topics discussed at that meeting. Topics discussed were the possibility of the school district purchasing some land for building a school; the food services dietician hours and making sure the menus are properly designed; and the 2014-2015 budget, including revenue, expenditures, and staffing projections.
- b. **AdvancED Exit Report** – Available on the website under Supporting Documents is portions of the AdvancED Exit Report. This has been posted since some school board members were unable to attend the exit report meeting. Superintendent Sullivan noted page six included powerful practices. Page eight of the report lists some recommended required actions that the school district will need to address. One action requires stakeholder input in district-wide committees. Board representative for participation on the evaluation committee was requested. Superintendent Sullivan commented that he was overall pleased with the report. He thanked the administrators and the School Improvement Leadership Team members for their hard work in preparing for the visitation. President Fehr inquired if there would be a follow up report. Superintendent Sullivan stated that a full report would be sent to the district in approximately 6-8 weeks. Ms. Ross inquired if there was a comparison of Dickinson Public Schools (DPS) to other similar districts. The lead evaluator did visit with Superintendent Sullivan and Assistant Superintendent Reep regarding the demographics of the school district including the inward and outward migration student mobility and the lead evaluator said she sees these levels in the inner city schools. She said that DPS is not suppose to be as good as it is in dealing with the demographic challenges. Mrs. Rude commended the staff and administrators for their work in

Superintendent's Report (cont.)

getting ready for the review. She asked if anyone knew why the low rating in technology showed up on the exit report. Dr. Sullivan responded that he has some speculation and is trying to get more facts. There may be more details in the final report. President Fehr said that a comment was made about the technology working satisfactorily. She requested more information be researched on this comment to find out if this was targeted towards technology in the classroom. President Fehr noted there was a requirement to adopt an evaluation tool for all certified staff. She explained there had been lengthy discussions during the teacher negotiations regarding this topic. It would be beneficial if these discussions could be outside of negotiations.

- c. Department of Public Instruction (DPI) Child Nutrition Review – Available on the website under Supporting Documents is a letter from DPI with a response to the recent review of the district's child nutrition program. The letter commends staff for the accurate record keeping and food services operations in the schools. The district's lunch program was reviewed for proper handling and assessment. The menus were reviewed for the necessary components to validate the state requirements. Dr. Sullivan commended and thanked Assistant Superintendent Reep and all the staff for the remarkable work on this program. Assistant Superintendent Reep also thanked the staff. He also noted that the dietician for the district plays an important role in making sure the components for the state and federal requirements are followed. There was discussion regarding a possible salad bar at the high school. Mr. Reep noted that available space in the DHS lunch room is a concern and the additional costs associated with salad bars.
- d. State Mandated Planning – Superintendent Sullivan has available under Supporting Documents information regarding the state mandated planning which is required to be completed before June 30, 2014. The plan includes the effects of the demographics in the district. He has visited with President Fehr and they suggest utilizing the long range facilitator, DLR Group, to assist with the planning. The board felt this would be appropriate.
- e. Strategic Plan – During the board workshop in November, Superintendent Sullivan distributed a draft strategic plan. In the past few weeks, there have been some requests for clarification in how the plan was developed. Dr. Sullivan distributed a handout which explained how the plan was drafted and provided information regarding the goals. The handout also explained how the technology plan was incorporated into the strategic plan, the required parent survey response rate from the parent survey early 2014, and the stakeholder involvement. President Fehr asked the board members if they had a time frame in mind for review and adoption of the strategic plan. Ms. Ross recommended receiving feedback from the DLR Group after the public input meeting tonight. This may give some background for short term and long range planning. Ms. Ross suggested incorporating all the district's components, including the AdvancED exit report, into the strategic plan with a recommended date of January. Feedback from the DLR Group would be a work in progress.

Business Topics

Audit Report – Due to the inclement weather, Mr. James Wosepka, the school district's auditor, was unable to attend the board meeting. A copy of Mr. Wosepka's report was mailed to the Board members prior to the meeting for their review. Assistant Superintendent Reep explained the auditor's summary at the back of the report indicated no deficiencies and no findings. President Fehr inquired where the district was in the cycle. Mr. Reep responded that the district received bids a few years ago.

Audit Report (cont.)

This audit is the last year from that bid. Mr. Reep requested and received a letter of engagement from Wospeka CPA. Mr. Wospeka's rates were reasonable and he has been secured by the district for an additional three years. The administrative recommendation was for the Board to take action to accept the report. Action was requested. Ms. Ross moved to approve the annual audit report for the year ending June 30, 2013. Dr. Krieg seconded the motion. The motion carried unanimously.

Amend 2013-2014 Capital Projects Fund Budget - Assistant Superintendent Reep addressed the Board. He provided information regarding the status of the Capital Projects Expenditure Budget. This budget should be amended due to the delayed completion of the construction of Prairie Rose Elementary. Construction was not completed until August. Mr. Reep explained the few items remaining on the punch list. There is approximately \$600,000 being retained until the district is satisfactory with some concerns. Many of the contractor's bills were rolled over to the 2013-2014 year. Administrative recommendation was to amend the capital projects fund budget for the expenditures for the 2013-2014 school year. Action was requested. Ms. Ross moved to approve the amended budget of the Capital Projects Fund Budget for the 2013-2014 school year and increase the Capital Project Expenditure budget from \$2,513,000 to \$3,738,000. Dr. Krieg seconded the motion. The motion carried unanimously.

