

Approved School Board Meeting Minutes

Dickinson Public Schools
Regular Meeting

January 11, 2016; 5:00 p.m.
Board Room, Central Office

The Dickinson Public School Board held a regular meeting on January 11, 2016, at the Central Administration Office. Board members present were: President Sarah Ricks, Vice President Kris Fehr, Mrs. Leslie Ross, and Mrs. Tanya Rude. Administrators present were: Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Mrs. Melanie Kathrein, Mrs. Kristy Goodall, Mr. Ron Dockter, Mr. Henry Mack, Mrs. Susan Cook, Mr. Shawn Leiss, Dr. Marcus Lewton, Mr. Jay Hepperle, Mrs. Dorothy Martinson, and Ms. Sherry Libis. Others present were: Mr. Darin Knapp, Mr. Colby Robinson, Mrs. Margaret Olheiser, Mr. Keith Fernsler, Mr. Lyle Smith, Mrs. Danita Rummel, Ms. Jarris Bergherr, Mrs. Fern Pokorny, Mrs. Twila Petersen and Mr. Andrew Haffner from the Dickinson Press.

Call to Order - Board President Ricks 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 additions or deletions to the agenda.

Consent Agenda – Mrs. Fehr moved to approve the agenda including the consent agenda consisting of the minutes from the December 14 regular board meeting; the bills for January 2016; the financial reports for January 2016; the pledged assets report for January 2016; the personnel reports; the student/staff recognitions; a tuition waiver request for a child of JoAnn Haverluk from Dickinson to South Heart, a waiver request for two children of Jessica Cruz from Dickinson to Belfield; and the RACTC report, as presented. Mrs. Ross seconded the motion. Assuming a roll call vote the motion carried unanimously.

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

- a. **Student Immunizations** – Superintendent Sullivan stated that a letter was sent out to approximately 150 parents regarding the immunization status of their children. The letter indicated that if the immunizations are not up to date, in the process of being updated, or if a waiver form has not been completed, effective February 8 the child will be asked to remain at home. Dr. Sullivan visited with Cabinet members today and there has been some progress in parents updating the immunizations; however, there are still a significant number that need to take action. Administrators and staff will continue to try to communicate with parents the urgency of this being remedied.
- b. **Harlow's Bus Contract** – Superintendent Sullivan said there was a meeting last week to negotiate a busing contract with Harlow's which is in its final year of a five year agreement. This topic will be discussed with the Budget Committee in the near future.
- c. **NDSBA Negotiations Seminar** – Dr. Sullivan encouraged Board members to consider attending the negotiations seminar held February 11-12th in Bismarck and notify Mrs. Petersen as soon as possible if they plan to attend.
- d. **U.S. Citizenship Test** – Superintendent Sullivan requested DHS Principal Ron Dockter to address the Board and provide information regarding a requirement for students to take and pass the U.S. citizenship test. Students in North Dakota must pass this test as part of new legislation regarding graduation requirements. Mr. Dockter stated the citizenship test has been administered to 230 juniors during their U.S. History course, which is a required course for juniors. Students must obtain a score of 60% or better to pass the exam. Teachers at DHS have a goal of 70% to pass.

Superintendent's Report (cont.)

Approximately 90-100 students have passed at 60% or better. Students that have not passed the test have unlimited opportunities to retake the test. Test retakes only focus on the areas the students did not provide a correct answer. The DHS social studies department uses Mastery Manager which reveals the areas most of the students gave incorrect answers to identify areas that need additional studying. Principal Dockter explained a challenge occurs when new students start at semester time and sometimes they are transferring from a foreign country. Mrs. Fehr inquired if the same test is given all over the state. Mr. Dockter responded that the same test is given but it could be in a different format. Board members thanked Mr. Dockter for the information he shared.

Business Topics

New Middle School Construction Update – Mr. Colby Robinson and Mr. Darin Knapp, representatives from Mortenson Construction, were in attendance at the meeting. They presented a PowerPoint and addressed the Board providing updated information regarding the construction of the new middle school. The PowerPoint provided a timeline for areas completed. In October 2015 the concrete work was done, November 2015 the foundation walls were completed, December 2015 the mockup of the prefabricated wall was provided, January 2016 the steel will be set with some of the bays completed, the beginning of February the first precast will arrive so that it can begin being set the middle of March through the end of May. The interior rough in will start in April, the roof will start the beginning of May and continue throughout most of the summer. Windows will be installed beginning in June through September. The target date to have the new middle school water tight and enclosed is September 2016. Work on the interior will begin once the exterior is water tight and continue until the completion of the project. Site paving will also be done in 2016. The goal is to have the site paved before it freezes fall of 2016. Outside work will resume in 2017 when the landscaping and striping will be completed. Board members thanked the Mortenson Construction representatives for the updated information. Dr. Sullivan noted that these representatives will be making periodic updates to the Board so that the Board is aware of the progress on the project. There was discussion regarding the 20 acre tract purchased by the city. The city's plan is for the 29th avenue project to provide a second access to the site. Kadrmas, Lee, and Jackson will coordinate with Mortenson Construction for that project. It is possible all the striping and signage may not be completed before July 1, 2017, which is the target date for DPS to take possession. Dr. Sullivan noted that 29th avenue will provide the school with two access points, from the west and from the east. This is crucial for smoother traffic flow. Dr. Sullivan thanked the city administrators and staff for all the help and cooperation on this project. The school district sincerely appreciates everything they have done. There have been numerous meetings with city administrators and it has been a great working relationship. This agenda item was informational only. No action was requested.

Resolution Providing for Sale of \$20,135,000 General Obligation Building Fund Bonds – The administration requested the Board members consider a resolution authorizing the District to sell fund bonds in the amount of \$20,135,000. Action was requested. Mrs. Rude moved to approve the resolution providing for the sale of \$20,135,000 in general obligation building fund bonds, series 2016. Mrs. Ross seconded the motion. Discussion: Mrs. Rude asked Assistant Superintendent Reep to explain the resolution. Mr. Reep responded \$20,135,000 would be the final amount voters authorized to provide \$65 million in bonds. The reason for the odd amount was because the first sale completed in December was for \$9,865,000. Mr. Reep noted that the school district has applied for a school construction loan. The school construction loan would guarantee a 2% interest rate which would be a savings of over \$1 million in interest if the district would have received the funds in bonds instead of the construction loan. Mr.

Resolution Providing for Sale of \$20,135,000 General Obligation Building Fund Bonds (cont.)

Reep estimated this bond sale to be at 2.89%. A roll call vote was taken on the motion: ayes-Ross, Fehr, Rude, Ricks; nays-none. The motion carried unanimously.

Resolution Authorizing the Participation in the School District Bonds Credit Enhancement

Program – Posted on the website under Supporting Documents is a Resolution Providing for Participation in the School Bond Credit Enhancement Program. Assistant Superintendent Reep addressed the Board. He said the resolution is similar to what the board did in June 2015. The credit enhancement program provides some backing that if the district would default on its payment, the state would take foundation aid away from the school district. This provides some reassurance to those buying the bonds that there is some backing from the State of North Dakota. Administrative recommendation was to participate in the school bond credit enhancement program. Action was required. Mrs. Ross moved to approve the resolution providing for participation in the School Bond Credit Enhancement Program, as presented. Mrs. Rude seconded the motion. A roll call vote was taken on the motion: ayes-Fehr, Rude, Ross, Ricks; nays-none. The motion carried unanimously.

School Board Vacancy – Recently Mr. Jason Hanson submitted his resignation from the Dickinson Public Schools Board. Board policy BBC-Method of Filling a Board Vacancy, Board regulation BBC-BR Procedure for Selecting Appointee, Application for Board Position, and Administrative Regulation BEA-Board Member Responsibilities and Expectations are posted on the website under Supporting Documents. Action was requested to declare the board vacancy. Mrs. Fehr asked for clarification regarding the term of filling the vacancy. President Ricks responded the individual filling the position would be seated until the election in June 2016. Due to the resignation of Mr. Jason Hanson, Mrs. Fehr moved to declare there was a vacancy on the School Board. She further moved all applications for the Board vacancy must be submitted no later than 4:00 p.m. on February 4. Mrs. Ross seconded the motion. Discussion: Mrs. Fehr asked what was required if an individual is interested in applying for the board vacancy. Mrs. Ricks responded there are application packets available at the Central Office. The packets include an application and information about what it means to be a board member. The application needs to be signed and returned to Mr. Reep. All applications will be considered at the February Board meeting. A roll call vote was taken on the motion: ayes-Rude, Fehr, Ross, Ricks; nays-none. The motion carried unanimously.

Committee Assignments – Due to the departure of Mr. Hanson action was requested by the Board to reappoint representatives on Teacher Negotiations and the Stark County Job Authority. Mrs. Fehr moved to designate Sarah Ricks as a primary school board representative on the Teacher Negotiations and also moved to appoint Leslie Ross to represent the School Board on the Stark County Job Authority. Mrs. Rude seconded the motion. A roll call vote was taken on the motion: ayes-Ross, Fehr, Rude, Ricks; nays-none. The motion carried unanimously.

Early Resignation Incentive Application – Mrs. Susan Miller has submitted her resignation before the deadline to receive the early resignation incentive. She has four years of service with the District as a mathematics instructor at Hagen Junior High. Assistant Superintendent Reep has verified her eligibility. The administrative recommendation was to approve the early resignation incentive application. Action was requested. Mrs. Ross moved to approve the early resignation incentive application from Susan Miller with an effective date of May 27, 2016. Mrs. Rude seconded the motion. Assuming a roll call vote the motion carried unanimously.

Open Enrollment Applications – Alysia Bechtold applied for open enrollment for her child to be admitted from the Richardton-Taylor Public School District to Dickinson Public. Brian Woehl applied for open enrollment for his step-child to be admitted from Richardton-Taylor Public to Dickinson Public. Administrative recommendation was to approve the two open enrollment applications. Mrs. Ross moved to approve the request for a child of Alysia Bechtold and the request for a step-child of Brian Woehl to be admitted to the Dickinson Public Schools as per the open enrollment requests. Mrs. Fehr seconded the motion. Discussion: Mrs. Fehr inquired if open enrollment is still closed for some grades. Superintendent Sullivan responded that at this point there is no change; open enrollment is closed for kindergarten and grades 1, 2, 4, and 11. The enrollment still fluctuates on a daily basis. He assured the Board that he and Assistant Superintendent Reep continually monitor the student enrollment. Assuming a roll call vote the motion carried unanimously.

Other – Mrs. Ross noted the DPS Foundation is reviewing \$72,000 in grant applications. A decision will be made at the Foundation’s January 21 meeting to award the grant funds. The DPS Foundation Mystery Dinner Theater will be held February 4, 5th and 6th. Tickets go on sale January 22 and the performances usually sell out very quickly.

Adjournment – At 5:37 p.m. Mrs. Ross moved to adjourn. Mrs. Rude seconded the motion. Assuming a roll call vote the motion carried unanimously. The meeting adjourned at 5:37 p.m.



Sarah Ricks, Board President



Vince Reep, Business Manager



Twila Petersen, Secretary

Approved School Board Meeting Minutes

Dickinson Public Schools
Regular Meeting

February 8, 2016; 5:00 p.m.
Board Room, Central Office

The Dickinson Public School Board held a regular meeting on February 8, 2016, at the Central Administration Office. Board members present were: President Sarah Ricks, Vice President Kris Fehr, Mrs. Leslie Ross, and Mrs. Tanya Rude. Administrators present were: Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Mrs. Melanie Kathrein, Mrs. Kristy Goodall, Mr. Ron Dockter, Mr. Shawn Leiss, Dr. Marcus Lewton, Mr. Jay Hepperle, and Mrs. Dorothy Martinson. Others present were: Mr. Brenten Seaks, Ms. Kelsey Kuylen, Mrs. Lindsey Southiseng, Mr. Guy Fridley, Ms. Karla Haugen, Ms. Christina Ridl, Mrs. Margaret Olheiser, Mr. Keith Fernsler, Mr. Lyle Smith, Ms. Jarris Bergherr, Mrs. Danita Rummel, and Mr. Andrew Haffner from the Dickinson Press.

Call to Order – President Ricks called the meeting to order at 5:00 pm.

Public Participation – There were no requests for public participation.

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

Consent Agenda - Mrs. Fehr moved to approve the agenda including the consent agenda consisting of the minutes from the January 11 regular board meeting; the bills for February 2016; the financial reports for February 2016; the pledged assets report for February 2016; the personnel reports; the student/staff recognitions; and the RACTC report, as presented. Mrs. Rude seconded the motion. Assuming a roll call vote the motion carried unanimously.

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

- a. **Student Immunizations** – Superintendent Sullivan reported there was positive news on the immunization status of the Dickinson Public Schools students. At the time of the Board meeting, there were approximately six students who were not in compliance with the North Dakota immunization law. Dr. Sullivan stated he wanted to publicly commend the building administrators and their assistants for working extremely hard over the past four weeks and he also wanted to express appreciation to the Southwest District Health Unit for their assistance.
- b. **Kindergarten Enrollment** – Superintendent Sullivan stated last week's kindergarten enrollment numbers were less aggressive than anticipated. Assistant Superintendent Reep is projecting a kindergarten class of 312 students. This number will continue to change until the beginning of school next fall.
- c. **Mental Health Training** – Superintendent Sullivan asked Mrs. Melanie Kathrein to give an update on legislative requirements for suicide prevention training and mental health training and detail the training provided at the professional development in-service in January. Mrs. Kathrein reported that the state is requiring eight hours of youth mental health training every two years. The purpose of this training is to develop an understanding of the problems and impact of youth mental health disorders and to provide staff with a knowledge of the symptoms and the stigmas associated with mental health disorders. The training is also meant to build an awareness of referral resources and appropriate interventions. The Department of Public Instruction also requires an additional two hours every year of suicide prevention training for instructors in grades 7–12. Mrs. Kathrein gave details about the mental health first aid training held during the professional development in-service day in January. Mrs. Kathrein stated the mental health training and suicide prevention training will be an ongoing effort and they are in the process of developing ideas for tracking the hours, the type of training, and the staff attendance. Mrs. Kathrein clarified that the some of the suicide training

Superintendent's Report (cont.)

hours could be considered part of the youth mental health training hours. Mrs. Fehr inquired regarding how the professional development would be scheduled, if the district would need to use approximately 1.5 to 2 days of the time currently set aside by the district for professional development, and the process to implement the required sessions.

Business Topics

Bond Sale – Mr. Reep reported that on February 8, 2016, at 10:00 a.m. (MT) a bid for the sale of the General Obligation School Building Bonds, Series 2016 was held. There were six bids submitted and the low bid received from Robert W. Baird and Co., Inc. at 2.48%. Mr. Reep stated that the administration feels this is an extremely favorable rate and recommended the Board approve the bond sale. Mrs. Rude made a motion to approve the Resolution Authorizing Issuance and Sale of \$20,135,000 General Obligation School Building Bonds, Series 2016. Mrs. Ross seconded the motion. A roll call vote was taken on the motion: ayes–Fehr, Rude, Ross, Ricks; nays–none. The motion carried unanimously. A copy of the bond resolution is available on the website under Supporting Documents.

School Board Vacancy – Four applications were received for the open school board member position. The applications are available on the website under Supporting Documents. Applicants Brenten Seaks, Lindsey Southiseng and Kelsey Kuylen were invited to introduce themselves and answer questions from the board. Applicant Kimberly Schwartz was unable to attend the meeting but sent a statement which was read by Board President Ricks. 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. Ballots with the four candidates' names were distributed and board members were asked to circle three names. The ballots were collected and Board President Ricks read the results and the votes were tallied. The ballot results were Brenten Seaks (4 votes), Lindsey Southiseng (4 votes), Kimberly Schwartz (0 votes) and Kelsey Kuylen (4 votes). New ballots were distributed with Brenten Seaks, Lindsey Southiseng, and Kelsey Kuylen's names on them. Board members were asked to circle one name. President Ricks read the results and the votes were tallied. The ballots results were Brenten Seaks (2 votes), Lindsey Southiseng (2 votes) and Kelsey Kuylen (0 votes). Ballots with Brenten Seaks and Lindsey Southiseng's names were then distributed and board members voted for one name. President Ricks read the results and the votes were tallied. The ballot results were Brenten Seaks (3 votes) and Lindsey Southiseng (1 vote). President Ricks thanked the candidates and welcomed Brenten Seaks to the Board. She stated that there were three seats up for election in June and she encouraged the candidates to consider running for election at that time. Mrs. Fehr also thanked the candidates and encouraged the candidates to run for election. Mrs. Ross moved to appoint Brenten Seaks to the Dickinson Public Schools Board until a successor is elected and qualified at the next election, pursuant to NDCC 15.1-09-05. Mrs. Rude seconded the motion. A roll call vote was taken on the motion: ayes-Ross, Fehr, Rude, Ricks; nays–none. The motion carried unanimously.

Regional After School Program (RASP) Report – RASP Co-directors Karla Haugen and Christina Ridl addressed the Board and provided updated information regarding the Regional After School Program (RASP). A copy of the annual report is available as a Supporting Document on the website. RASP is funded through a 21st Century Learning Center Grant in the amount of \$222, 654. There are locations at Heart River Elementary and Roosevelt Elementary in Dickinson, Hebron and Beach. These locations currently have a total of 170 students with 18 staff. There are also three non-grant sites. These locations are at Lincoln Elementary, Jefferson Elementary and Prairie Rose Elementary and have a total of 177 students and 26 staff. The 2015 summer RASP program had a total of 286 students and 48 staff. The

Regional After School Program (RASP) Report (cont.)

programs during the school year offer homework assistance and the summer program offers various field trips and transportation to summer school. The RASP program is currently in year three of a three year grant and is working on rewriting their grant at this time. This agenda item was informational only. No action was requested.

New Middle School Construction Update – Assistant Superintendent Reep reported the new middle school project is coming along well. Mr. Reep emphasized the size of the building. The part currently visible as you drive by is the classroom portion of the building and is approximately 40% of the completed building. They have had 139 consecutive working days with 173 different workers on site and no injuries to date. The building will be watertight and sealed by the end of September allowing work to continue on the interior next fall and winter. This agenda item was informational only. No action was requested.

Superintendent's Evaluation – President Ricks informed the Board that the Superintendent's evaluation must be completed prior to March 15. Board members will rate the Superintendent on his relationship with the School Board, his educational leadership, and his relationship with the community. President Ricks will forward a Word document to Board members for them to complete. Board President Ricks will compile the information and present it to the Board at the March Board meeting. Mrs. Rude asked whether Mr. Seaks would be required to complete the evaluation. Mrs. Ricks stated that it would be difficult for Mr. Seaks to complete the evaluation but he is welcome to give his input. The North Dakota School Boards Association (NDSBA) will be contacted to determine if Mr. Seaks is required to complete an evaluation. This agenda item was informational only. No action was requested.

Budget Development and Input Committee Report – Mr. Reep reported the Budget Committee met on January 29, 2016. The minutes from this meeting are available as a Supporting Document on the website. Mr. Reep briefly reviewed the items discussed not appearing elsewhere on the agenda. Mr. Reep reported that he and Dr. Sullivan are discussing a new contract with Harlows and have received a proposal and are working on a response. The Budget Committee has also authorized the hiring of four K-4 teachers and a learning disabilities instructor. These positions are currently being advertised. The Budget Committee also approved the extending of contracts for ECC summer transition staff and additional 2016–2017 contract days for Mrs. Sheri Twist, Special Education Coordinator. The Administration is also moving forward on getting bids on the boiler replacement project at Roosevelt Elementary and continues with needs assessment to prioritize needs in the district. This agenda item was informational only. No action was requested.

Petition for Recognition from the Dickinson Education Association (DEA) – The DEA submitted two petitions which are posted on the website under Supporting Documents. The petitions are for:

- i. Recognition of an appropriate negotiating unit
- ii. Recognition of a representative organization

The administrative recommendation was to recognize the DEA as an appropriate negotiating unit and recognize them as the representative organization for contract negotiations. Mrs. Rude 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 recognizes all licensed personnel employed, or to be employed, by the Board in positions requiring a license issued pursuant to Chapter 15.1-13 of the North Dakota Century Code, except administrators and substitute teachers, as an appropriate negotiating unit for the purpose of negotiations. Mrs. Ross seconded the motion. A roll call vote was taken: ayes–Rude, Fehr, Ross, Ricks; nays–none. The motion carried unanimously.

Petition for Recognition from the Dickinson Education Association (cont.)

Mrs. Fehr moved that, pursuant to the provisions of Section 15.1-16-11 of the North Dakota Century Code, the school board of the Dickinson Public School District #1 recognizes the Dickinson Education Association as the exclusive representative of the appropriate negotiating unit for the purpose of the negotiations. Mrs. Ross seconded the motion. A roll call vote was taken: ayes–Fehr, Ross, Rude, Ricks; nays–none. The motion carried unanimously.

Naming the New Middle School – President Ricks stated that many suggestions for a name for the new middle school were received and a list was submitted to students and staff at Berg Elementary and Hagen Junior High and the District-Wide PAC committee for consideration. Dr. Sullivan reported on the top three selections of each group. Dickinson Middle School was the top selection for both students and staff and was the most submitted name from the community. After some discussion, Mrs. Ross moved to name the district's first middle school, Dickinson Middle School. Mrs. Fehr seconded the motion. A roll call vote was taken on the motion: ayes–Rude, Fehr, Ross, Ricks; nays–none. The motion carried unanimously.

Early Resignation Incentive Applications – The following individuals have submitted their resignation before the deadline to receive the early resignation incentive.

- Barbara Bonicelli, Technology Integration Instructor, Hagen Junior High School, 23 years of service
- Mary Bruhschwein, Family and Consumer Science, Dickinson High School, 29 years of service
- Nicole Talkington, Special Education Instructor, Early Childhood Center, 2 years of service

Assistant Superintendent Reep has verified their eligibility. The administration will evaluate the vacancies these positions may create and will post any openings at a later date. Mrs. Fehr moved to approve the early resignation incentive applications from Barbara Bonicelli, Technology Integration Instructor at Hagen Junior High School; Mary Bruhschwein, Family and Consumer Science Instructor at Dickinson High School; and Nicole Talkington, Special Education Instructor at the Early Childhood Center with an effective date of May 27, 2016. Mrs. Rude seconded the motion. Assuming a roll call vote the motion carried unanimously. Mrs. Fehr noted that the district was losing a lot of experience and expressed her thanks to these instructors for their dedication to the students of the Dickinson Public Schools.

2016-2017 Classified Salary and Benefit Package – The proposed 2016-2017 Classified Employee Salary and Benefit Package is posted on the web page under Supporting Documents. Assistant Superintendent Vince Reep explained proposed model supported by the Budget Committee. While not as generous as last year's \$2 an hour increase across the board, the administration feels the proposed model is competitive enough to attract new employees and retain current employees. Mr. Reep explained the proposed model, which has an increase of \$1.75 per hour for categories A-3, \$1.50 increase for categories 4-5, and \$1.25 per hour for categories 6-10. Also \$.65 per hour would be added to the starting salaries in each category. This model was the most aggressive of the four proposed. Mrs. Ross moved to approve the Classified Salary and Benefit package with an effective date of July 1, 2016, and to authorize an increase for 2016-2017 of \$1.75 per hour for wages of classified staff in categories A through III, \$1.50 per hour for wages of classified staff in categories IV and V, and \$1.25 per hour for wages of classified staff in categories VI through X for all currently employed classified staff receiving a satisfactory performance evaluation, as presented. Mrs. Rude seconded the motion. A roll call vote was taken: ayes–Fehr, Rude, Ross, Ricks; nays–none. The motion carried unanimously.

School Board Election- President Ricks stated the school board election will be run in conjunction with the city/county election and at the city/county polling sites and is scheduled for Tuesday, June 14 and there will be three seats up for election. The terms for Mrs. Kris Fehr and Mrs. Leslie Ross expire in 2016 and the term for the new board member, Brenten Seaks, will also expire in June 2016. Dr. Sullivan is checking with the NDSBA to determine if there will be three 4-year terms on the ballot, or two 4-year terms and one 2-year term to complete the term vacated by Jason Hanson. The two polling sites in Dickinson will be located at the Dickinson National Guard Armory and the DSU Biesiot Activities Center. The two polling sites in Dunn County will be located at the Dunn County Court House in Manning, and the Catholic Workman Hall in New Hradec. The city/county ballots will include the school board member election and a ballot for continuing to publish the minutes in the local newspaper. The approximate cost for publishing the minutes in the local newspaper is \$3,500.00 per year and an additional \$3,500.00 per year to publish the list of bills. The 2016 school election deadlines are listed below. Individuals interested in placing their name on the ballot shall complete a Statement of Candidacy and a Statement of Interest. Following are the tentative timelines that will be followed. Since the following deadlines need to be coordinated with the County Auditors the dates may not be exact but DPS will be cautious not to violate the established deadlines.

Saturday, March 12, 2016 – Publish notice in the Press with the school board election filing deadline.

Monday, April 11, 2016 by 4:00 p.m. – Candidates statement of interest filing deadline.

Tuesday, April 12, 2016 – Draw candidate names for positions on the ballot.

Wednesday, April 13, 2016 – Certify names to the Stark County Auditor and the Dunn County Auditor of individuals who have indicated their intent to be candidates and their position.

Thursday, May 5, 2016 – Prepare the official ballots containing the names of all individuals who have indicated their intent to be candidates.

Tuesday, May 10, 2016 – Designate one or more precincts and polling places for the election.

Tuesday, May 31, 2016 – Publish the official election notice in the Dickinson Press with the election date, polling sites, times the polling sites are open, and the purpose of the election.

Monday, June 6 to Friday, June 10 – Early voting on the main floor of the Stark County Court House (8:00-5:00 Monday-Thursday; 8:00-noon Friday). Dunn County does not have early voting. Residents may request an absentee ballot by mail or at the Dunn County Court House beginning May 5.

Tuesday, June 14, 2016 – School board election.

Monday, June 20, 2016, 5:00 p.m. – Canvass the election and declare the result of an election.

June 21-30, 2016 – Written notification of individual's election results and of the duty to take an affirmation or oath of office.

On or before Thursday, July 7, 2016 – Oath of office of elected officials.

Mrs. Fehr moved to schedule the school board election on Tuesday, June 14, 2016, and to designate the polling sites in conjunction with the city/county election polling sites at the Dickinson National Guard Armory, the DSU Biesiot Activities Center, the Dunn County Court House in Manning and the Catholic Workman Hall in New Hradec with the polls opening at 8:00 a.m. and closing at 7:00 p.m. Mrs. Rude the seconded the motion. Assuming a roll call vote the motion carried unanimously.

Other - Mrs. Ross stated she wanted to thank the DPS Foundation for putting on the Mystery Dinner Theater. She would like to also thank the sponsors and everyone who bought tickets and came to support the Foundation. She said everyone had a good time and she thought it was a special show.


Other (cont.)

Mrs. Rude stated she would like to thank the Board candidates for staying for the meeting and she also wanted to congratulate Mr. Seaks. Mrs. Rude said she wanted to revisit a previous Board meeting's discussion about moving the November 30 early release date. The Calendar Committee was asked to consider moving the November 30 early release date so it wasn't scheduled for the week after Thanksgiving break. Sullivan stated the Cabinet discussed it and at this time they are moving ahead as originally planned. Mrs. Fehr clarified that the Board had asked the administration to reconsider the reasons for the date and possible changes and thanked them for doing so. Mrs. Rude stated she would also like to encourage the administrators or those responsible for scheduling parent teacher conferences to schedule them so they don't coincide with School Board meetings. Mrs. Ricks stated that teachers have been very flexible in rescheduling her conferences and felt that the main point is having a conference with your child's teacher.


Adjournment– At 6:25 p.m. Mrs. Ross moved to adjourn. Mrs. Rude seconded the motion. Assuming a roll call vote the motion carried unanimously. The meeting adjourned at 6:25 p.m.



Sarah Ricks, Board President



Vince Reep, Business Manager



Danita Rummel, Acting Secretary

Approved School Board Meeting Minutes

Dickinson Public Schools
Regular Meeting

March 14, 2016; 5:00 p.m.
Board Room, Central Office

The Dickinson Public School Board held a regular meeting on March 14, 2016, at the Central Administration Office. Board members present were: President Sarah Ricks, Vice President Kris Fehr, Mrs. Leslie Ross, Mrs. Tanya Rude, and Mr. Brent Seaks. Administrators present were: Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Mrs. Melanie Kathrein, Mrs. Kristy Goodall, Mr. Ron Dockter, Mr. Henry Mack, Mrs. Susan Cook, Mr. Shawn Leiss, Dr. Marcus Lewton, Mr. Jay Hepperle, Mrs. Dorothy Martinson, Dr. Rebecca Pitkin, and Mr. Guy Fridley. Others present were: Mrs. Margaret Olheiser, Mrs. Amanda Wright, Mr. Burton Lewton, Mr. Brent Jordheim, Corporal Josh Monson, Mr. Lyle Smith, Mrs. Shary Smith, Mr. Josh Kralicek, Ms. Jarris Bergherr, Mrs. Twila Petersen, and Mr. Andrew Haffner from the Dickinson Press.

Call to Order - Board President Ricks 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 – Mrs. Fehr moved to add to the agenda as item ‘o’ Teacher Negotiations Strategy with an executive session anticipated. Mrs. Ross seconded the motion. Assuming a roll call vote the motion carried unanimously.

Consent Agenda - Mrs. Rude moved to approve the revised agenda including the consent agenda consisting of the minutes from the February 8 regular board meeting, the bills for March 2016, the financial reports for March 2016, the pledged assets report for March 2016, the personnel reports, and the student/staff recognitions, as presented. Mrs. Ross seconded the motion. Assuming a roll call vote the motion carried unanimously.

Superintendent’s Report – Superintendent Sullivan reported on the following topics. Topics were informational only. No action was requested.

- a. **Teacher Evaluation Instrument Committee Meeting** – The next meeting was scheduled for Wednesday, March 16 at 4:00 p.m.
- b. **Teacher Negotiations** – The next meeting was scheduled for Thursday, March 17 at 6:00 p.m.
- c. **Curriculum Development** – Superintendent Sullivan requested permission for Mrs. Kathrein, Director of Instruction, to address the Board and provide an update on curriculum. Mrs. Kathrein provided an overview of the curriculum in various content levels. Curriculum review is on a rotating basis. Some content areas require multiple years. These reviews are very extensive. The curriculum review committee is comprised of two teachers from each elementary grade level and all content teachers in grades 7-12. She explained the recent review of the mathematics and language arts curriculum. The core review could include book studies. Mrs. Kathrein distributed some books from the recent book studies. The books had been read, discussed, and analyzed during the extensive review process. In addition, committee members read articles pertaining to the curriculum review. In the language arts review the committee decided what books would be reviewed. They picked the books that were most applicable to the age of the students they teach. (Additionally the content standards for a particular area are studied.) After an instructional model is identified a type of rubric is used to evaluate the resources. A page of the rubric used for math resources is posted on the website under Supporting Documents. The entire rubric is over 100 pages in length. Mrs. Fehr inquired when the committee agrees on what needs to be done, how

Superintendent's Report (cont.)

does that translate into a request from the Professional Development committee. Mrs. Kathrein responded the Professional Development Leadership Team decides on the district-wide topics which are more general. Outside of the District time, there is professional development provided. Mrs. Fehr inquired how the professional development is done outside the school day. Mrs. Kathrein explained in one curriculum there was a commitment to eight days of professional development. Four days have been completed by using early release days but going all day long and hiring a substitute for ½ a day. It really depends on the content area and the shift in the instructional method. If the instructional method is similar then the professional development might be limited. In response to a question Mrs. Kathrein explained the data from the North Dakota State Assessment has not been all that useful as the results have taken some time to get back. That data does provide some programming information. The NWEA data is clearer in the elementary area. President Ricks inquired how the communication between the curriculum committee is shared with the building representatives. Mrs. Kathrein responded in grades 7-12 generally there is only one content. The elementary teachers on the committee are encouraged to report back to the building. If there is not a member from the building on the committee then they are encouraged to share with the building principal. She added if there is a huge instructional change, professional development is provided. Change is difficult for people and it generally means there is additional work involved. Teachers want to do what is right for the students. Sometimes this can be very hard. Mrs. Rude noted the district-wide professional development is proposed by a committee. She asked when the curriculum changes are actually put in the hands of the teachers so that they can understand them and work them out as a group. Mrs. Kathrein responded it varies from group to group. She used, as an example, the high school mathematics department. That department used time to develop assessment in professional learning time and professional development that ties into it. At the elementary level, some of the early release time is used for the new mathematics curriculum that was implemented. Mrs. Fehr inquired how the curriculum and study is communicated from one level to the next so there are no gaps and they are not teaching students what they already know. Mrs. Kathrein responded the primary focus is on the standards as they are written and cross grade collaboration. It is hard to find an opportunity to do this. Board members thanked Mrs. Kathrein for the information regarding curriculum.

Business Topics

Patron Complaint Appeal – School Board Policy KACA-Patron Complaints provides an opportunity for a complaint that has been reviewed at every level whereby the complainant requests the School Board to review an appeal. Complainant Brent Jordheim made a request to the Board to hear his complaint and request for appeal. Mr. Jordheim has been banned from entering any Dickinson Public Schools property nor may he attend any DPS activity whether in Dickinson or another location outside of Dickinson. These restrictions were imposed due to an incident last fall based on comments Mr. Jordheim directed at Mr. Guy Fridley. Available under Supporting Documents is a copy of the request from Mr. Jordheim to be placed on the School Board agenda. Also posted is the appeal denial letters from Superintendent Sullivan and Principal Dockter. The incident last fall was investigated by the Dickinson Police Department with statements taken from the administrator and a witness to the incident. The police report and supplemental reports are also posted under Supporting Documents. President Ricks invited Mr. Jordheim to join the Board at the table. Mrs. Fehr requested to abstain from any discussion pertaining to this agenda item due to a conflict of interest. Mr. Jordheim explained some planned vacations from a couple of years ago that interfered with his child's athletic practice. He proceeded to discuss another incident where his child was going to be absent from an athletic practice due to a family vacation. President Ricks requested Mr. Jordheim discuss the issue at hand. Mr. Jordheim discussed an instance from September 2015 where there

Patron Complaint Appeal (cont.)

was some communication between him and Mr. Fridley. An officer with the Dickinson Police Department followed up with Mr. Jordheim the day after the incident. During the interview with the police officer Mr. Jordheim discussed his interest with guns and his recent purchase of a rifle. The incident and police report were discussed by school administration and it was decided to trespass Mr. Jordheim from school activities. Mr. Jordheim felt the punishment enforced was unfair. At the Board meeting Board members discussed the incident with School Resource Officer Josh Monson and Activities Director/Assistant Principal Fridley. Mr. Seaks noted that Mr. Jordheim had breached at least four points on the administrative regulation KAAA-Parent Standards of Conduct which was adopted in 2014. Superintendent Sullivan provided options for the Board; it could move to retract the administration's decision to ban Mr. Jordheim from athletic activities until May 1 or it could do nothing which would keep the administration's decision in place. There were no motions from the Board.

Attorney Consultation (Executive Session Anticipated) – This topic was placed on the agenda as it may have been necessary for the School Board to consult with an attorney regarding a patron complaint appeal. Chair Ricks removed this agenda topic as it was not necessary.

Conflict of Interest – A copy of Mr. Seaks' Statement of Interest form is posted under Supporting Documents. Mr. Seaks had no changes or updates to the document. Action was requested. Mrs. Ross moved to allow Mr. Brent Seaks to participate and vote on the identified potential conflicts in accordance with NDCC 15.1-07-17. Mrs. Rude seconded the motion. A roll call vote was taken: ayes-Rude, Fehr, Ross, Ricks; nays-none; abstain-Seaks. The motion carried unanimously.

Dickinson Middle School Construction Loan – Assistant Superintendent Reep addressed the Board. He noted the closing date for the last portion of the \$65 million bond sales for the new middle school will be April 1. Available under Supporting Documents is a copy of the resolution and copy of the Bank of North Dakota loan. The resolution authorizes issuance of a General Obligation Bond in the amount of \$10,000,000. The loan is set-up for semi-annual principal and interest payments, each April 1 and October 1, commencing April 1, 2017. Action was requested. Mrs. Fehr moved to approve the resolution providing for the sale of \$10,000,000 general obligation school building bonds, series 2016B. Mrs. Rude seconded the motion. A roll call vote was taken: ayes-Seaks, Fehr, Rude, Ross, Ricks; nays-none. The motion carried unanimously.

Dickinson Middle School Construction Update – Assistant Superintendent Reep displayed on a screen some current photos of the construction in progress. The construction team is five days ahead on the concrete pouring of the second floor. All of the flooring has been poured east of the courtyard. The iron work is going in zone B and the precast is being placed on the east wall of the gymnasium. There will be a lot of work done on the exterior before the end of April. Mortenson Construction has been invited to present information at the April Board meeting. This agenda item was informational only. No action was requested.

North Dakota School Boards Association (NDSBA) Negotiations Seminar – School Board members and Superintendent Sullivan attended the recent NDSBA Negotiations Seminar held in Bismarck. Under Supporting Documents are reports prepared by School Board members summarizing the seminar. Mrs. Fehr noted it was interesting to hear at the seminar a trend that is coming where board members hire a representative for teacher negotiations. Mrs. Ricks felt the Board should think about and discuss possibly having software for the superintendent evaluation unless they are comfortable with the current process. This agenda item was informational only. No action was requested.

Teacher Negotiations Update – Mrs. Fehr and Mrs. Ricks are the school board representatives on the Teacher Negotiations Team. Mr. Fahy, Ms. Berglund, Mr. Schobinger, and Mr. Smith are the Dickinson Education Association representatives on the Teacher Negotiations Team. The Teacher Negotiations Team has had three meetings (February 24, March 1 and March 10). Mrs. Fehr said at this point in the negotiations the team is presenting topics. Board topics presented are salaries, contract language cleanup, management right's clause, and recruitment of highly qualified and experienced teachers. DEA topics presented are salary schedule indexes, graduated personal leave, outside the workday compensation, licensed teacher substitute pay, clarify the definition of national certification, and retention of highly qualified and experienced teachers. She added it took two meetings to establish the ground rules. This agenda item was informational only. No action was requested.

Bids for Busing Contract – The school district advertised for contracted busing for the shuttle bus service, rural busing and activity busing for the school district. Harlow's Bus Service Inc. submitted the only bid. A copy of the bid is posted under Supporting Documents. The administrative recommendation to the Board was to accept the bid submitted by Harlow's Bus Service for the school years from 2016-2019. Action was requested. Assistant Superintendent Reep explained that Dr. Sullivan and he had met with Harlow's representatives three times to discuss the contract. These were good conversations and Harlow's and DPS value each other's services. Prices were renegotiated and both sides feel they have come to a fair agreement. Mrs. Fehr inquired the difference in cost from the last agreement. Mr. Reep responded the entire increase in cost to the budget is approximately \$250,000. He added there is a cost of living that will increase each year of the three year contract. There was discussion regarding the DPS buses being used for non-DPS events. Mr. Reep responded those instances are very limited. Mr. Seaks moved to accept the bid submitted by Harlow's Bus Service, Inc. for the shuttle bus service, rural busing and activity busing from 2016-2019. Mrs. Ross seconded the motion. A roll call vote was taken on the motion: ayes-Rude, Fehr, Ross, Seaks, Ricks; nays-none. The motion carried unanimously.

Bids for Route Buses - The school district advertised for and provided specification sheets (bus chassis and bus body) for bids for two (2) 77-passenger school buses (each bus seated to 71). Only one company, Harlow's Bus Sales, submitted bids. Harlow's bid is posted under Supporting Documents. The administrative recommendation was to accept the bid from Harlow's Bus Sales, Inc. to purchase the buses. Action was requested. Mr. Reep explained through Board and Budget Committee approval the budget had been set at \$500,000 for this year. The District knew it would be expanding due to the in-city busing. These two buses would be used for route buses. A couple of the older buses would be used as spares. These two purchases represent purchases of bus three and four for the year and will still keep the District under its budget. Mrs. Ross moved to accept the bid submitted by Harlow's Bus Sales, Inc. and purchase two (2) 77-passenger school buses for \$176,790. Mrs. Rude seconded the motion. A roll call vote was taken: ayes-Ross, Seaks, Rude, Fehr, Ricks; nays-none. The motion carried unanimously.