Superintendent Evaluation - The three areas evaluated from the superintendent's job description were: Recruitment/Retention of Staff (licensed and non-licensed), Financial Management Skills (including development and implementation of budget), and Relationship with Students and Parents. Board members were to rate the superintendent either satisfactory or unsatisfactory. Available on the website under Supporting Documents is a summary of the evaluations submitted. President Fehr noted that all five board members submitted evaluations and Superintendent Sullivan received satisfactory marks in all areas. President Fehr met with Superintendent Sullivan and reviewed the evaluation summary prior to the board meeting. She read a portion of the responses from each of the three areas. The board member responses along with the compilation of the comments will be placed in Dr. Sullivan's personnel file. President Fehr thanked Dr. Sullivan and encouraged him to continue to bring issues to the school board and continue the path for forecasting the future of the district. Dr. Sullivan thanked the board for the opportunity. He extended his appreciation for the people he works with and noted the great quality of faculty, staff, and administrators. Action was requested. Mrs. Rude moved to approve the superintendent's evaluation, as presented. Dr. Krieg seconded the motion. The motion carried unanimously. President Fehr thanked the board members for participating in the evaluation process.

Open Enrollment Applications – Amanda Orozco had applied for open enrollment for her four children to be admitted to the Dickinson Public School District from South Heart School District. They had recently moved and therefore the deadline waiver applied. The administrative recommendation was to approve the applications. Action was required. Ms. Ross moved to approve the requests for the four children of Amanda Orozco to be admitted to the Dickinson Public School District under the open enrollment policy. Dr. Krieg seconded the motion. The motion carried unanimously.

School Facility Discussion – Available on the website under Supporting Documents is a spreadsheet document pertaining to classroom sizes. The spreadsheet lists December 2013 enrollment and projected 2014 enrollment with 5% roll forward. The spreadsheet also indicates how these student

School Facility Discussion (cont.)

enrollments would utilize the rooms available in the schools. Dr. Sullivan explained the September 2013 enrollment report showed 3,175 students with 285 students enrolled in kindergarten. The December 2013 enrollment report lists the enrollment of the school district at 3,221. Superintendent Sullivan notes this represents an increase of 46 students or 1.5% since the September report was prepared. This is the highest enrollment in the school district since 1985-1986 school year when the enrollment was 3,271. The December enrollment report also lists the kindergarten enrollment as 309 or an increase of 24 students from the September report. Since the beginning of the school year, the kindergarten enrollment has increased by 8.6%. The net increase of students since the start of the school year is 46, this includes those children that have transferred out. The board recommended classroom size for kindergarten and first grade students is 20. Currently there are 13 sections of kindergarten students with an average of 24 in the classroom. There are 14 sections of first grade with an average classroom size of 21. At the November 25 Budget Committee meeting enrollment numbers were shared with the committee. Since that meeting additional students have enrolled. The numbers on November 25 were not as profound as they are at this time. Assistant Superintendent Reep explained there would be classroom space available next fall but it will create some additional challenges for specialists. He anticipates Hagen Junior High will need some classroom space at Berg Elementary. He is projecting 512 students at Hagen Junior High next fall and 860-900 at Dickinson High School. Dr. Sullivan added that the administrators know what has been happening with the enrollment and how it affects the school. Administrators did what they could in terms of hiring two additional teachers at the start of the school year. There has been a suggestion to hire a teacher during the semester time. Dr. Sullivan shared his past experience with hiring at semester time and how this was detrimental to the students. President Fehr noted she is not comfortable with 24 students in a kindergarten classroom and understands the administrators are doing what they can. She commended the teachers and aides in the classroom. President Fehr inquired regarding the 2015-2016 school year and projections. Dr. Sullivan said there have been some discussions but not as in depth as the 2014-2015 school year. He hopes the faculty and board understand the work being done by the DLR Group will help the district better prepare for the future. Mr. Reep added the process with the facility master planner needs to run its course. President Fehr thanked the administrators for the valuable information. This agenda item was informational only. No action was required.


Other – Mrs. Rude inquired when the broken window would be replaced at Southwest Community High School. Mr. Reep responded that the window and entire frame needed to be ordered. Hopefully it will be replaced over the Christmas break. Mrs. Rude inquired if the driver of the vehicle that crashed into the building had been found. Mr. Reep responded that it is up to the police to find the driver and the district has not received more information from the police at this point.

President Fehr thanked the teachers and administrators at the schools for letting her and other community members come into the schools during American Education Week as guest readers. She enjoyed the experience.

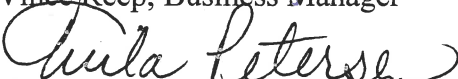
Adjournment – At 6:12 p.m. Mr. Hanson moved to adjourn. Dr. Krieg seconded the motion. The motion carried unanimously. The meeting adjourned at 6:12 p.m.



Kris Fehr, Board President



Vince Reep, Business Manager



Twila Petersen, Secretary