Superintendent's Evaluation– Four of the five Board members completed a superintendent's evaluation form. Board President Ricks noted Board Member Seaks was excused from completing the evaluation as he is a new member on the Board. Prior to the meeting Ricks had reviewed the evaluations with Superintendent Sullivan. She distributed a summary of the evaluation to the Board members. The summary was also available on the website under Supporting Documents. The rating on the evaluation is either satisfactory or unsatisfactory. All four board members rated the superintendent satisfactory in all areas. President Ricks read portions of the evaluation. The three areas evaluated were relationship with school board, educational leadership, and relationship with community. Superintendent Sullivan thanked the Board members for the opportunity of being in the school district, for the evaluation and appreciated the suggestions. Mr. Seaks moved to acknowledge that the school board members did evaluate

Superintendent's Evaluation (cont.)

Superintendent Sullivan, as required by North Dakota Century Code, and that the evaluations were satisfactory. Mrs. Ross seconded the motion. Assuming a roll call vote the motion carried unanimously.

Committee Assignments –Mrs. Fehr moved to designate Mr. Brent Seaks as the primary school board representative on the Roughrider Area Career and Technology Center and Mrs. Sarah Ricks as the secondary representative. Mrs. Ross seconded the motion. A roll call vote was taken: ayes-Seaks, Fehr, Rude, Ross, Ricks; nays-none. The motion carried unanimously.

Early Resignation Incentive Applications – The following individuals have submitted their resignation before the deadline to receive the early resignation incentive. The deadline for certified staff is March 1 and for classified staff is April 1: Amber Adams, grade one instructor at Jefferson Elementary (4 years of service); Michele Jaeger, special education instructor at Heart River Elementary (42 years of service); Kelsey Mitchell, grade three instructor at Jefferson Elementary (2 years of service); and Sandra Perzinski, TMH paraprofessional at Dickinson High School (13 years of service). Assistant Superintendent Reep has verified their eligibility. The administration will evaluate the vacancies these positions may create and will post any openings at a later date. The administrative recommendation was to approve the early retirement incentive applications. Action was requested. Mrs. Fehr moved to approve the early resignation incentive applications from Amber Adams, Michele Jaeger, Kelsey Mitchell, and Sandra Perzinski; all with an effective date of May 27, 2016. Mrs. Fehr wished to thank these individuals for all their dedication to the Dickinson Public Schools. Mrs. Rude seconded the motion. President Ricks added she was very grateful for all they have done for the District. Assuming a roll call vote the motion carried unanimously.

Open Enrollment Applications – Mrs. Ross moved to approve the open enrollment requests for two children of Courtney Smith from South Heart to Dickinson, a child of Marjorie Lehman from South Heart to Dickinson, a child of Jennifer Wyman from South Heart to Dickinson, a child of Amanda Kuhn from New England to Dickinson, a child of Trista Dakken from Hebron to Dickinson, a child of Melissa Hoff from Richardton to Dickinson, a child of Jordan Kukla from New England to Dickinson, and a child of Mandy Snyder from Belfield to Dickinson; all to be admitted to Dickinson Public Schools as per the open enrollment policy. Mr. Seaks seconded the motion. Discussion on motion: Mrs. Fehr inquired the status of the open enrollments in the school district. Superintendent Sullivan responded there are restrictions for this school year. Open enrollment for next year will be open for all grades due to the drop in enrollment and partly due to the space the administration thinks is available to accommodate the additional students. Assuming a roll call vote the motion carried unanimously.

Reschedule June School Board Meeting – Superintendent Sullivan addressed the Board. He explained to Board members that due to NDCC 15.1-09-15, “on the sixth day after the election, the school board shall meet to canvass all election returns and shall declare the result of an election” this would necessitate a board meeting on Monday, June 20. Administrative recommendation was to move the June 13 school board meeting to June 20 instead of having two meetings within a week of each other. Board members checked their availability. Action was requested. Mrs. Rude moved to reschedule the June school board meeting for June 20 at 5:00 p.m. at the Central Administration Office. Mrs. Ross seconded the motion. Assuming a roll call vote the motion carried unanimously.

At 6:25 p.m. President Ricks declared a recess for the state mandated planning open forum. She anticipated the Board meeting would reconvene at 7:00 p.m.

At 7:28 p.m. the meeting reconvened and President Ricks called the meeting back to order.

Teacher Negotiations Strategy (Executive Session Anticipated) –The next item on the agenda was Teacher Negotiations Strategy. 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(s) NDCC 44-04-19.1 (9). The topic or purpose of the executive session was teacher negotiations strategy. As per North Dakota Century Code NDCC 44-04-19.1 (9), Mrs. Fehr moved to close the meeting and go into executive session for the purpose of teacher negotiations strategy. Mrs. Rude seconded the motion. There was no discussion on the motion. A roll call vote was taken on the motion: ayes-Rude, Seaks, Ross, Fehr, Ricks; nays-none. The motion carried unanimously. President Ricks 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. The prohibition on taking final action during the executive session does not apply to providing guidance or instructions to its negotiators. As per Board policy BCAD-Executive Session the following individuals were requested by Board President Ricks to be in attendance at the executive session: the school board members present at the meeting, Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep and Recording Secretary Twila Petersen. At 7:29 the meeting convened in executive session. The members of the public were asked to leave the room. President Ricks anticipated adjourning and reconvening to the open portion of the meeting at approximately 7:45 p.m. The executive session began at 7:29 p.m. and was attended by Mrs. Rude, Mr. Seaks, Mrs. Fehr, Mrs. Ross, Chair Ricks, Superintendent Sullivan, Assistant Superintendent Reep, and Recorder Petersen.


The executive session adjourned at 7:59 p.m. President Ricks invited the public to return to the meeting room and the meeting was back in open session. She reported the Board discussed negotiations strategy during the executive session.

Other - Mr. Seaks wished to celebrate the excellence displayed by the students and teachers in the school district. He commended both the Science Bowl Team and Dickinson gymnastics teams for winning first in the state and commended the Dickinson Science Olympiad team for taking first place in the southwest regional competition. He congratulated the Dickinson High School boys' basketball team and hockey team for qualifying for the state tournament this year. Mr. Seaks commended Jackson Smith for being named to the Class A All State Academic Gold team and congratulated the three Moberg sisters and Pressida Clark for making All State Choir. He also congratulated the Best Robotics team for placing fourth in regionals. He said he was proud of how well these individuals represent Dickinson Public Schools.


Adjournment – At 8:02 p.m. Mrs. Ross moved to adjourn. Mrs. Rude seconded the motion. Assuming a roll call vote the motion carried unanimously. The meeting adjourned at 8:02 p.m.



Sarah Ricks, Board President



Vince Reep, Business Manager



Twila Petersen, Secretary

Approved State Mandated Planning Minutes

Dickinson Public Schools
Community Open Forum

March 14, 2016; After Board Meeting
Board Room, Central Office

The Dickinson Public School Board held a community open forum/State Mandated Planning on March 14, 2016, at the Central Administration Office. Board members present were: President Sarah Ricks, Vice President Kris Fehr, Mrs. Leslie Ross, Mrs. Tanya Rude, and Mr. Brent Seaks. Administrators present were: Superintendent Douglas Sullivan and Assistant Superintendent Vince Reep. Others present were: Mrs. Twila Petersen, and Mr. Andrew Haffner from the Dickinson Press.

Call to Order – Board President Ricks called the meeting to order at 6:30 p.m.

Superintendent Sullivan provided a PowerPoint presentation which was also available in his handout. The handout is posted on the website under Supporting Documents. Some of the information he went over had been shared at the recent State of the Schools meeting. He explained the vision and mission of the School District. The School Board members were recognized along with their terms.

Current Enrollment – Provided within the PowerPoint were the enrollment numbers from fall 2015. At that time the enrollment was 3,482 students. He provided the number of English language learner students. The District employs 604 individuals with 279 of those being a teacher. DPS is the third largest employer in the county. Dr. Sullivan provided data for student transportation and child nutrition. The District has a \$43,173,226 general fund budget. Of that budget, 76% or \$29,641,822 is dedicated to salaries and benefits. The average per pupil expenditure for ten of the class A school districts was shared. Dickinson Public ranks 10th, or the lowest, at \$8,841 per pupil. In the 2013-2014 school mill levy comparison data, Dickinson Public Schools was the lowest at 84.86.

Projected Enrollments Through 2016 – Superintendent Sullivan explained the enrollment projections for 2016, 2017, and 2018. Mrs. Rude inquired how many early graduates the District receives annually. Superintendent Sullivan responded approximately 12. Every early graduate takes \$4,700 out of the budget. If there are 12 early graduates that calculates to approximately the amount to pay for a first year teacher.

Enrollment Trends - Mr. Reep explained there are different models used for projecting the future enrollment. He displayed different models and its correlation to the enrollment projections. One model used birth rate and a 4% downward for negative population trend. Another model used birth rate and 4% downward for negative population trend plus a 2.5-3% decline.

Superintendent Sullivan explained the school board is levying less than it could. It is good that the District is able to provide the level of support at the current tax levy. The taxable valuation in the School District has been growing at 12% or more every year for the past few years.

The District had planned to discuss the future of Dickinson High School earlier this year but with the slowdown in the economy that discussion has been put on hold. President Ricks and Superintendent Sullivan will be meeting with representatives from the DLR Group in Boston

Enrollment Trends (cont.)

during an upcoming conference to begin the conversation regarding the high school. There could possibly be community input sometime in the fall. Mr. Seaks inquired regarding the capacity at DHS. Mr. Reep responded that the block scheduling at the high school makes it difficult to rearrange for additional capacity. The discussion regarding the future for the high school does not include leveling the building. The high school facility would be expensive to replace. There might be improvements that can be made to make it more efficient. Other ideas in the conversation were a possible Career and Technical Center which would be located outside of DHS. This would be extremely beneficial.

Ideas for repurposing the Hagen Junior High building were listed. Superintendent Sullivan explained the process used by Cabinet to identify, rank, and make recommendations for the Hagen building repurpose. Directors of areas proposed for relocation will be meeting to discuss a possible transition. There was a discussion regarding the RASP program and sharing of classroom space with teachers. Board Vice President Fehr asked if there was a timeline to make a decision regarding the Hagen building repurpose. Superintendent Sullivan responded that this topic would be put on the agenda for the April School Board meeting.

Dr. Sullivan explained as part of the AdvancED required actions, the School District should review the administrative structure at the Central Office. Information was provided regarding the portfolio for the administrators in the District and a proposed realignment of the Central Office administrators. The chart is comparable to Mandan Public Schools administrative chart. Mr. Seaks inquired regarding the timeline for reorganizing the Central Office administrators. Superintendent Sullivan responded Mr. Reep anticipates retiring next year. Dr. Sullivan and Mr. Reep have discussed redesigning the responsibilities to allow Mr. Reep to continue to work with the financials for the School District. It would be best to try and decide no later than December of this calendar year. There was discussion regarding the different portfolios for the Central Office administrators. It was noted that the chart is a concept and these are general, main responsibilities and duties of various positions. Titles may be changed and may or may not refer to specific personnel.

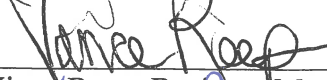
Dr. Sullivan shared the total tax levies since 1987 as they were presented in a spreadsheet. The numbers provide a positive influence of the school district with the highest mills of 566 in 1992. Board members noted that the school district levies in mills in order to get funding. Mrs. Fehr added the School District takes the biggest amount out of the taxes; there are more students therefore more needs and also building a new middle school. President Ricks inquired why the District, in the past, has chosen not to get the 12%. Mr. Reep responded that the valuation went up to 56% and they capped it at 112%. That taxing authority is gone and because the dollars were maxed out the mills dropped.

Dickinson Middle School Enrollment Trend – Pictures of Dickinson Middle School, the new middle school projected to open September 2017, were displayed. Model I and Model II indicate different scenarios for increased enrollment at Dickinson Middle School for 2016, 2017, and 2018. Mr. Reep noted when Dickinson Middle School opens there will be an additional seven positions added. Dr. Sullivan added there will be a combination of different education models and delivery methods. He discussed the technology needs at the new middle school. There was discussion regarding a technology director.

Board members thanked the administrators for the information provided. The meeting adjourned at 7:26 p.m.



Sarah Ricks, Board President



Vince Reep, Business Manager



Twila Petersen, Secretary

Approved School Board Meeting Minutes

Dickinson Public Schools
Regular Meeting

April 18, 2016; 5:00 p.m.
Board Room, Central Office

The Dickinson Public School Board held a regular meeting on April 18, 2016, at the Central Administration Office. Board members present were: President Sarah Ricks, Vice President Kris Fehr, Mrs. Leslie Ross, Mrs. Tanya Rude, and Mr. Brent Seaks. Administrators present were: Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Ms. Tamara Praus, Mrs. Kristy Goodall, Mr. Ron Dockter, Mr. Henry Mack, Mrs. Susan Cook, Mr. Shawn Leiss, Mr. Jay Hepperle, Mrs. Dorothy Martinson, Dr. Rebecca Pitkin, and Mr. Guy Fridley. Others present were: Attorney David Phillips, Ms. Margaret Olheiser, Ms. Sherry Loris, Ms. Merrill Fahlstrom, Ms. Trisha Getz, Ms. Leann Mehrer, Ms. Kristi Meidinger, Ms. Fern Pokorny, Mr. James Fahy, Ms. Crystal Hoerner, Ms. Lyn Olafson, Ms. Chelsea Roshau, Ms. Rhonda Tormaschy, Ms. Ellen Getz, Ms. Dana Price, Ms. Jill Nelson-Wetzstein, Ms. Megan Morey, Mr. David Wilkie, Ms. Dixie Dennis, Ms. Diana Stroud, Ms. Jade Jorgenson, Ms. Jarris Bergherr, Ms. Jane Cornell, Ms. Darlene Henning, Ms. Christa Enebo, Ms. Jamie Prellwitz, Ms. Anne-Marie Christensen, Ms. Amy Hughes, Ms. Elizabeth Heidt, Ms. Sandra Hood, Mr. Colby Robinson, Mr. Barry Morgan, Ms. Shary Smith, Mr. James Peters, Ms. Yvette Schubert, Ms. Julie Maes, Ms. Sheila Getz, Ms. Twila Petersen, and Ms. Kelsey Stults from the Dickinson Press.

Call to Order - Board President Ricks 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 additions or deletions to the agenda.

Consent Agenda - Mrs. Fehr moved to approve the agenda including the consent agenda consisting of the minutes from the March 14 regular board meeting and the March 14 public open forum/State Mandated Planning; the bills for April 2016; the financial reports for April 2016; the pledged assets report for April 2016; the personnel reports; and the student/staff recognitions; as presented. Mrs. Rude seconded the motion. Assuming a roll call vote the motion carried unanimously

Superintendent's Report – Superintendent Sullivan reported on the following topics. No action was requested on these topics.

Teacher Negotiations – There is a Teacher Negotiations meeting on Wednesday, April 20 at 6:00 p.m.

Teacher Evaluation Instrument Committee – There is a Teacher Evaluation Instrument Committee meeting on Wednesday, April 20 at 4:00 p.m.

AdvancED Standards – AdvancED is the accreditation for the District. Available under Supporting Documents are the five AdvancED standards for quality school systems. Dr. Sullivan listed the standards as 1) Purpose and Direction, 2) Governance and Leadership, 3) Teaching and Assessing for Learning, 4) Resources and Support Systems, and 5) Using Results for Continuous Improvement. Standards 3 and 5 are those that drive the work in the school district. The principals have been working over the course of the past year to familiarize their faculty with these standards and the corresponding indicators aligning them to the evaluation process in the school district. Each standard has indicators, such as one indicator under standard 3 says that all staff members participate in a continuous program of professional learning and it is part of the teacher's evaluation model that was adopted this year. Dr. Sullivan wanted the Board to become familiar and begin to understand the standards since the next accreditation visit will be in a couple of years. Mrs. Fehr inquired if "professional learning" is the same as specific professional

Superintendent's Report (cont.)

development topics and to what specificity or it is more generalized or global professional learning. Superintendent Sullivan responded that it is more global than just the professional development. They need to look at the larger picture. When the AdvancED visitation team was here in 2013 they provided a list of required actions. Periodically the superintendent must update AdvancED on completing the required actions.

Business Topics

DPS Foundation Update - DPS Foundation President James Peters provided handouts to the Board members and addressed the Board updating them on what the DPS Foundation is doing to support Dickinson Public Schools. Mr. Peters explained the Foundation Board recently changed its mission statement "to provide opportunities for private financial support of unique, challenging, innovative projects and programs which will enhance educational excellence and empower students to succeed in the Dickinson Public Schools." Last year the Foundation received over \$72,000 in grant requests. Approximately \$28,000 of the grant requests was funded. Grant topics range anywhere from health and fitness to technology. To date the Foundation has awarded approximately \$324,000 in grants. The Foundation also provides several scholarships. The Mystery Dinner Theatre is the signature fund raiser for the Foundation. Board members thanked Mr. Peters for the updated information. No action was requested. This agenda item was informational only.

Mrs. Ross exited the meeting at 5:13 p.m. and returned at 5:14 p.m.

Dickinson Middle School Construction Update – Mr. Colby Robinson and Mr. Barry Morgan, representatives from Mortenson Construction, addressed the Board and provided a timeline through a picture slideshow on the progress of the construction of the new Dickinson Middle School. The pictures included the precast, setting the structural steel, white wrap around the building to contain heat, workers placing the concrete on the second floor of the classroom wing, underground plumbing in area A, forms in the commons area, precast panels for the west wall of the gymnasium, forms for the administration offices, and duct work and mechanical systems. Additional photos displayed the methane venting system for the coal pocket, second floor frame out for the corridors and hallways, and the structural steel support for the glass partitions. The good weather has helped to keep the project on task. There are currently 67 workers on the site. To date there have been no accidents. There have been 4,280 yards of concrete poured, 804 tons of steel placed on an area of 40,514 square feet. This agenda item was informational only. No action was requested.

Teacher Grievances – The School Board has received grievances from four Dickinson Public Schools teachers. The teachers are speech language pathologist (SLP) teachers: Ms. Merrill Fahlstrom, Ms. Sherry Loris, Ms. Jill Nelson-Wetzstein, and Ms. Ellen Getz. The grievances before the Board are step three of the process. At step one the teachers filed the grievance with the building principal. At step two the teachers filed the grievance with the superintendent. The Superintendent's response to the grievances is posted on the website under Supporting Documents. Superintendent Sullivan explained the teachers had filed the grievances and the responses at each step were all in accordance with the negotiated agreement. Chair Ricks invited those teachers that filed the grievance and their representatives to join the Board at the table. Once they were seated, President Ricks and Superintendent Sullivan inquired when one of the teachers had turned in her grievance as the Board was unaware of her grievance. Superintendent Sullivan requested a three minute recess to try and locate the document. At 5:25 p.m. Chair Ricks declared a recess. At 5:30 p.m. the meeting was called back to order. Superintendent Sullivan apologized for the

Teacher Grievances (cont.)

delay and apologized to Mrs. Price since he had not seen the document until just now. The 5th grievance from Mrs. Dana Price was accepted by the Board. The five teachers addressed the Board and introduced themselves and the areas that they serve for Dickinson Public Schools, Hope Christian Academy, Dickinson Catholic Schools, Early Head Start, and the community. Mrs. Fahlstrom explained the five teachers wished to voice their concerns with covering speech language pathologist positions that are currently vacant. She noted the group had met with Superintendent Sullivan in October. At that time he had an idea that he was researching. In January the SLP met with the Dickinson Education Association to discuss some options. In February the SLP began the process for filing grievances. The SLP had several documents they distributed to the Board members and then summarized. The documents included a chronological timeline leading up to the grievance with the School Board, responsibilities of the school SLPs, types of children they work with, time required for evaluations in SLP, April caseload numbers for the SLPs, historical caseloads of DPS SLPs, average caseloads of specific schools in North Dakota, and the formula to determine the required reimbursement for 75 additional days for each of the five SLPs. The SLPs noted the District could be out of compliance with state and federally mandated paperwork. SLPs sometimes have reduced the amount of minutes they spend with students or have met with students in larger groups. The SLPs expressed they are unable to create curriculum or review classroom teacher lesson plans due to their schedules.

Mrs. Fahlstrom, a SLP, explained the District has set a precedence by extra pay for extra work. She used examples of other DHS teachers filling in for a DHS science teacher that was deployed, filling in for a DHS science position when that teacher had vacated her position, and a DHS English teacher. In these three instances there was an agreement that the teachers filling in during their preparation time would be reimbursed for their preparation time. Mrs. Fahlstrom noted that the SLP schedules are unique because they do not teach in a classroom. She added every possible minute is spent; there is no unassigned time or preparation time. She explained that the SLPs work additional time each week beyond the contract time. Some of the SLPs are devoting as much as 20-30 hours per week outside of contract time. This is having an impact on their family time as well as their well-being and health. The SLPs felt since the District budgeted for three additional positions that were not filled during this school year, the District should compensate the SLPs under their current contract just as other teachers have been compensated.

Each one of the Board members shared their appreciation for the hard work and dedication the SLPs are doing for the students in the school district. Mrs. Ross inquired how many reduction in students the SLPs have seen due to the unique demographics of DPS with its inward and outward migration. Each teacher noted between 0-5 students have left or will leave the District by the end of the school year. Mrs. Getz explained the initial evaluation process and the re-evaluation process. The initial testing can be anywhere from 10-15 hours, including the paperwork. Mrs. Fehr referenced the comment about spending 20-30 hours beyond the contract day per week and inquired what activities were included in the extra time. Mrs. Fahlstrom responded the time outside of the contract were evenings and weekends and doing mandated paperwork. Ms. Loris concurred that 70-80% of the time was spent doing paperwork. She said the paperwork varies from school to school. She explained almost all meetings at Roosevelt are before or after school starting at 7:45 a.m. and some going beyond 3:45. Ms. Nelson-Wetzstein explained the paperwork may involve scoring of tests. Mrs. Fehr clarified that some of the time outside of school is meetings. Mrs. Getz responded that she always schedules meetings outside the school day. Mrs. Price added she schedules the shorter meetings at 8:00 a.m. Some meetings tend to go long, typically until 4:30 p.m. She sees students all day long and the paperwork follows. Ms. Nelson-Wetzstein noted it did not

Teacher Grievances (cont.)

include finding materials. Mrs. Fehr referenced a comment regarding a meeting where Dr. Sullivan was researching a possible solution. She addressed Dr. Sullivan and inquired what the possible solution was. Dr. Sullivan responded he was trying to navigate and find a way to pay the SLPs for lost preparation time. He noted the Board can only deal with the negotiated agreement which runs from 8:00-3:45. What he is hearing is that the request is to be paid for time outside of that contract time frame. He noted in his response to the grievances that he did not have the authority to grant their request and it is possible the Board also does not have that authority. He referenced the comment regarding the DHS science teacher that was deployed and said the District paid teachers for the loss of preparation time and that was the effort he was trying to navigate and negotiate in his meetings with the SLPs. Mrs. Fahlstrom said the amount of unassigned time and preparation time is ignored because the SLPs don't get those things. She added the SLPs are unable to cover during their preparation times. Mrs. Ross inquired why the SLPs had not gathered information from Williston Public Schools since it has similar demographic circumstances. The SLPs did not know anyone from Williston Public to contact. She noted that if this is an area addressed outside of the negotiated agreement it should be directed to the negotiators. Mrs. Ross was appreciative of the professionalism and paperwork provided at the meeting and the work done ahead of the meeting. She asked if the District was out of compliance on mandated responsibilities. Dr. Sullivan responded there is not an established threshold for speech language pathologists in Century Code regarding caseloads. He did agree that there was an increased caseload. The overall number of students was asked. Ms. Loris responded they had not mentioned caseload caps and clarified when talking about compliance, they were referencing paperwork. Mrs. Fehr inquired if the District was out of compliance with mandated paperwork. Dr. Sullivan was unable to answer that question and suggested that be researched by the Director of Student Services. Ms. Nelson-Wetzstein said there was another way to look at the compliance, if a person goes back and looks at the numbers, the assessments, it is impossible to fit all the assessments into a schedule unless some students are cancelled. She added if some students are cancelled, by law, they must make up that time. There is a deadline for the evaluation. Mrs. Rude inquired if there were any speech language pathologist assistants. Ms. Loris responded there was one. Mrs. Price added the SLPA sees on average 48 students and does have to be supervised. Mrs. Fehr inquired if they individually have kept track of their time they spend working. There were various responses.

Attorney Consultation-Teacher Grievances (Executive Session may be Necessary) – President Ricks stated the next item on the agenda, Attorney Consultation regarding teacher grievances, required an executive session. The legal authority for closing this portion of the meeting was North Dakota Century Code section 44-04-19.2. The topic or purpose of this executive session was Attorney Consultation-Teacher Grievances. As per North Dakota Century Code N.D.C.C. § 44-04-19.2, Mrs. Rude moved to close the meeting and go into executive session for the purpose of Attorney Consultation regarding Teacher Grievances. Mr. Seaks seconded the motion. There was no discussion on the motion. A roll call vote was taken: ayes-Ross, Seaks, Rude, Fehr, and Ricks; nays-none. The motion carried unanimously. The executive session was recorded and all members of the governing body were reminded to limit their discussion during the executive session to the announced topic. Any collective decision, collective commitment, or other final action by the governing body must occur after it reconvenes in an open meeting, unless final action is specifically required by law to be taken during the executive session. The prohibition on taking final action during the executive session did not apply due to the attorney providing guidance or instruction. Board policy BCAD-Executive Session allows certain individuals to be in

Attorney Consultation-Teacher Grievances (cont.)

attendance at the closed meeting as directed by the Board President. The following individuals were authorized to remain in the room during the executive session: the School Board Members Mrs. Tanya Rude, Mrs. Leslie Ross, Mrs. Kris Fehr, Mr. Brent Seaks and Chair Sarah Ricks, Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Recording Secretary Twila Petersen, Attorney David Phillips, and Associate Attorney Jade Jorgenson. The members of the public were asked to leave the room. The executive session was anticipated to adjourn and reconvene into the open portion at approximately 6:40 p.m. The executive session began at 6:22 p.m. and was attended by Mrs. Rude, Mrs. Ross, Mrs. Fehr, Mr. Seaks, Chair Ricks, Superintendent Sullivan, Assistant Superintendent Reep, Recorder Petersen, Attorney Phillips, and Attorney Jorgenson.

The executive session adjourned at 7:10 p.m. President Ricks invited the public to return to the meeting room and the meeting was back in open session and she apologized for the wait. She noted the topic of discussion during the executive session was attorney consultation regarding the teacher grievances. The five SLPs were invited to join the Board at the table. Mrs. Ross said that the Board hears their concerns and continues to hear them. She said the Board would like to request a few things in order to render a decision. They asked that each of the five SLPs prepare some evidence that substantiates what each of them did each day since the beginning of the year. Mrs. Ross noted this would require some more of their time. There was discussion about what type of documentation was required. Mrs. Fehr suggested a copy of their daily schedules would be beneficial. Mrs. Ross added some representation of what they do on a daily basis. Board members asked how long the SLPs would need to gather the data. They felt two weeks and the Board agreed. It was clarified that the requested information would be given to Dr. Sullivan at the Central Office. Mrs. Rude moved to table the discussion on the teacher grievances topic until further information from the parties could be reviewed. Mrs. Ross seconded the motion. A roll call vote was taken on the motion: ayes-Fehr, Seaks, Ross, Rude, Ricks; nays-none. The motion carried unanimously.

Hagen Junior High Facility Repurpose Discussion – As a follow up to the March 14 public open forum/State Mandated Planning, Superintendent Sullivan discussed some options that have been proposed for the Hagen Junior High facility after Dickinson Middle School opens in 2017. Available on the website is a list of possible options for the Hagen building repurpose. The District is transitioning with moving the Southwest Community High School (SWCHS), Adult Learning Center (ALC), and the West Dakota Parent and Family Resource Center (WDPFRC). These programs will move to the third floor of Hagen. Mrs. Goodall (SWCHS), Mrs. Kilwein (WDPFRC), and Mrs. Grandell (ALC) are meeting to develop a plan. There is still ongoing discussion regarding moving the District's technology department or a professional development lab also to Hagen. This agenda item was for discussion purposes only. No action was required.

Budget Development and Input Committee Report – Minutes from the March 24 Budget Committee meeting are posting on the DPS website. Mrs. Ross and Mr. Seaks are the Board representatives on the committee. Superintendent Sullivan summarized the Budget Committee approved a \$500,000 line item for buses to support the opening of Dickinson Middle School and the in-town busing. Dr. Sullivan also indicated the Budget Committee approved some items; however, due to the decline in enrollment he is being cautious with the budget and therefore has put a hold on those positions. Those included a position for a Center Based Emotionally Disturbed Education Program, additional counseling services at the high school, and building level administrative support. Assistant Superintendent Reep is no longer projecting an enrollment increase for fall 2016. There have been some certified resignations within in the District

Budget Development and Input Committee Report (cont.)

that administration is considering collapsing some classrooms and not filling the positions. The Budget Committee approved increasing the stipend pay from \$28 to \$30 per hour. Mr. Reep is projecting an increase in health insurance anywhere from 8%-14% for the upcoming school year. Dr. Sullivan explained there will be additional positions necessary fall 2017 when the Dickinson Middle School opens. The Budget Committee approved changing the 2.4 vacancies in speech language pathologists to a 3.0 since it is easier to hire full time than part time. Mrs. Fehr asked for an update regarding interviews for the speech language pathologists. Mr. Reep said the District did sign a contract for a speech language pathologist and have begun the paperwork options for hiring speech language pathologists from the Philippines based on Skype interviews. Mrs. Fehr inquired how much staffing was necessary regarding the Center Based Emotionally Disturbed Education Program. Dr. Sullivan estimated one licensed person and 2-3 paraprofessionals. Mrs. Fehr said this is a program that has been discussed throughout her tenure as a school board member and she supports the program and appreciates the plans to integrate the children back into the classroom as they are ready. This agenda item was informational only. No action was requested.

Major Summer Building Projects - Assistant Superintendent Reep prepared a preliminary list that is available on the website under Supporting Documents. He read and briefly discussed some of the items from the list. This agenda item was informational only. No action was required.

National School Board Association Convention Highlights – Board Members Sarah Ricks, Kris Fehr, Tanya Rude, and Leslie Ross along with Superintendent Sullivan recently attended the National School Board Association Convention in Boston. Board members expressed their appreciation for the opportunity to attend the convention. President Ricks explained the Board will utilize the information they received at the convention by meeting in a Board workshop. Mrs. Ricks suggested Board members submit material to be posted on the website to be shared. Mrs. Fehr said one of the hot topics at the convention was LGBT issues. There were five separate sessions on this topic and several were repeated throughout the conference with a wide variety of opinions. Another topic of importance was orienting new board members. Mrs. Fehr volunteered to work on this for the Board so that new members receive greater information and feel more comfortable. Mrs. Ross said the convention was one of the best she has attended. Some sessions were standing room only. This agenda item was informational only. No action was requested.

Teacher Negotiations Update - Mrs. Fehr and Mrs. Ricks are the school board representatives on the Teacher Negotiations Team. The Teacher Negotiations Team has had six meetings. Vice President Fehr noted the next meeting is scheduled for this week Wednesday. She listed the topics for negotiation: superblock, recruitment of highly qualified and experienced teachers, definition of national certification, salaries, indexes on the salary schedule, graduated personal leave, school calendar, outside the work day compensation, management rights clause, licensed teachers substitute pay, removing reference to policy in the negotiated agreement, definition of a teacher, and school day. There is a tentative agreement on the language cleanup of the negotiated agreement. May 6 is the tentative day for completion of negotiations. This agenda item was informational only. No action was requested.

Breakfast and Lunch Meal Prices – Assistant Superintendent Reep posted a summary of the proposed changes to the meal prices on the website under Supporting Documents. To be in compliance, Mr. Reep recommended increasing student breakfast prices by \$.05. Adult breakfast prices must increase by \$.30. Lunch prices will increase by \$.10 for students and \$.25 for adults. The reduced meal prices would remain

Breakfast and Lunch Meal Prices (cont.)

the same. The areas highlighted in yellow on Mr. Reep's Supporting Document reflect the suggested new prices. Action was requested. Mrs. Fehr moved to approve a fee of \$1.40 for student breakfast, \$1.70 for adult breakfast, \$2.25 for lunch for students in grades K-6, \$2.55 for lunch for grades 7-8, \$3.35 for lunch for grades 9-12, and \$4.00 for lunch for adults, effective fall 2016. Mrs. Ross seconded the motion. A roll call vote was taken on the motion: ayes-Rude, Seaks, Fehr, Ross, Ricks; nays-none. The motion carried unanimously.

Roosevelt Elementary Boiler System Replacement Bid – The school district advertised for replacing the boilers at Roosevelt Elementary. At the bid opening on Tuesday, April 12 two companies, Central Mechanical and CA Contracting, submitted bids. The bid from Central Mechanical was \$252,000. The original estimate for the project was \$115,000. Mr. Reep reported after the bid opening he requested a meeting to take the bids under advisement. He found out there were engineering addendums that came late in the plans. The most significant was planning to vent boilers all the way to the top of the stack at Roosevelt. Additionally the new boilers could not be tilted more than a 40 degree angle or it would void the warranty which brought about new challenges. Mr. Reep explained some changes that were made to reduce the cost. Administrative recommendation was to accept the bid from Central Mechanical for \$252,000 and instruct the assistant superintendent to come up with value engineering solutions to lower the price. Mr. Seaks moved to accept the bid submitted by Central Mechanical for \$252,000 to replace the boiler system at Roosevelt Elementary, and further instruct Assistant Superintendent Reep to work with the design team and Central Mechanical to come up with value engineering solutions to lower the price. Mrs. Ross seconded the motion. A roll call vote was taken on the motion: ayes-Seaks, Fehr, Rude, Ross, Ricks; nays-none. The motion carried unanimously.

Open Enrollment Applications – Pamela Praus applied for open enrollment for her child to be admitted to the Dickinson Public Schools from New England School District. Carol E. Miller applied for open enrollment for her child to be admitted to DPS from Hettinger School District. These children are currently attending DPS. The administrative recommendation was to approve the applications. Action was requested. Mrs. Ross moved to approve the request for a child of Pamela Praus and a child of Carol Miller to be admitted to the Dickinson Public Schools as per the open enrollment policy. Mrs. Rude seconded the motion. Assuming a roll call vote the motion carried unanimously.

Early Resignation Incentive Notification – Policy DKBC Early Resignation Notification was approved by the Board in 2007 and 2011. Mr. Richard Novotny, head custodian at Jefferson Elementary (19 years of service), has submitted his resignation within the April 1 deadline. The administrative recommendation was to approve the early resignation incentive. Action was requested. Mrs. Fehr reluctantly moved to approve the early resignation incentive for Richard Novotny, head custodian at Jefferson Elementary with an effective date of May 27, 2016. Mrs. Ross seconded the motion. Assuming a roll call vote the motion carried unanimously. Mrs. Fehr thanked Mr. Novotny for his work as a custodian for the District for a long time and thanked him for his loving care and dedication to the students in the District.

Teacher Negotiations Strategy (Executive Session Anticipated) – President Ricks noted the next item on the agenda was Teacher Negotiations Strategy and that it may be discussed in an executive session. The legal authority for closing this portion of the meeting is North Dakota Century Code section(s) NDCC 44-04-19.1 (9). The topic or purpose of this executive session was teacher negotiations strategy. As per North Dakota Century Code NDCC 44-04-19.1 (9), Mrs. Fehr moved to close the meeting and go into executive session for the purpose of teacher negotiations strategy. Mrs. Rude seconded the motion. A roll

Teacher Negotiations Strategy (cont.)

call vote was taken on the motion: ayes-Ross, Rude, Seaks, Fehr, Ricks; nays-none. There was no discussion on the motion. The motion carried unanimously. The executive session was recorded and all members of the governing body were reminded to limit their discussion during the executive session to the announced topic. Any collective decision, collective commitment, or other final action by the governing body must occur after it reconvenes in an open meeting, unless final action is specifically required by law to be taken during the executive session. The prohibition on taking final action during the executive session did not apply to providing guidance or instructions to the negotiator. Board policy BCAD-Executive Session allows certain individuals to be in attendance at the closed meeting. President Ricks requested the following individuals to be in attendance: the School Board Members Mrs. Kris Fehr, Mrs. Tanya Rude, Mrs. Leslie Ross, Mr. Brent Seaks, and Chair Sarah Ricks, Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, and Recording Secretary Twila Petersen.

The meeting convened into executive session and the members of the public were asked to leave the room. President Ricks anticipated adjourning the executive session and reconvening the open portion of the meeting at approximately 8:15 p.m. The executive session began at 8:01 p.m. and was attended by Mrs. Fehr, Mrs. Rude, Mrs. Ross, Mr. Seaks, Chair Ricks, Superintendent Sullivan, Assistant Superintendent Reep, and Recorder Petersen.

The executive session adjourned at 8:27 p.m. President Ricks invited the public to return to the meeting room and the meeting was back in open session. She stated the discussion during the executive session was teacher negotiations strategy.

Other – Mr. Seaks congratulated the Dickinson Adult Learning Center (ALC) on its exemplary work as being recognized as receiving the top five in four test areas; RLA, science, social studies, and mathematics. He also noted the achievements of the Beulah satellite of the ALC. Mrs. Rude noted there was a play at the high school this weekend. Mrs. Fehr reminded Board members of the upcoming graduations listed under the announcements. President Ricks reported the Roughrider Area Career and Technical Center (RACTC) was moving towards quarterly meetings and therefore there will no longer be providing monthly reports from the director.

Adjournment – At 8:32 p.m. Mrs. Ross moved to adjourn. Mrs. Rude seconded the motion. Assuming a roll call vote the motion carried unanimously. The meeting adjourned at 8:32 p.m.



Sarah Ricks, Board President



Vince Reep, Business Manager



Twila Petersen, Secretary

Approved School Board Workshop Minutes

Dickinson Public Schools
Board Workshop

May 9, 2016; After Board Meeting
Board Room, Central Office

The Dickinson Public School Board held a workshop on May 9, 2016, at the Central Administration Office. Board members present were: President Sarah Ricks, Vice President Kris Fehr, Mrs. Tanya Rude, and Mr. Brent Seaks. Board member absent was Mrs. Leslie Ross. Administrator present was Superintendent Douglas Sullivan and also present was Mrs. Twila Petersen.

Call to Order - Board President Ricks called the workshop to order at 6:30 p.m.

Becoming a More Efficient Board

Board Self-Evaluation - President Ricks noted the topic of Board Self Evaluation has been discussed by the Board previously but there was no interest at that time. Available under Supporting Documents are documents regarding Being a More Efficient Board. Board members discussed the self-evaluation and the possibility of completing it on an annual basis, quarterly basis, or semiannually. They also discussed the Board being committed to improving, questions on the document, new board member orientation expectation, and being held accountable to the school district. There was discussion regarding a board retreat to be held after the new board member(s) are elected.

Strategic Planning – Board members discussed their role in the strategic plan that was drafted by the School Improvement Leadership Team. There was additional discussion regarding the strategic plan being on the forefront when the board meeting agendas are drafted. Superintendent Sullivan explained the process for developing the strategic plan. He explained the School Improvement Leadership Team is comprised of building principals, teacher representation from each school, Superintendent Sullivan, Director of Instruction Kathrein, a representative from the School Board, and two parents. There was discussion regarding the Board's responsibility and the administration's responsibility and knowing and keeping that fine line.


Superintendent Evaluation – Board members discussed doing the superintendent's evaluation electronically. The topics under the superintendent's evaluation were also discussed.

Board Planning Calendar – President Ricks provided a copy of an annual calendar that listed the reoccurring topics discussed on a monthly basis. Board members felt it would be beneficial if this could be created.

Board Book Studies – Vice president Fehr said that previously board book studies was tried when the District started the professional learning communities and it did not work. President Ricks did not want it to be burdensome.

Modeling and Encouraging Creativity as a Board – President Ricks shared information from a PowerPoint on the website under Supporting Documents from Creative Leadership Solution. Board members discussed the orientation for new board members and provided different topics that should be covered. There was also a discussion regarding the food services program and information that was shared at the National School Boards Association convention.

Adjournment – At 8:07 p.m. President Ricks declared the workshop adjourned.



Sarah Ricks, Board President



Vince Reep, Business Manager



Twila Petersen, Secretary

Approved School Board Meeting Minutes

Dickinson Public Schools
Regular Meeting

May 9, 2016; 5:00 p.m.
Board Room, Central Office

The Dickinson Public School Board held a regular meeting on May 9, 2016, at the Central Administration Office. Board members present were: President Sarah Ricks, Vice president Kris Fehr, Mrs. Tanya Rude, and Mr. Brent Seaks. Board member absent was Mrs. Leslie Ross. Administrators present were: Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Ms. Sherry Libis, Dr. Becky Pitkin, Mr. Jay Hepperle, Mrs. Kristy Goodall, Dr. Marcus Lewton, and Mrs. Melanie Kathrein. Others present: Ms. Jarris Bergherr, Mrs. Ellen Getz, Ms. Cindy Schuetzler, Mrs. Margaret Olheiser, Ms. Leann Mehrer, Ms. JoAnn Coates, Mrs. Sherry Loris, Mrs. Jill Nelson-Wetzstein, Ms. Jennifer Hughes, Ms. Amelia Dustin, Mrs. Twila Petersen, and Mr. Andrew Haffner from the Dickinson Press.

Call to Order - Board President Ricks 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 additions or deletions to the agenda.

Consent Agenda – Mrs. Rude moved to approve the agenda including the consent agenda consisting of the minutes from the April 18 regular board meeting, the bills for May 2016; the financial reports for May 2016; the pledged assets report for May 2016; the personnel reports; the student/staff recognitions; and the RACTC report; as presented. Mr. Seaks seconded the motion. Assuming a roll call vote the motion carried unanimously.

Superintendent's Report – Superintendent Sullivan reported on the following topics. No action was requested on these topics.

Text A Tip – The Text A Tip program was recently implemented. Anonymous text messages about issues going on in the school can be sent to the School Resource Officer. Available under Supporting Documents is a copy of the flyer posted at some of the schools.

Teacher Evaluation Instrument Committee Meeting – There is a meeting scheduled for Thursday, May 12 at 4:00 p.m.

Letter from DPI – Available under Supporting Documents is a letter regarding the recent monitor of the special education department. Within the letter it is noted the District meets the requirements. Superintendent Sullivan congratulated the Director of Student Services, the Coordinator, and the teachers for their work done on the monitoring process.

Topping Off Ceremony – School Board members were invited to attend a ceremony at the Dickinson Middle School at 9:00 a.m. on May 12 where the last piece of steel will be placed on the structure.

DHS Educational Delivery Model – Superintendent Sullivan noted that President Ricks and he had met with Mr. Chris Gibbs, the Principal for the DLR Group, during the recent National School Boards Association Convention. The conversation was moving the discussion forward about the educational delivery at Dickinson High School. The DLR Group will be facilitating the June 2 School Improvement Camp and will provide a report and a summary of the June 2 camp sometime during the summer. A follow up to this will be a community open forum to bring forward the future of the DHS educational delivery.

Business Topics

Speech Language Pathologists Grievances – Board President Ricks explained speech language pathologists addressed the Board at the April board meeting regarding grievances they had submitted. Board members requested additional information which was received on Monday, May 2. The material submitted is being reviewed. President Ricks stated there would be no further discussion, at this time. The data and material is being diligently reviewed. No action was requested on this topic.

Teacher Contract Negotiations Update – President Ricks and Vice President Fehr are the Board negotiators. There have been nine teacher negotiations meetings. Vice President Fehr stated there is a tentative agreement on the contract with the DEA. Changes to the 2016-2017 agreement include three language items, \$650 on the base, and one additional graduated personal leave day with a sunset clause. If the graduated personal leave is not brought forward in four years it will be removed. Once the DEA ratifies the contract then the school board will need to have a special meeting to talk about the contract and take action. The total cost of the changes in the contract will be an additional approximately \$889,000. Mrs. Fehr commended President Ricks on her negotiating skills and she felt the board negotiators had heard and understood things from the DEA that they had not heard before. The concerns were presented in a way that could be understood. President Ricks agreed and added it was a fairly amicable process with good discussion. Mrs. Fehr referenced the newspaper article and said that she was quoted as saying it was difficult. She said that she did not mean the negotiations was difficult or hard to understand, she meant it was difficult due to the declining enrollment. This agenda item was informational only. No action was requested.

Schedule Special School Board Meeting – Administrative recommendation was to schedule a Special School Board meeting for Monday, May 16 at 5:00 p.m. Board members were asked to check their schedules prior to the meeting. President Ricks explained it is anticipated the DEA will ratify the contract at its May 16 scheduled meeting. Mrs. Fehr moved to schedule a special school board meeting for Monday, May 16 at 5:30 p.m. at the Central Office. President Ricks asked if there was a second on the motion. Due to no second on the motion the motion was not considered. Board members discussed their schedules. Mrs. Rude moved to schedule a special school board meeting for Monday, May 16 at 5:30 p.m. at the Central Office. Mrs. Fehr seconded the motion. Discussion on the motion: Mrs. Fehr inquired what had changed. Mrs. Rude responded that she was trying to do what was best for the teachers and the good of DPS. Mrs. Rude moved to amend her motion to schedule the special school board meeting for Monday, May 16 at 5:15 p.m. Mrs. Fehr seconded the motion. There was no discussion on the motion. Assuming a roll call vote the motion carried unanimously.

Dickinson Middle School Construction Update - Assistant Superintendent Reep updated the Board members on the progress of the construction of Dickinson Middle School. He explained there was a construction meeting on Wednesday and a safety meeting on Thursday. The cement on zone A is nearly completed. The roofing materials are up also in zone A. There will be pictures posted under Supporting Documents. 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. Superintendent Sullivan read some of the updated information provided in the report. President Ricks appreciated the opportunities provided to the students to be moving about during the day. This agenda item was informational only. No action was requested.

Memorandum of Understanding in Boys' and Girls' Swimming – The Dickinson Dolphins Swim Team requested an agreement with the Dickinson Public Schools for boys' and girls' swimming. Mr. Guy Fridley, district-wide activities director, has corresponded with Mrs. Susan Moberg, president of the Dolphin Swim Team and Mrs. Moberg has reviewed and signed the Memorandum of Understanding which is posted on the website under Supporting Documents. Dickinson Dolphin Swim Team would like to enter into a one-year agreement. Mr. Hepperle addressed the Board and noted this past year the swimming program went very well and said the clubs part did a great job and he would recommend extending the agreement. There were no changes to the agreement from last year other than the date. Mr. Seaks moved to approve the Memorandum of Understanding between the Dickinson Public Schools and Dickinson Dolphin Swim Team for boys' and girls' swimming for the 2016-2017 school year, as presented. Mrs. Rude seconded the motion. There was no discussion on the motion. Assuming a roll call vote the motion carried unanimously.

2016-2017 Student Handbooks - A copy of the 2016-2017 student handbooks for the elementary schools, Berg Elementary, Hagen Junior High, Dickinson High School, and Southwest Community High School have been posted under Supporting Documents on the school board web site. The administrative recommendation was to approve the student handbooks. Action was requested. Mrs. Fehr noted the bullying prevention policy identified protected classes which did not coincide with federal law. She added the bullying prevention policy did not have the same change in the protected classes as the district's anti-discrimination and anti-harassment policy. Board members discussed the noted discrepancy. Mrs. Fehr said some handbooks go to print soon and therefore there could not be any delays. President Ricks referred to Superintendent Sullivan for guidance. Dr. Sullivan said the policies should be aligned and any revisions to a policy could not be done at this meeting. He added revisions to a policy require two readings unless an expedited process is deemed necessary. He read policy language regarding policy adoption. There was discussion on how soon the handbooks would need to go to print. Mrs. Rude suggested since there was probably going to be a special school board meeting on May 16 that this topic could be placed also on the agenda. Further discussion resulted in the Board members noting a change to the policy would need to be made and then action could be taken on the student handbooks. Mrs. Fehr suggested expediting the revision to the bullying prevention policy and deferred to Superintendent Sullivan for guidance. Dr. Sullivan explained that a policy revision could be expedited if there was a 2/3rds vote of the school board. Mrs. Fehr recommended the administration review the other policies and make sure the protected classes are in alignment.

Vice president Fehr referenced the DHS handbook changes to the grading percentage and said the conversation had started, to her knowledge, years before with the school leadership committee. Mr. Hepperle said that it was brought to light when competing with other class A schools for scholarships the grading systems were different. DHS was higher as far as percentage and grade scale. The state looks at the GPA. This was taking opportunities away from the students. Mrs. Fehr inquired if the percentages for the grades were set by the Department of Public Instruction. Superintendent Sullivan responded that in his experience they are set at the district level. Similar grading changes were also made at Hagen Junior High and Southwest Community High School. If the Board is interested in having the elementary principals review the change they should notify the superintendent. There was discussion regarding the high school dance policy in the student handbook, extracurricular activities at SWCHS, lunch at SWCHS, and lockers at SWCHS. Mrs. Fehr moved to table the discussion of the student handbooks until the May 16 special school board meeting. Mrs. Rude seconded the motion. Assuming a roll call vote the motion carried unanimously. There was discussion regarding putting emergency, weather related notifications on the

2016-2017 Student Handbooks (cont.)

DPS webpage and FaceBook page. If there is no staff available to get to the office and only limited staff with access to those areas, Dr. Sullivan thought it may make it difficult. Board members felt the DPS website and FaceBook page is the area parents would go to if they thought that school might be cancelled or postponed.

Annual Meeting Date and Time - Mrs. Rude moved to schedule the annual school board meeting for Monday, July 11, 2016, at 5:00 p.m. at the Central Office. Mr. Seaks seconded the motion. Discussion on the motion: Vice president Fehr noted since there will be at least one new school board member and Mrs. Rude will be unable to attend the meeting to make sure there will be a quorum on this date. Assuming a roll call vote the motion carried unanimously.

School Board Regulation FGA Revision, First Reading and Final Adoption – The North Dakota School Boards Association (NDSBA) recommended revisions to Board regulation FGA BR-Student Education Records Access and Amendment Procedure. A copy of the revised regulation is posted under Supporting Documents. Areas on the regulation that are new are noted in red text. Administrative recommendation was to revise regulation FGA. Policy BDA authorizes the Board to adopt Board regulations with one reading. Mr. Seaks moved to adopt revised Board regulation FGA-Student Education Records Access and Amendment Procedure with one reading, as presented. Mrs. Fehr seconded the motion. A roll call vote was taken: ayes-Rude, Fehr, Seaks, Ricks; nays-none; absent-Ross. The motion carried unanimously.

Other – Mrs. Rude recognized the students and staff on the consent agenda and wanted to thank them for a job well done. Mrs. Fehr thanked the school district and Mrs. Petersen for the recognition program. She thanked the teachers and staff that were recognized for their years of service and also thanked those retiring for their years of service. Mr. Seaks noted there was another item added to the special school board meeting agenda and therefore made a motion to reconsider the amended motion for the date and time of the special school board meeting and moved to schedule a special school board meeting on Monday, May 16 at 5:00 p.m. Mrs. Rude seconded the reconsideration and the motion. There was no discussion on the motion. Assuming a roll call vote the motion carried unanimously.


Adjournment – At 6:16 p.m. Mrs. Rude moved to adjourn. Mr. Seaks seconded the motion. Assuming a roll call vote the motion carried unanimously. The meeting adjourned at 6:16 p.m.



Sarah Ricks, Board President



Vince Reep, Business Manager



Twila Petersen, Secretary

Approved School Board Meeting Minutes

Dickinson Public Schools
Special Meeting

May 16, 2016; 5:00 p.m.
Board Room, Central Office

The Dickinson Public School Board held a special meeting on May 16, 2016, at the Central Administration Office. Board members present were: President Sarah Ricks, Vice President Kris Fehr, Mrs. Tanya Rude, and Mr. Brent Seaks. Board member absent was Mrs. Leslie Ross. Administrators present were Superintendent Douglas Sullivan and Assistant Superintendent Vince Reep. Others present were Mrs. Kim Blain and Ms. Amelia Dustin.

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

Public Participation – There were no requests for public participation.

School Board Policy Revision ACEA-Bullying Prevention Policy, First Reading – At the May 9 Board meeting, School Board members expressed concerns regarding the protected classes in the bullying prevention policy not matching up with the protected classes in the nondiscrimination policy. The Board directed the administration to draft a revised bullying policy that aligns the protected classes. Available under Supporting Documents is the revised bullying prevention policy. Policy BDA authorizes the Board to adopt a policy with one reading when the Board deems this action necessary. Administrative recommendation was to adopt the revised policy with one reading to expedite the inclusion of this policy in the student handbooks. Action was requested. Board members expressed their appreciation for the way the policy was revised. Mrs. Rude moved to amend policy ACEA-Bullying Prevention Policy with one reading as written to expedite the completion of the 2016-2017 student handbooks. Mrs. Fehr seconded the motion. A roll call vote was taken: ayes-Seaks, Fehr, Rude, Ricks; nays-none; absent-Ross. The motion carried unanimously.

2016-2017 Student Handbooks – At the May 9 Board meeting the student handbooks agenda topic was tabled until the Board had an opportunity to review policy ACEA-Bullying Prevention and make revisions to have the protected classes in alignment with the non-discrimination policy. Administrative recommendation was to approve the revised student handbooks posted on the website. Action was requested. Mrs. Fehr moved to approve the 2016-2017 elementary, Berg Elementary, Hagen Junior High, Dickinson High School, and Southwest Community High School student handbooks, as presented. Mr. Seaks seconded the motion. Assuming a roll call vote the motion carried unanimously.

Ratification of the 2016-2017 DPS/DEA Professional Negotiated Agreement – The Board and DEA negotiating team met nine times to review several topics of negotiations. Available under Supporting Documents is a copy of the proposed 2016-2017 Professional Negotiated Agreement. Mrs. Fehr and Mrs. Ricks are the Board representatives for the negotiating team. They explained the changes to the agreement were changing the salary schedule with an index base increase of \$650 to the calculating base, a graduated personal leave which allows one additional day each year to those teachers with 11 or more years of experience with a sunset clause of May 31, 2018, clarifying the definition of National Board Certification, adding Century Code under Title, Names, and Acronymous Items, changing the Placement on the Salary Schedule up to and including 15 years of experience and clarifying the vocationally certified teachers years of experience on the salary schedule placement. Administrative

Ratification of the 2016-2017 DPS/DEA Professional Negotiated Agreement (cont.)

recommendation was to ratify the negotiated agreement. Vice president Fehr appreciated the good discussions at the negotiations meetings. President Ricks agreed and added it was a very amicable process. The DEA was also holding a membership meeting the same time as the Board had its special school board meeting. Superintendent Sullivan received a text notification from a DEA negotiator that the agreement had been ratified by the DEA. Mrs. Rude moved to approve the one year teacher negotiated agreement that includes a calculating index base of \$36,650 and a new teacher with no experience salary of \$44,713 for 2016-2017, at a total cost of \$886,423; and to approve the changes in the negotiated agreement, as presented. Mrs. Fehr seconded the motion. A roll call vote was taken on the motion: ayes-Rude, Fehr, Seaks, Ricks; nays-none; absent-Ross. The motion carried unanimously.

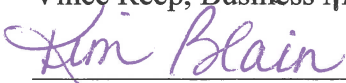
Adjournment – At 5:15 p.m. President Ricks declared the meeting adjourned.



Sarah Ricks, Board President



Vince Reep, Business Manager



Kim Blain, Acting Secretary

Approved School Board Meeting Minutes

Dickinson Public Schools
Special Meeting

May 23, 2016; 4:30 p.m.
Board Room, Central Office

The Dickinson Public School Board held a special meeting on May 23, 2016, at the Central Administration Office. Board members present were: President Sarah Ricks, Vice President Kris Fehr, Mrs. Leslie Ross, Mrs. Tanya Rude, and Mr. Brent Seaks. Administrators present were Superintendent Douglas Sullivan and Assistant Superintendent Vince Reep. Others present were: Attorney David Phillips (via conference call), Ms. Lee Mehrer, Ms. JoAnn Coates, Ms. Ellen Getz, Ms. Merrill Fahlstrom, Ms. Dana Price, Ms. Sherry Loris, Ms. Diana Stroud, Ms. Rhonda Tormaschy, Ms. Trisha Getz, Ms. Kristi Meidinger, Ms Yvette Schubert, Ms. Dorothy Martinson, Ms. Jill Nelson-Wetzstein, Mr. Lyle Smith, Ms. Shary Smith, Ms. Jane Cornell, Ms. Linda Greenwood, Ms. Twila Petersen, and Mr. Andrew Haffner from the Dickinson Press.

Call to Order - Board President Ricks called the meeting to order at 4:37 p.m.

Public Participation – There were no requests for public participation.

Speech Language Pathologist Grievances – At the April School Board meeting, Speech Language Pathologists addressed the Board regarding grievances they had submitted to the Board. Board members requested additional information which was received on Monday, May 2. Since May 2, work has continued in an effort to address the grievances. President Ricks said she has reviewed the material that has been submitted. Most submissions were daily schedules over the course of the year. The speech language pathologists provided extended amounts of information, including their calendars and Tienet logs. Unfortunately the Tienet system logs out after a certain amount of time so it was difficult for President Ricks to get the whole picture. The data that was received is what has been utilized. President Ricks said there were a few things that were brought to light. She explained to the board members what has been gathered so far so that the Board could move forward. The grievances asked for 75 additional days concurrent with the contract. The 75 days is based on the three vacant positions being advertised for speech language pathologists (SLPs). President Ricks stated there are issues with what the grievances asked for because it would represent a change to the negotiated agreement. It was her understanding that the Board cannot unilaterally change the negotiated agreement. The District currently does not have a policy or procedure in place that governs what is the trigger point to advertise for a position so it is difficult to distinguish how many positions are needed. It is not the same as looking at a high school teaching position. As a Board, from a grievance standpoint, it can only deal with the language in the negotiated agreement. Thinking in that respect, the data has been reviewed to see if preparation time was missed during the year. It is difficult to be able to find how much preparation time was missed during the year. It is not perfect and President Ricks had to make a judgment call. What she did come up with was five days to 17.5 days overall of missed preparation time. She said another issue was due to the speech language pathologists making their own schedule which would mean that all time could be considered unassigned. There are a lot of moving parts in trying to decide how much was missed. President Ricks said the bigger issue is the lack of policy and procedure regarding speech language pathologists. For the classroom teacher the classroom size has a regulation. That is not the case with the speech language pathologists; caseloads are not equal. There is required paperwork that follows the student. With that in mind President Ricks researched the national averages and nationally the mean is 50 and the mode is 60. The current caseload carried by the SLPs is close to the national mean or mode. President Ricks

Speech Language Pathologist Grievances (cont.)

also visited with a consultant regarding caseloads and case management roles. The current negotiated agreement does not reflect the nature of the job of the SLPs and perhaps other specialists which is a concern. The ratio of paperwork is going to be higher than a regular classroom teacher. The current teacher contract has been satisfactory until now but it is maybe something the Board should be looking into with the current legislature and to go through the Dickinson Education Association (DEA) to work on this issue. President Ricks noted the DEA is the negotiating body for the District's SLPs. The only objective measure, as far as paperwork load, was an average of 24 minutes per student for direct service and 36 minutes per student for case management. Mrs. Ross inquired how many total specialists does the District have that have a North Dakota teaching credential for specialists that fall under the negotiated agreement. Mr. Reep responded all of them would be except for maybe two. Vice president Fehr recognized as negotiators that she and President Ricks found that within the negotiated agreement some areas are not addressed but the Board negotiators are bound by the law. This made it uncomfortable for the Board negotiators. President Ricks agreed; she added there was a grievance but there was not a lot to be found within the current negotiated agreement. Mr. Seaks clarified there is a bigger issue because there are no policies or procedures and governance to provide guidance. He asked if the grievances could be addressed and then deal with the policies and procedures as the next step. President Ricks responded that would be her suggestion. As far as the grievances, there are technicalities and specifics that are within the boundaries of the negotiated agreement. If there would be a compensation there would need to be proof to support it as the Board has a fiduciary responsibility to the auditor. President Ricks explained there are no minute-by-minute accounts for the daily activities for the SLPs. The Board would need to consider in the future putting something objective for the Board to consider and go through the DEA and have it approved by the DEA. Vice president Fehr asked for clarification from President Ricks. She understood the solution, other than paying for preparation time, would be to go through the DEA. President Ricks responded that she was correct and added there should be policies and procedures in place moving forward so that it doesn't happen again. Mrs. Ross inquired if it was accurate the current negotiated agreement only provides an opportunity to acknowledge and pay for the preparation time and anything beyond that would need to be a change to the negotiated agreement and would need to go through the DEA. President Ricks responded that was accurate and added that anytime there is compensation outside of the negotiated agreement it would have to be agreed upon by the negotiating parties. Mrs. Ross inquired what the objective compensation could be and how many hours and how much money if the negotiated agreement is followed. President Ricks responded since the grievance is based on the contract and the contract says they have been working the preparation time and there are semi objective numbers the total amount of compensation would be about \$21,701, not including benefits. She added that number could change slightly as the data was reviewed and errors were corrected. Mrs. Fehr inquired how she arrived at the number. President Ricks responded that she went through the data day-by-day and hour-by-hour to figure out what was missed. From there she arrived at a total number of minutes. Mrs. Rude clarified the \$21,701 was the amount of what was missed in preparation time for all six individuals and does not include the time outside of the contract. President Ricks responded that she was correct and that the time outside of the contract could not be discussed due to the negotiated agreement. Vice president Fehr said she did not realize the SLPs did so much and had such large caseloads. It is unfortunate it came to light in the form of a grievance. She suggested the Board consider a policy and Board members recommended an attorney draft the policy. Mrs. Fehr suggested making sure there was communication so that there is an understanding with the DEA leadership and SLPs what is being found and what might be done

Speech Language Pathologist Grievances (cont.)

for the future. Mrs. Ross said another thing that came to light for her was that when bargaining for specialists they are not the same as the regular classroom teacher. It leaves no room for the Board to try and help them when it actually could have if not for contractual language. President Ricks said she would like to hear what the attorney has for input.

Attorney Consultation (Executive Session Anticipated) – President Ricks said at this time, a motion would be in order to discuss the next topic in executive session rather than in an open meeting. As per North Dakota Century Code N.D.C.C. § 44-04-19.2, Mrs. Rude moved to close the meeting and go into executive session for the purpose of Attorney Consultation regarding teacher grievances. Mrs. Ross seconded the motion. A roll call vote was taken on the motion: ayes-Rude, Seaks Fehr, Ross, Ricks; nays-none. The motion carried unanimously. The executive session was recorded and all members of the governing body were reminded to limit their discussion during the executive session to the announced topic. The prohibition on taking final action during the executive session does not apply to providing guidance or instructions to the attorney or negotiator. President Ricks stated that Board policy BCAD allows certain individuals to be in attendance at the closed meeting. She directed and authorized the following individuals to remain in the room during the executive session: Attorney David Phillips via conference call, the school board members Mrs. Tanya Rude, Mrs. Kris Fehr, Mr. Brent Seaks, Mrs. Leslie Ross and Chair Sarah Ricks, Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, and Recording Secretary Twila Petersen. The meeting convened in executive session and the members of the public who were attending the meeting were asked to leave. President Ricks stated it was anticipated adjourning the executive session and reconvening the open portion of the meeting at approximately 5:40 p.m. At 5:10 p.m. the meeting went into executive session and was attended by Attorney Phillips via conference call, Mrs. Rude, Mrs. Fehr, Mr. Seaks, Mrs. Ross, Chair Ricks, Superintendent Sullivan, Assistant Superintendent Reep, and Recorder Petersen.

The executive session adjourned at 6:02 p.m. The public was invited to return to the meeting room and the meeting was back in open session. President Ricks stated the discussion during the executive session was teacher grievances and no other topics were discussed. The Board consulted with its attorney. Mrs. Rude stated that it is a complicated issue. Mrs. Ross said the governance issues could be taken care of possibly through a board policy to cover situations and a trigger as to how many is a good caseload. She added there needs to be good collaborative discussion along with a good policy. President Ricks said there are no means to judge what should have happened. Mrs. Ross agreed and said she appreciated the information that the SLPs brought to help the Board make a decision. Mrs. Fehr commended President Ricks for all the time she dedicated and all her efforts and research to try and figure out the data. Mrs. Fehr moved to grant the grievance in part, there being an apparent violation of the negotiated agreement and to deny, in part, the claimed damages. She further moved to direct the administration, in consultation with the board president, to make the calculations and issue written findings. Mrs. Rude seconded the motion. There was no discussion on the motion. A roll call vote was taken on the motion: ayes-Seaks, Ross, Rude, Fehr, Ricks; nays-none. The motion carried unanimously. President Ricks stated that the Board would continue to look into policies and procedure and continue to have discussions.


Dickinson Public Schools
Special Meeting

May 23, 2016; 4:30 p.m.
Board Room, Central Office

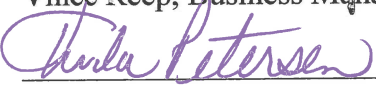
Adjournment- At 6:08 p.m. Mrs. Ross moved to adjourn. Mrs. Fehr seconded the motion.
Assuming a roll call vote the motion carried unanimously.



Sarah Ricks, Board President



Vince Reep, Business Manager



Twila Petersen, Secretary

Approved School Board Meeting Minutes

Dickinson Public Schools
Special School Board Meeting

May 27, 2016; 12:00 p.m.
Central Office Board Room

The Dickinson Public School Board held a special meeting on May 27, 2016, at the Central Administration Office. Board members present were: President Sarah Ricks, Vice President Kris Fehr, Mrs. Leslie Ross, Mr. Brent Seaks, and Mrs. Tanya Rude. Administrator present was Superintendent Douglas Sullivan. Others present were: Attorney David Phillips (via conference call), Mrs. Merrill Fahlstrom, Mrs. Sherry Loris, Mrs. Dana Price, Mrs. Ellen Getz, Ms. Jill Nelson-Wetzstein, Mrs. Rhonda Tormaschy, Mr. Lyle Smith, Ms. Fern Pokorny, Ms. Leann Mehrer, Mrs. Christa Enebo, Mr. Reed Price, Mrs. Amanda Fisher, and Mrs. Twila Petersen.

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

Public Participation – There were seven requests for public participation. The requests were received from Mr. Lyle Smith, Ms. Fern Pokorny, Mrs. Dana Price, Mrs. Merrill Fahlstrom, Mrs. Sherry Loris, Ms. Jill Nelson-Wetzstein, and Mrs. Ellen Getz. President Ricks reminded each participate they had a five minute time limit. She invited the participants to come up as their names were called and join the Board members at the table.

Mr. Lyle Smith addressed the Board. He stated his position as president of the Dickinson Education Association (DEA). Mr. Smith explained the speech language pathologists (SLPs) had voiced concerns with administration regarding the workload placed on them due to the vacancy of three SLP positions. After several meetings with Dr. Sullivan they contacted the DEA for possible guidance. They met as a group and decided to pursue the avenue drafted within the negotiated agreement and filed grievances as a last resort. Mr. Smith said he was extremely confused because during the negotiations the presentation regarding the concerns of the SLP out of contract time could not be addressed by the Board negotiators. Mr. Smith referenced Century Code which describes a negotiating unit.

Mrs. Fern Pokorny addressed the Board stating she worked for North Dakota United. She referenced the teacher contracts which were due within 14 days of the date of the contract in accordance with North Dakota Century Code. She requested an extension for the speech language pathologist teachers. President Ricks did not know if that could be addressed at this meeting since it was not a topic on the agenda and thanked Mrs. Pokorny for bringing it to their attention.

Mrs. Dana Price, speech language pathologist, addressed the Board. She asked for clarification of the determination of the loss of preparation time and noted as a team their concern was that Tienet logs were used for most of the times. Mrs. Price explained that Tienet logs out after 45 minutes which would make it appear that the pathologist was doing paperwork for 45 minutes. She explained at the previous Board meeting it was stated that the consultant recommends 24 minutes of prep time per week for each student's needs and 36 minutes of prep time for each student's case manager. Mrs. Price did not agree with those minutes. In her opinion the District was short three speech language pathologists (SLPs) for the year and therefore the remaining SLPs had to absorb the students which created additional caseloads and therefore it would be apparent that work would need to be done outside the contract time. Going into this year it was apparent there would be double the caseload and that must have been the expectation in the beginning. The SLPs worked hard to keep up with the paperwork and stay in compliance as much as possible. She noted it was frustrating that the out of contract time could not be discussed. Tinyi was discussed as an option to help the SLPs, however there were several flaws in the program. Tinyi would require additional staffing for scheduling and technology in the room at a cost of \$80 per child per session. She noted the SLPs appreciated the positive communication at the April meeting and would appreciate the opportunity today and in the future for that open dialogue.

Public Participation (cont.)

Mrs. Merrill Fahlstrom, speech language pathologist, addressed the Board regarding the caseload size discussed at the May 23 meeting. At that meeting it was stated the national caseload average was 50 students. Mrs. Fahlstrom said that 50 students was not manageable. The national association has suggested looking at other options for service delivery. One option would include weighted caseloads in which more severe students would be weighted higher. They would not be counted as just one student but they would be counted as 1.5 in those cases where the student had severe disabilities. They also suggest other service delivery systems such as a 3-to-1 system which would be working with students three weeks and one week off to do paperwork, evaluations, etc. She stated that North Dakota's average is not 50 students but lower caseloads. North Dakota recognizes the importance of serving those students to provide optimal progress. Larger caseloads are unmanageable with no progress being made. Students at DPS are seen 3-5 times per week and are making progress. Mrs. Fahlstrom also requested an extension on signing the teacher contract. She asked the Board to reassure the SLPs that there is not a repeat of what happened this school year.

Mrs. Sherry Loris, speech language pathologist, addressed the Board. She stated that she was hoping the amount of missed preparation time that was discussed on May 23 would be reconsidered. As a group, the SLPs consider their workloads equal amongst themselves. The offer on May 23 had the amount of prep time different for each SLP teacher.

Mrs. Jill Nelson-Wetzstein, speech language pathologist stated the intense caseloads caused the SLPs to cancel students in order to test other students. Those students that were already on an IEP may not have gotten their designated time.

Mrs. Ellen Getz, speech language pathologist, addressed the Board. She noted that she serves students at Hope Christian Academy along with students at Dickinson High School, Trinity High School and preschool students at the Early Childhood Center. She thanked the Board for their consideration and listening to the comments provided by the SLPs. Mrs. Getz explained the SLPs have given up a lot of their personal time and worked very hard to do the best they could to serve the students. Mrs. Fehr inquired regarding the process for non-public school students and funding for those students. Superintendent Sullivan responded the IDEA requires all students to be served. There is no additional revenue received by the School District for this service. Mrs. Getz explained that she is contacted by special education teachers who have speech and language concerns noted on an IEP. She added it is a thorough process involving assessment, planning, and testing and then writing an IEP and meeting regarding the IEP.

President Ricks thanked all those providing public participation and appreciated the thoughtfully prepared comments.

Speech Language Pathologist Grievances – President Ricks requested this topic be placed on the agenda so that she could give a recap and clear up a few points of misunderstanding from the May 23 meeting. She stated at the May 23 meeting the data and subsequent research pertaining to the grievances filed were reviewed. The caseload size recommended by the ASHA was the only objective measure she could find because it would not be practical to figure out the work load approach at this time. She added the national norm does not necessarily represent best practice. At the May 23 meeting President Ricks mentioned there were two issues; the grievances themselves and larger issues brought to light by the grievances. The Board was able to discuss and consult with their attorney to act on the

Speech Language Pathologist Grievances (cont.)

grievances themselves. The action taken at the May 23 meeting was to grant in part and deny in part the grievances. The Board agreed to pay the SLPs for any prep time that could be proven was missed during the year as shown by the data that was provided to the board. The data compiled was not using Tienet. The District can only pay for what can be proven and therefore calculations were made based on each individual schedule starting with how much time was in the schedule originally for prep time and then deducting any time that was spent for assessment or other meetings in their calendars. Mrs. Ricks understood it was not a complete picture but it was what could objectively be put together for each person. Mrs. Rude inquired if it included the whole year or just a snapshot. President Ricks responded that it was September through a majority of April.

President Ricks expressed that the payment was not for work done outside of the work day. She noted because of the way the negotiated agreement is worded the work outside the contract day could not be addressed. A larger issue brought to light through the grievances was the need for policy and regulations to address the needs of the special education personnel. President Ricks said she has heard frustration in regards to the issue of personnel covering vacant positions not being discussed more during negotiations. Due to the fact that there was a grievance related to that issue it would have been difficult to discuss. The DEA did bring a proposal for this topic and the Board negotiators gave a reaction and some reasoning on why the board was not interested in that particular proposal. The DEA invited the Board negotiators to bring back some language but it would have been difficult to discuss as there was an ongoing grievance. At that time, the Board negotiators would not have been prepared nor even fully understand the full scope of the problem in order to draft good language that would serve the district well into the future. President Ricks assured the SLPs that the matter is not being dropped. The Board intends to create policy and/or regulation to prevent the same situations from arising. It needs to be done correctly and sometimes doing it correctly takes more time.

President Ricks stated the Board has discussed the idea that the current working conditions in the negotiated agreement do not match the reality of a SLPs job. Because the SLPs have a higher paperwork to student ratio than a general educator therefore 90 minutes of prep time might not be adequate. The Board mentioned the possibility of creating a proposal and submitting it to the DEA beyond what they were able to give the SLPs in response to their grievance. During the May 23 attorney consultation, the attorney made it clear to the Board that it could not discuss a potential proposal to the DEA during that meeting because it would require a separate agenda item of agreement negotiations and the agenda of the special meeting could not be altered by a motion. That is why no further discussion on the matter occurred on Monday. President Ricks said that it brings her to the purpose of today's meeting. The Board intends to discuss its options and decide what, if anything, it might propose. President Ricks made it clear that the Board is not obligated in any way to do this, but the Board wants to be professional and to make sure that it has thoroughly discussed the situation

Mrs. Fehr requested information when the District became aware there was a problem. Superintendent Sullivan responded that the District advertised for two speech language pathologist positions starting last school year and knew it would be a difficult challenge to fill the positions. Mrs. Fehr inquired why the Board was only hearing about the issue at the end of this school year. Dr. Sullivan responded that according to the information provided by the SLPs they met with Mrs. Martinson in May 2015 and expressed their concerns about the upcoming school year. Dr. Sullivan added he met with the SLPs at least twice during the year. Mrs. Fehr inquired regarding the remedy and how was it handled. Superintendent Sullivan responded that he had met with the Central Office administrators and had

Speech Language Pathologist Grievances (cont.)

conversations about possible alternatives. During the meetings with the SLPs he had asked if they had suggestions about how the District could possibly address some of the issues. Ultimately what was done at that point was implement a recruitment process and research possibilities outside the country and reviewing services through Tinyi to try and find SLPs. The SLPs were offered at one time the same remedy to the grievances that the Board has adopted. Mrs. Fehr inquired if the SLPs had been paid on that offer. Dr. Sullivan responded that the response given when the offer was made was that the .43% of the salary was the requested resolution. He explained that it was beyond his authority to make that type of payment. He could work with the time within the contract from 8:00-3:45. The remedy was rejected by the SLPs and appealed to the school board. Mrs. Fehr agreed that the superintendent did not have the power to accept the counter offer. She expressed her frustration that the board could have known about the details earlier but also understood the process of the grievances. Mrs. Rude concurred that it would have been nice to have known sooner and started to review the policies to help with this situation. Mrs. Fehr addressed President Ricks and asked her to explain the data that she reviewed since only President Ricks had reviewed it. President Ricks responded the data received was a combination of schedules, calendars, and Tienet records. She added that some individuals did not have 90 minutes of preparation time in their schedules every day. In reviewing the material President Ricks could see some students being rescheduled due to an assessment or meeting. There were indications that the SLPs were working evenings and on weekends. Mrs. Rude inquired if there were some common standards for the time spent with the student and the paperwork for students. President Ricks responded the student time is regulated by the IEP itself.

Mrs. Fehr addressed Dr. Sullivan and inquired in May 2015 when the SLPs met with Mrs. Martinson and expressed their concerns what was the response from the District. Dr. Sullivan responded he did not recall the details of the conversation. Mrs. Fehr referred the question to the SLPs for input from that conversation. Mrs. Price responded on behalf of the SLPs. She said the SLPs all met together with Mrs. Martinson. They knew it was going to be tough going into the school year. Mrs. Martinson asked the SLPs to hope for the best and not to get too discouraged as there still could be applicants closer to the school year. It was the understanding of the SLPs that Mrs. Martinson would be going to the superintendent on their behalf to discuss their concerns.

Agreement Negotiations (Executive Session Anticipated) – President Ricks stated the next item on the agenda was Agreement Negotiations. As per North Dakota Century Code NDCC 15.1-16-22, 44-04-19.1(9), and 44-04-19.2; Mr. Seaks moved to close the meeting and go into executive session for the purpose of agreement negotiations. Mrs. Ross seconded the motion. There was no discussion on the motion. A roll call vote was taken on the motion: ayes-Rude, Seaks, Ross, Fehr, Ricks; nays-none. The motion carried unanimously. The executive session was recorded and all members of the governing body were reminded to limit their discussion during the executive session to the announced topic. Any collective decision, collective commitment, or other final action by the governing body must occur after it reconvenes in an open meeting, unless final action is specifically required by law to be taken during the executive session.

President Ricks stated Board policy BCAD allows certain individuals to be in attendance at the closed meeting. She directed the following to be in attendance: the School Board Members Mrs. Kris Fehr, Mrs. Tanya Rude, Mrs. Leslie Ross, Mr. Brent Seaks, Chair Sarah Ricks, Superintendent Douglas Sullivan, and Recording Secretary Twila Petersen. The meeting convened in executive session and all members of the public who were in attendance were asked to leave the room. President Ricks

Agreement Negotiations (cont.)

anticipated adjourning the executive session and reconvening to the open portion of the meeting at approximately 1:45 p.m. The executive session began at 12:54 p.m. and was attended by Mrs. Fehr, Mrs. Rude, Mrs. Ross, Mr. Seaks, Chair Ricks, Superintendent Sullivan, and Recorder Petersen.

The executive session was adjourned at 1:53 p.m. The public was invited to return to the meeting room and the meeting was back in open session. President Ricks stated the discussion of the executive session was agreement negotiations and that no other topics were discussed.

Attorney Consultation-Agreement Negotiations Strategy (Executive Session Anticipated) –

President Ricks stated the next item on the agenda was Attorney Consultation—Agreement Negotiations Strategy. As per North Dakota Century Code N.D.C.C. § 44-04-19.1(2) and 44-04-19.2, Mrs. Rude moved to close the meeting and go into executive session for the purpose of Attorney Consultation regarding agreement negotiations strategy. Mr. Seaks seconded the motion. There was no discussion on the motion. A roll call vote was taken on the motion: ayes-Fehr, Rude, Ross, Seaks, Ricks; nays-none. The motion carried unanimously. The executive session was recorded and all members of the governing body were reminded to limit their discussion during the executive session to the announced topic. The prohibition on taking final action during the executive session did not apply to providing guidance or instructions from the attorney. President Ricks stated Board policy BCAD allows certain individuals to be in attendance at the closed meeting. She directed the following to remain in the room during the executive session: Attorney David Phillips via conference call, the School Board Members Mrs. Tanya Rude, Mrs. Kris Fehr, Mr. Brent Seaks, Chair Sarah Ricks, Superintendent Douglas Sullivan, and Recording Secretary Twila Petersen. The meeting convened in executive session. The members of the public who were attending the meeting were asked to leave the room. President Ricks anticipated adjourning the executive session and reconvening the open portion of the meeting, at approximately 2:10 p.m. The executive session began at 1:57 p.m. and was attended by Attorney Phillips via conference call, Mrs. Rude, Mrs. Fehr, Mr. Seaks, Chair Ricks, Superintendent Sullivan, and Recorder Petersen.

The executive session was adjourned at 2:35 p.m. The public was invited to return to the meeting room and the meeting was back in open session. President Ricks stated the discussion of the executive session was attorney consultation regarding agreement negotiations strategy and no other topics were discussed. President Ricks stated they were able to speak to the attorney about various options. Mrs. Fehr moved to direct the administration, with guidance from legal counsel, to issue a one-time only retroactive payment based on federally mandated speech language pathologist paperwork and caseload norms for services provided to Dickinson students. Payment will be for 34 days at each speech language pathologist's daily rate. The administration was further directed to submit this offer to the DEA, which will have 15 days from the date of the letter to accept the offer. If the offer is rejected nothing further will be given. Mrs. Rude seconded the motion. President Ricks called for discussion on the motion. She stated that she wanted to make it clear that this was a remedy above and beyond the negotiated agreement and that the Board was not required to do a separate agreement for 34 days for each individual SLP. Mrs. Fehr said earlier there was a request for additional time for the SLPs to turn in their teacher contracts. Mrs. Fehr stated she would not be in favor of extending the deadline. President Ricks noted that everyone should know what is expected at this point. Mrs. Ross said that the Board had come back late from executive session twice and she apologized on behalf of the Board. She stated that the Board was put to the test in two areas. One area they all agreed on as a Board was what was best for the students and have the services provided to the student and that service was very much


Attorney Consultation-Agreement Negotiations Strategy (cont.)

valued. The second area the Board reviewed and worked really hard was to be fair and equitable for the SLPs and for the Board and for the auditor. She believed the Board met that challenge and owed a great deal of gratitude to the SLPs for enduring this process and reiterated that they were valued. She added that as a parent she understood the importance of the services the SLPs provide. Mrs. Ross noted that President Ricks had put in an inordinate amount of time and energy to understand the material submitted and understand the challenges within the SLP position and the knowledge of what they do which made a difference. She felt the Board made a conscientious proposal and hoped the SLPs would appreciate the proposal and find out what a true compromise looks like. Mrs. Rude said she concurred with what Mrs. Ross said and personally thanked the SLPs for doing their job and understood it is not an easy job. She added as a Board they wish that the matter had been brought to them sooner so that it could have been worked on last summer. Mr. Seaks said he could not thank the SLPs enough for what they do and expressed his appreciation for their patience during the process. Mrs. Fehr said that she did not feel the issue was necessarily over with for the Board because proper measures need to be in place so that it did not happen again, now that they understand the extraordinary caseloads. A roll call vote was taken on the motion: ayes-Seaks, Ross, Rude, Fehr, Ricks; nays-none. The motion carried unanimously.


Adjournment- At 2:42 p.m. President Ricks declared the meeting adjourned.



Sarah Ricks, Board President



Vince Reep, Business Manager



Twila Petersen, Secretary

Approved School Board Meeting Minutes

Dickinson Public Schools
Regular Meeting

June 20, 2016; 5:00 p.m.
Board Room, Central Office

The Dickinson Public School Board held a regular meeting on June 20, 2016, at the Central Administration Office. Board members present were: President Sarah Ricks, Vice president Kris Fehr, Mrs. Tanya Rude, Mrs. Leslie Ross and Mr. Brent Seaks (via conference call). Administrators present were: Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Mr. Shawn Leiss, Dr. Becky Pitkin, Mr. Jay Hepperle, and Mrs. Dorothy Martinson.

Others present: Mrs. Kim Schwartz, Mr. Keith Fernsler, Ms. Naomi Thorson, Mrs. Beth Grandell, Ms. Fern Pokorny and Mrs. Twila Petersen.

Call to Order - Board President Ricks 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 – Mrs. Rude moved to add Average Daily Membership (ADM) Report to the agenda under Business Topics as item ‘e’. Mrs. Fehr seconded the motion. There was no discussion on the motion. Assuming a roll call vote the motion carried unanimously.

Consent Agenda - Mrs. Fehr moved to approve the revised agenda including the consent agenda consisting of the minutes from the May 9 regular board meeting and workshop; the May 16, 23rd and 27th special board meetings; the bills for June 2016; the financial reports for June 2016; the pledged assets report for June 2016; the personnel reports; the student/staff recognitions; a tuition waiver agreement for two children of JoAnn Haverluk from Dickinson to South Heart, a tuition waiver for two children of Katie Brock from Dickinson to South Heart, and a tuition waiver for a child of Amy Peterson from Dickinson to South Heart, as presented. Mrs. Ross seconded the motion. Assuming a roll call vote the motion carried unanimously.

Superintendent’s Report – Superintendent Sullivan reported on the following topics. No action was requested.

- a. **Elementary Principal Interviews** - Jefferson Elementary Principal Dr. Becky Pitkin has requested to be released from her contract for the upcoming school year. Principal interviews are scheduled for this week Wednesday. There are two Board representatives who will sit in on the interviews.
- b. **New Board Member Orientation** - When a time can be coordinated there will be an orientation for the two new school board members.
- c. **First Grade Lincoln Students** - There was a first grade teacher opening at Lincoln Elementary. The District will be collapsing that grade level. There are currently 21 kindergarten students at Lincoln who live in a different attendance area. The District will communicate with those parents and request 16 volunteers to move their children out of Lincoln elementary into another elementary school. Vice president Fehr inquired if the other elementary buildings would be able to accommodate the additional students. Superintendent Sullivan responded the classroom sizes would still be within the Board recommended 21 students.

Business Topics

Adult Learning Center (ALC) Update – Mrs. Beth Grandell, Coordinator for the Adult Learning Center, addressed the Board. Available under Supporting Documents is a copy of her annual report. Mrs. Grandell said the ALC had a good year and ended the year satisfying some of its goals. One goal set by the ALC staff was community outreach. The staff wanted to share with the community the services offered by the ALC. They also wanted to help the English Language Learners integrate into the community. Another goal was to teach the importance of civic duty to the community. The target group was the younger students working towards their GED. The ALC amended the curriculum with a focus on social studies and United States civics. The curriculum also taught the students the privileges of freedom with some fun activities including meeting a couple of veterans. The final goal was to transition from the Work Force Innovation (WIA) to Work Force Innovation Opportunity Act (WIOA). This focuses on career pathways with building relationships with job service and vocational rehabilitation. The ALC served 283 individuals this year. There were 32 total graduates which is double the number of graduates from last year. There were seven students that received their citizenship. The Dickinson ALC is proud to be one of two centers in the state to achieve Top 5 Status in all four portions for the GED. President Ricks said she was very moved at the ALC graduation she recently attended. The students were close knit and there were many individuals working together in many ways. This agenda item was informational only. No action was requested.

Dickinson Middle School Construction Update – Assistant Superintendent Vince Reep addressed the Board and provided information regarding the progress on the construction of the Dickinson Middle School. He reported most of the cement floors have been poured. A majority of the mechanical work is done in level 2 of zone A. The main roofing component is done in zones A, B, and the gymnasium. The water retention pond is working as it is filling up after the recent heavy rains. All the stairwells have been poured except for the grand stairs. The site utility work is 100% complete. The curb and gutter is proposed to be poured in August. This agenda item was informational only. No action was requested.

Canvass the School Board Member Election – NDCC 15.1-09-15 requires “On the sixth day after the election, the school board shall meet to canvass all election returns and shall declare the result of an election.” Candidates from the election had been invited to attend tonight’s board meeting. Results from the election for both Stark County and Dunn County combined for the four-year term: David W. Wilkie-2,422 votes, Brent Seaks-2,218 votes, and Sheila Getz-1,964 votes. Results from the election for both Stark County and Dunn County combined for the two-year term: Kimberly L. Schwartz-2,535 votes, Kris Fehr 1,413 votes. Action was required. Mrs. Rude moved to accept the 2016 election results as reported and to recognize that David W. Wilkie and Brent Seaks have been elected to four-year terms on the Dickinson Public School District #1 Board of Education. She further moved to accept the 2016 results as reported and to recognize that Kimberly L. Schwartz had been elected to a two-year term on the Dickinson Public School District #1 Board of Education. Mrs. Ross seconded the motion. There was no discussion on the motion. A roll call vote was taken: ayes-Seaks, Fehr, Rude, Ross, Ricks; nays-none. The motion carried unanimously. Mrs. Schwartz was in the audience and would be taking her oath of office following the Board meeting. Mr. Wilkie and Mr. Seaks will take their oath of office in the near future.

Board Policy Revisions-First Reading – Board members directed administration to review policies to align protected statuses with policy AAC-Nondiscrimination and Anti-Harassment. Revisions have been made to policy CAAA-Superintendent Recruitment and Appointment and policy GAAD-Selection and Adoption of Instructional Materials. The revised policies are available on the website under Supporting Documents. The administrative recommendation was to revise policy CAAA and policy GAAD. Mrs.

Board Policy Revisions-First Reading (cont.)

Ross moved to accept the first reading approval of revised board policies CAAA-Superintendent Recruitment and Appointment and GAAD-Selection and Adoption of Instructional Materials, as presented. Mrs. Rude seconded the motion. Vice president Fehr and President Ricks thanked the administration for researching the policies and the language proposed for the policies. A roll call vote was taken on the motion: ayes-Fehr, Ross, Seaks, Rude, Ricks; nays-none. The motion carried unanimously.

Average Daily Membership (ADM) Report– Assistant Superintendent Reep addressed the Board and briefly discussed the Average Daily Membership report posted on the website under Supporting Documents. It is required to be submitted by June 30. Once submitted there will be comparisons to make sure a child is not claimed by two different school districts. Mr. Reep compared the report to the November 2015 report and noted there were an additional 13 students. This agenda item was informational only. No action was requested.

Other – Mrs. Fehr thanked the voters for providing her the opportunity to serve the students in the district. She noted the highlight of being on the Board was attending all the three annual graduations for the past 15 years. She added she was happy to see the interest in the candidates in serving on the Board. She has confidence in the new members and congratulated the newly elected members. Mrs. Ross concurred with Mrs. Fehr and said it was important and encouraging to see so many interested individuals running for the school board. Serving the public is important. This provides an opportunity for others that are passionate to have the opportunity to serve the students in the school district. She apologized for not being able to attend events during the month of May due to the loss of her father. She will be keeping track of what happens on the school board and looking forward to seeing the new board members and how they will lead in the future. Mrs. Ross and Mrs. Fehr thanked the teachers, staff, administrators, and other school board members. Mrs. Rude thanked the two board members for their guidance over the years and noted they are an asset to the school district by dedicating their time and service to the students of Dickinson Public Schools. President Ricks acknowledged there was a lot of years of experience the District would be losing. She thanked Mrs. Fehr and Mrs. Ross for helping her answer all the numerous questions she has had. Mr. Seaks said he has thoroughly enjoyed working with Mrs. Fehr and Mrs. Ross during his brief time on the school board. He thanked them for their hard work and dedication.

Adjournment – At 5:29 Mrs. Ross moved to adjourn. Mrs. Fehr seconded the motion. Assuming a roll call vote the motion carried unanimously. The meeting adjourned at 5:29 p.m.



Sarah Ricks, Board President



Vince Reep, Business Manager



Twila Petersen, Secretary

Approved School Board Meeting Minutes

Dickinson Public Schools
Annual Meeting

July 11, 2016; 5:00 p.m.
Board Room, Central Office

The Dickinson Public School Board held its annual meeting on July 11, 2016, at the Central Administration Office. Board members present were: Mrs. Sarah Ricks, Mr. Brent Seaks, Mrs. Kim Schwartz, Mr. David Wilkie, and Mrs. Tanya Rude (via conference call). Administrators present were: Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Dr. Marcus Lewton, Mrs. Melanie Kathrein, Mr. Shawn Leiss, Mrs. Dorothy Martinson, and Mr. Jay Hepperle. Others present were: Mr. Colby Robinson, Mr. Jeff Jackson, Mrs. Shary Smith, Mr. Lyle Smith, Mr. Nick Brengle, Ms. Jarris Bergherr, Mr. Kaleb Dschaak, Mr. Paul Williams, Mr. Liam Williams, and Mrs. Twila Petersen.

Call to Order – Chair Sarah Ricks called the meeting to order at 5:00 p.m.

Election of Officers – Chair Ricks opened the floor for the election of office for the position of president of the school board. Mrs. Rude nominated Sarah Ricks as president of the Dickinson Public School Board. Mr. Seaks seconded the motion. Chair Ricks made three calls for additional nominations. There were no further nominations. A roll call vote was taken: ayes-Rude, Schwartz, Seaks, Wilkie, Ricks; nays-none. The motion carried unanimously. President Ricks thanked the Board members for their gesture of support and confidence.

Board President Ricks conducted the election for a new board vice-president. She opened the floor for nominations. Mrs. Rude nominated Mr. Brent Seaks as vice-president of the Dickinson Public School Board. Mrs. Schwartz seconded the motion. President Ricks made three calls for additional nominations. There were no further nominations. A roll call vote was taken: ayes-Wilkie, Schwartz, Rude, Seaks, Ricks; nays-none. The motion carried unanimously.

Mrs. Ricks welcomed the new school board members and said she was excited to be working with them. Mrs. Rude thanked the two new members for considering the position as it is an office with large responsibilities.

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 agenda.

Consent Agenda - Mr. Seaks moved to approve the agenda including the consent agenda consisting of the minutes from the June 20 regular board meeting, the bills for July 2016, the financial reports for July 2016, the pledged assets report for July 2016, and the personnel reports. Mrs. Rude seconded the motion. Assuming a roll call vote the motion carried unanimously.

Superintendent's Report – Superintendent Sullivan reported on the following topics which do not appear elsewhere on the agenda. No action was requested on these items.

- a. Dr. Sullivan explained Dickinson Middle School (DMS) would be opening fall 2017. The administrators from Hagen Junior High and Berg Elementary have been meeting to discuss which administrators will be in charge of identified areas. The decision was Dr. Lewton will be the lead principal at DMS. Ms. Francis will continue to be responsible for discipline, the

Superintendent's Report (cont.)

21st Century Grant, English Language Learners, and data. Mr. Leiss will be responsible for the activities within the building along with K-5 summer school.

- b. The new school board member orientation has been scheduled for Friday, July 22 starting at 8:00 a.m.
- c. Available under Supporting Documents is the North Dakota School Boards Association (NDSBA) policy services contract. The language and the fees are the same as last year. Dr. Sullivan explained NDSBA helps the District draft policies and provides recommendations for revisions to policies.
- d. At last month's School Board meeting Superintendent Sullivan noted a first grade Lincoln teacher had resigned and that position would not be filled. Letters were sent out to Lincoln first grade parents asking for volunteers to transfer their child to another elementary school. There were few volunteers received. Superintendent Sullivan has requested Assistant Superintendent Reep to complete the process this week identifying what school the Lincoln first graders will be placed.
- e. Four schools have received funding from a program improvement supplemental Title I grant. Those Title I schools are Berg Elementary, Hagen Junior High, Heart River Elementary, and Roosevelt Elementary.

Business Topics

Election Updates – President Ricks explained that there were some votes that came in after the School Board had canvassed the election. The process will be revised at the next election so the canvassed votes from the counties are included in the school board's canvas. The votes changed slightly but it did not change the outcome. The final results are posted under the background agenda. This agenda item was informational only. No action was requested.

Dickinson Middle School Construction Update – Mr. Colby Robinson, Senior Project Manager with Mortenson Construction, addressed the Board and provided a PowerPoint presentation with pictures of the progress on the new middle school. The track and field area is being prepared, utilities are going in at the site, the roof is nearly completed, and there is progress being made on the upstairs mechanical and electrical. The contractors are prepping the commons area. MDU has installed a transformer for permanent power as well as a generator. Additionally windows are being installed in the administration area and the grand staircase is near completion. Mr. Jeff Jackson, Project Engineer for Mortenson Construction, addressed the Board and provided a panoramic video of the exterior and interior mockup of the building. Some of the replicated areas included the main corridor, courtyard, academic areas, two art rooms, the locker bay layout, family and consumer science stations, the movable Plexiglas wall panels, the discovery space, the elevator, the commons area, the acoustical clouds, the gymnasium, and the performance room. President Ricks thanked Mr. Robinson and Mr. Jackson for the visual information they provided. This agenda item was informational only. No action was requested.

Activities/Athletics/PAC Fundraising Update – Posted under Supporting Documents is a summary of the 2015-2016 athletic and activities fundraising. Also posted on the website is a summary of the PAC fundraising for the past fiscal year. Superintendent Sullivan noted the focus is the return on the investment adding that as per Board policy students are not allowed to fund raise door-to-door. This agenda item was informational only. No action was requested.

Transportation Report – Available on the website under Supporting Documents is a copy of the 2015-2016 DPS Transportation Report. Superintendent Sullivan addressed the board and noted the transportation reimbursement from the state covers a small portion of the cost of transportation. There were 221,000 miles traveled this school year on various routes. Those routes included in-city, rural, and special education. This agenda item was informational only. No action was requested.

Annual Financial Report – A copy of the DPS 2015-2016 financial report is posted under Supporting Documents on the school board web site. Assistant Superintendent Reep addressed the Board summarizing areas on the report. He noted the report matches the balance sheet and summary reports to the penny. Fund Group 1 was under budget and the revenue was 1% higher than anticipated. He added the salaries group overextended by \$44,000. The District saved approximately \$250,000 in fuel costs due to the low utility costs. The food services fund was again in the negative and the Budget Committee approved a transfer of funds. The final page of the report indicates the per pupil cost. As of the end of June the per pupil cost was \$10,005.06. That's an increase of \$701 (or 7.5% increase) from the previous year. This is a reflection of an increase in salaries and other expenses. The average daily membership at the end of the year was 3,470 students which is only six students higher than the year before. Board Member Rude inquired if the food services was going to increase to cover the expenses in that fund. Assistant Superintendent Reep responded that there is a budgetary marker until the Board approves the budget for next year. He added that the healthier foods are more expensive; adding more fruits and vegetables costs more. The Board did approve an increase in meal prices this spring. Mr. Reep provided an open invitation to the new board members to make an appointment anytime with him to meet one-on-one to discuss the financial information. Administrative recommendation was to approve the financial report as presented. Action was requested. Mrs. Rude moved to approve the Annual Financial Report for the fiscal year beginning July 1, 2015, and ending June 30, 2016, as presented. Mr. Wilkie seconded the motion. A roll call vote was taken on the motion: ayes-Rude, Seaks, Schwartz, Wilkie, Ricks; nays-none. The motion carried unanimously.

Meeting Day and Time – Action was requested to schedule Board meetings for the 2016-2017 fiscal year. Mr. Seaks moved to schedule the regular Board meetings of the Dickinson Public School District be set for the second Monday of each month beginning at 5:00 p.m., with the exception of the August 8 meeting to begin at 6:00 p.m. Mrs. Schwartz seconded the motion. Assuming a roll call vote the motion carried unanimously.

Board Workshops – Mrs. Rude moved to schedule the Board workshops after the October and November school board meetings. Mrs. Schwartz seconded the motion. Discussion-President Ricks explained the workshops are informal discussions which could lead to Board meeting agenda topics. Some possible topics for discussion are the new middle school and administration. Assuming a roll call vote the motion carried unanimously.

School Board Authorized Representative – Many federal programs require official Board minutes declaring the designation of the authorized representative for the District. Action was requested. Mrs. Rude moved that Superintendent Douglas Sullivan be named the authorized representative of the Dickinson Public School District that shall include and not be limited to the Department of Public Instruction and the legislature. Also, Superintendent Sullivan shall be the authorized representative for the District for all federal programs, including but not limited to: all school lunch programs, vocational programs, the Energy Infrastructure and Impact Office, Title I, the E-rate and Job Service

School Board Authorized Representative (cont.)

programs. Additionally, she moved that Director of Instruction Melanie Kathrein be named the authorized representative for the District Title IIA program. Mr. Seaks seconded the motion. A roll call vote was taken on the motion: ayes-Wilkie, Rude, Schwartz, Seaks, Ricks; nays-none. The motion carried unanimously.

Special Education Authorized Representative – Many 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. Seaks moved that Dorothy Martinson be named the authorized representative for the Dickinson Public School's VI-B and other special education grants. Mrs. Schwartz seconded the motion. A roll call vote was taken on the motion: ayes-Schwartz, Rude, Wilkie, Seaks, Ricks; nays-none. The motion carried unanimously.

Authorized Representative for the 21st Century Community Learning Centers (CCLC) Program

– The 2016-2017 21st Century Grant must include verification that the school board appointed an authorized representative for the grant. Administrative recommendation was to appoint Hagen Assistant Principal Casaundra Francis. Action was requested. Mrs. Schwartz moved to appoint Hagen Assistant Principal Casaundra Francis as the authorized representative for the 21st Century Community Learning Center grant for the 2016-2017 school year. Mr. Wilkie seconded the motion. A roll call vote was taken: ayes-Rude, Seaks, Wilkie, Schwartz, Ricks; nays-none. The motion carried unanimously.

Title I Look-Alike Program – Jefferson Elementary and Lincoln Elementary do not qualify for Title I funding due to its free and reduced lunch ratio in the building. Title I Look-Alike Programs may be funded by supplemental local funds specifically set aside for this purpose. Action was requested. Mrs. Rude moved to designate supplemental funds in the amount of \$92,640 to be set aside by the school district for at-risk students at Jefferson Elementary and \$101,998 to be set aside by the school district for at-risk students at Lincoln Elementary, for the 2016-2017 school year to provide supplemental services to support these student's attainment toward meeting the state's student academic achievement standards. Mrs. Schwartz seconded the motion. A roll call vote was taken on the motion: ayes-Schwartz, Seaks, Wilkie, Rude, Ricks; nays-none. The motion carried unanimously.

Designate Official Newspaper – North Dakota Century Code requires that the school district designate an official newspaper. Action was requested. Mrs. Schwartz moved to designate the Dickinson Press as the official newspaper of the Dickinson Public School District. Mr. Seaks seconded the motion. Assuming a roll call vote the motion carried unanimously.

Bank Depository Designation – State law requires the District to designate all depositories at its annual meeting. The administrative recommendation was to designate American Bank Center as the official depository for the school district checking account and other investments and Wells Fargo Bank, Bank of the West, Dacotah Bank, Dakota Community Bank, and Cornerstone Bank as depositories for investments. Action was requested. Mr. Seaks 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, Dakota Community Bank, and Cornerstone Bank be designated as depositories for investments for the 2016-2017 fiscal year.

Bank Depository Designation (cont.)

Mrs. Rude seconded the motion. A roll call vote was taken on the motion: ayes-Rude, Wilkie, Seaks, Schwartz, Ricks; nays-none. The motion carried unanimously.

Open Enrollment Applications – Melissa Lee applied for open enrollment for her child to be admitted to the Dickinson Public Schools from New England School District. Her child attended DPS in 2015-2016. Kristi White applied for open enrollment for her child to be admitted to DPS from Belfield Public. Both families recently moved and therefore the deadline waiver applies. The administrative recommendation was to approve both applications. Action was requested. Mrs. Rude moved to approve the request for a child of Melissa Lee from New England to Dickinson and a request for a child of Kristi White from Belfield to Dickinson to be admitted to the Dickinson Public Schools as per the open enrollment requests. Mr. Wilkie seconded the motion. Discussion-President Ricks inquired if the District was allowing open enrollments. Superintendent Sullivan responded they are being accepted at this time. One area that could require denying an application is if there are more than the recommended class sizes in a grade. Assuming a roll call vote the motion carried unanimously.

Committee Assignments – Available on the website under Supporting Documents is posted the Chair appointed assignments for board members and the board appointed assignments for board members. Action was requested. Mrs. Schwartz moved to designate for 2016-2017 Mrs. Sarah Ricks and Mrs. Kim Schwartz as primary Board representatives for teacher negotiations. She further moved to designate Mr. Brent Seaks and Mrs. Tanya Rude as Board representatives on the administrative negotiations with Mr. David Wilkie assigned as a secondary representative; to designate Mr. Brent Seaks as the primary school board representative on the Roughrider Area Career and Technology Center and Mrs. Sarah Ricks as the secondary representative; and to designate Mrs. Tanya Rude as the primary school board representative on the Stark County Job Authority and Mr. David Wilkie as the secondary representative. Mrs. Rude seconded the motion. A roll call vote was taken on the motion: ayes-Rude, Seaks, Wilkie, Schwartz, Ricks; nays-none. The motion carried unanimously.

Conflict of Interest – Copies of the school board member's most recent Statement of Interest forms are posted under Supporting Documents. President Ricks stated she had no changes or updates to her Statement of Interest. She asked each Board member if they had changes or updates to their Statement of Interest. No Board members had changes or updates. Action was requested. Mrs. Rude moved to allow Sarah Ricks to participate and vote on the identified potential conflicts in accordance with NDCC 15.1-07-17. Mr. Seaks seconded the motion. A roll call vote was taken on the motion: ayes-Schwartz, Seaks, Wilkie, Rude; nays-none. Mrs. Ricks abstained. The motion carried unanimously. Mr. Seaks moved to allow Tanya Rude to participate and vote on the identified potential conflicts in accordance with NDCC 15.1-07-17. Mrs. Schwartz seconded the motion. A roll call vote was taken: ayes-Schwartz, Seaks, Wilkie, Ricks; nays-none. Mrs. Rude abstained. The motion carried unanimously. Mrs. Schwartz moved to allow David Wilkie to participate and vote on the identified potential conflicts in accordance with NDCC 15.1-07-17. Mr. Seaks seconded the motion. A roll call vote was taken: ayes-Rude, Seaks, Schwartz, Ricks; nays-none. Mr. Wilkie abstained. The motion carried unanimously. Mr. Seaks moved to allow Kim Schwartz to participate and vote on the identified potential conflicts in accordance with NDCC 15.1-07-17. Mrs. Rude seconded the motion. A roll call vote was taken: ayes-Rude, Wilkie, Seaks, Ricks; nays-none. Mrs. Schwartz abstained. The motion carried unanimously. Mrs. Rude moved to allow Brent Seaks to participate and vote on the identified potential conflicts in accordance with NDCC 15.1-07-17. Mrs. Schwartz seconded the

Conflict of Interest (cont.)

motion. A roll call vote was taken: ayes-Wilkie, Rude, Schwartz, Ricks; nays-none. Mr. Seaks abstained. The motion carried unanimously. President Ricks stated she had earlier emailed Board members the Board policy regarding code of ethics and trusted the Board members would identify any areas they could have a conflict of interest and carry out their duties appropriately.


Board Policy Revisions-Second Reading and Final Adoption –Revisions have been made to policy CAAA-Superintendent Recruitment and Appointment and policy GAAD-Selection and Adoption of Instructional Materials to align with policy AAC protected statuses. The revised policies are available on the website under Supporting Documents. Action was requested. Mrs. Rude moved to accept the second reading approval of revised board policies CAAA-Superintendent Recruitment and Appointment and GAAD-Selection and Adoption of Instructional Materials, as presented. Mrs. Schwartz seconded the motion. A roll call vote was taken on the motion: ayes-Wilkie, Rude, Schwartz, Seaks, Ricks; nays-none. The motion carried unanimously.

Other – Mrs. Rude welcomed the two new Board members and apologized for not being in attendance at the meeting to welcome them personally.

Adjournment –At 6:06 p.m. Mrs. Rude moved to adjourn. President Ricks declared the meeting adjourned. The meeting was adjourned at 6:06 p.m.



Sarah Ricks, Board President



Vince Reep, Business Manager



Twila Petersen, Secretary

Approved School Board Meeting Minutes

Dickinson Public Schools
Regular Meeting

August 8, 2016; After the Public Hearing
Board Room, Central Office

The Dickinson Public School Board held a regular meeting on August 8, 2016, at the Central Administration Office. Board members present were: President Sarah Ricks, Vice President Brent Seaks, Mrs. Tanya Rude, Mrs. Kim Schwartz, and Mr. David Wilkie. Administrators present were: Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Mr. Jay Hepperle, Dr. Marcus Lewton, Mr. Guy Fridley, Mr. Ron Dockter, Mrs. Dorothy Martinson, Mrs. Sara Streeter, Ms. Sherry Libis, and Mrs. Melanie Kathrein. Others present: Mrs. Jarris Bergherr, Mrs. Stacy Kilwein, Mr. James Barksdale, Mr. LeRoy Jensen, Mrs. Angie Marsh, Mrs. Twila Petersen, and Ms. Kalsey Stults from the Dickinson Press.

President Ricks recognized Ms. Kalsey Stultz, the reporter for the Dickinson Press and also Mrs. Sara Streeter, the new principal at Jefferson Elementary.

Call to Order - Board President Ricks called the meeting to order at 6:05 p.m.

Public Participation – There were no requests for public participation.

Additional Agenda Items/Removal of Items from Consent Agenda – Mrs. Rude moved to add to the agenda as item ‘j’ Approval of the Individuals with Disabilities Education Act (IDEA) VI-B Grant. Mr. Seaks seconded the motion. Assuming a roll call vote the motion carried unanimously.

Consent Agenda – Mr. Seaks moved to approve the revised agenda including the consent agenda consisting of the minutes from the July 11, 2016, annual meeting; the bills for August 2016; the financial reports for August 2016; the pledged assets report for August 2016; the personnel reports; the student/staff recognitions; a tuition waiver for a child of Krishanda Clevenger from New England to Dickinson and a tuition waiver for a child of Elizabeth Hayward from South Heart to Dickinson; as presented. Mrs. Rude seconded the motion. Assuming a roll call vote the motion carried unanimously.

Superintendent’s Report – Superintendent Sullivan reported on the following topics which do not appear elsewhere on the agenda. The topics were informational only. No action was requested.

- a. **Title I Monitoring**- The Department of Public Instruction (DPI) will be monitoring the DPS Title I and Title IIa on Tuesday, September 20. Normally the DPI representatives also meet with the school board or representatives of the school board. Mrs. Petersen will work with President Ricks on the schedule.
- b. **Professional Development** – There will be training August 22 and 23rd on the Danielson Framework for teacher evaluations. The training will be held at the Biesiot Activities Center and the Ramada from 8:00-3:45 p.m. on each day. The second day of training will be a repeat of the first day. Board members were invited to attend the training.
- c. **Student Registration** – Parents will be registering their students at various buildings within the next two weeks. There were 87 new K-5 students placed last week. Hopefully this is an indication that the enrollment will not drastically decline.
- d. **Board Members Tour Middle School** – Several board members indicated an interest in touring the Dickinson Middle School. The tour has been scheduled for Wednesday, August 10 at 9:00 a.m.
- e. **Mathematics Curriculum** – Superintendent Sullivan invited Director of Instruction, Melanie Kathrein, to address the board and explain the mathematics curriculum review which is near its conclusion. Mrs. Kathrein addressed the board and explained the curriculum review process began in spring 2013. The

Superintendent's Report (cont.)

committee reviewed best practices, state standards, and mathematics practice standards. The curriculum review committee researched the curriculum being used by other North Dakota school districts. Eureka Math seemed to fit the expectations of the committee. A group of teachers traveled to Devils Lake and Hazen to gather more information. During the visit the mathematics teachers saw an increase in rigor and an increase in student engagement using the Eureka Math program. The product has free online curriculum. Eureka Math will be a pilot program in 24 DPS elementary classrooms this school year. The teachers involved with the research spent a couple of days this summer working on getting the program implemented this fall. President Ricks thanked Mrs. Kathrein for the updated information.

Business Topics

Partners in Parenting Update – Mrs. Stacy Kilwein, Coordinator, provided a report which is posted under Supporting Documents on the website. Mrs. Kilwein addressed the Board. For the benefit of the new Board members she shared some history on the West Dakota Parent and Family Resource Center (WDPFRC). The Center was created in 1994 under the DPS school revitalization. The State of North Dakota identified areas of need in parenting education and parenting support. West Dakota was looked at as a model. Later grant dollars were made available. To this day, the WDPFRC operates mostly on grant dollars. Mrs. Kilwein emphasized parents are the primary teacher in the lives of the children. Research shows that students do better in school and in life if the parents are informed and there is a partnership between the school and home. Mrs. Kilwein highlighted some of the accomplishments from the Center over the past school year. Last school year the Love and Logic program expanded to three additional sessions at the request of parents within the community. She also noted the success of the Gearing Up for Kindergarten program. There were several parent comments within her posted report which is part of the data collection for the grant program. The feedback helps identify areas where changes or modifications are needed. Mrs. Kilwein thanked the partnership with the DPS. The administrators, school board, and teachers have been very supportive and help the Center to be successful. Board members thanked Mrs. Kilwein for the information she provided. This agenda item was informational only. No action was requested.

Dickinson Middle School Construction Update- Assistant Superintendent Vince Reep reported there is a lot of activity at the construction site for the new middle school. There is top soil that has been brought in for the athletic field, curb and gutter will be going in later this month, the kitchen floor was poured last week, the slab-on-grade is completed except for a small area, the exterior metal paneling will begin soon, and windows are being installed. Available on the website under Supporting Documents are recent pictures of the construction. This agenda item was informational only. No action was requested.

Summer Building and Grounds Project Update – Assistant Superintendent Reep reported at the April Board meeting there was a list of summer projects provided to the school board members. Mr. Reep reported all the major building projects are completed. The Roosevelt boiler project is still being tracked. Two boilers have been installed. There was work done on part of the exterior at Jefferson Elementary. There were some windows replaced at Heart River Elementary and also Lincoln Elementary. Additional sidewalk was poured at Prairie Rose Elementary. Harlow's has moved to the newly acquisitioned building near the old bus barn. Some old wallpaper is being removed at Roosevelt Elementary and then the walls were sheet rocked and textured. This agenda item was informational only. No action was requested.

Budget Input and Development Committee – The Budget Committee met on July 21. Available on the website under the District Wide Committee Meetings are the minutes from that meeting. President Ricks and Vice President Seaks are the Board representatives on this committee. Vice President Seaks said that Mr. Reep had done a good job of explaining the rationale behind the tax levy. This agenda item was informational only. No action was requested.

Health Insurance Committee Report – The Self-Funded Health Insurance Committee met on July 15. The minutes from the meeting are posted on the website under District Wide Committee minutes. Board Members Kim Schwartz and David Wilkie are Board representatives on the committee. The committee recommended a 13.4% premium increase. Available on the website under Supporting Documents is an information sheet regarding the premium rate. Action was requested. Mrs. Schwartz moved to set the 2016-2017 annual *single* rate for health insurance at \$7,270 and she further moved to set the 2016-2017 annual *family* rate for health insurance at \$17,700. Mr. Wilkie seconded the motion. A roll call vote was taken on the motion: ayes-Seaks, Wilkie, Rude, Schwartz, Ricks; nays-none. The motion carried unanimously.

Budget and Tax Levy - The Certificate of Levy is due in the county auditor's office August 15. It may be amended until October 10 and the rest of the budget may be changed at any time by Board action. The revenue and expenditures are listed on the background agenda. Action was requested to approve the expenditure fund levels for 2016-2017. The administrative recommendation was to approve the budget as presented. Mr. Seaks moved to approve the general fund expenditures of \$43,365,954; the capital projects fund expenditures of \$43,161,179; the debt services fund expenditures of \$3,657,968; and the food services fund expenditures of \$1,820,747 for the 2016-2017 school term. Mrs. Rude seconded the motion. Discussion: Board Member Rude inquired since the budget can be amended until October, would the District have a better idea closer to October of the student enrollment and expenditures for the school year. Assistant Superintendent Reep explained that the District is paid on last year's average daily membership. Those numbers are available and shouldn't change very much. It has been rare for the administration to come back to the Board with revisions to the budget before the October 10 filing date. If the board approves the certificate of levy it will be filed with the county auditor tomorrow. A roll call vote was taken on the motion: ayes-Schwartz, Wilkie, Rude, Seaks, Ricks; nays-none. The motion carried unanimously.

A copy of the District's Certificate of Levy for the year 2016-2017 is posted under Supporting Documents. The administrative and budget committee recommendation was to levy for 58.28 mills in the general fund, 10 mills in the building fund, and 23.46 mills in debt services for a total of 91.74 mills. The total amount requested for all levies was \$15,846,271. Action was requested. Mrs. Rude moved to approve the Certificate of Levy for \$15,846,271 for the fiscal year ending June 30, 2017. Mr. Seaks seconded the motion. A roll call vote was taken on the motion: ayes-Wilkie, Rude, Schwartz, Seaks, Ricks; nays-none. The motion carried unanimously.

Schedule Special School Board Meeting – Mrs. Rude moved to schedule a special school board meeting for August 24 at 12:00 p.m. at the Central Administration Office. Mr. Seaks seconded the motion. Assuming a roll call vote the motion carried unanimously.

School Board Regulation Adoption- First Reading and Final Adoption – Board Regulation FGA-BR2 - Criteria for Approving and Denying Directory Information and PII (personal identifiable information) Release Requests is available on the website under Supporting Documents. This is a new regulation

School Board Regulation Adoption- First Reading and Final Adoption (cont.)

recommended by the North Dakota School Boards Association (NDSBA). As per Board Policy BDA the Board may adopt Board regulations with one reading. Mrs. Rude moved to adopt Board regulation FGA-BR2 Criteria for Approving and Denying Directory Information and PII Release Requests with one reading, as presented. Mrs. Schwartz seconded the motion. A roll call vote was taken on the motion: ayes-Rude, Seaks, Wilkie, Schwartz, Ricks; nays-none. The motion carried unanimously.

School Board Policy Revisions, First Reading – Policy FGA-Student Education Records and Privacy is available on the website under Supporting Documents. Policy GCC-Protection of Pupil Rights Amendment and Third Party Research on Students is also available on the website under Supporting Documents. NDSBA has recommended revisions to both polices noted in red text to comply with new student data release protections in NDCC 15.1-07-25.3. Action was requested. Mr. Seaks moved to complete the first reading of revised policy FGA-Student Education Records and Privacy and revised policy GCC-Protection of Pupil Rights Amendment and Third Party Research on Students, as presented. Mrs. Rude seconded the motion. A roll call vote was taken on the motion: ayes-Seaks, Schwartz, Wilkie, Rude, Ricks; nays-none. The motion carried unanimously.

Approval of the Individuals with Disabilities Education Act (IDEA) VI-B Grant – Mrs. Schwartz moved to approve the application for the Individuals with Disabilities Education Act VI-B funds. Mrs. Rude seconded the motion. Discussion: Mrs. Rude suggested Director of Student Services, Dorothy Martinson, explain this grant for the benefit of the new school board members. Mrs. Martinson explained the VI-B is a non-competitive grant which provides approximately \$880,600 for this school year. The amount for the grant is shared with DPS from DPI. A roll call vote was taken on the motion: ayes-Schwartz, Seaks, Rude, Wilkie, Ricks; nays-none. The motion carried unanimously.

Other – There were no other topics for discussion.

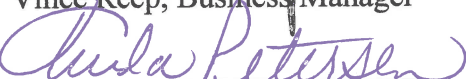
Adjournment – At 6:53 p.m. Mrs. Rude moved to adjourn. President Ricks declared the meeting adjourned. The meeting was adjourned at 6:53 p.m.



Sarah Ricks, Board President



Vince Reep, Business Manager



Twila Petersen, Secretary

Approved Public Hearing Minutes

Dickinson Public Schools
Public Hearing

August 8, 2016; 6:00 p.m.
Central Office Board Room

The Dickinson Public School Board held a public input hearing on August 8, 2016, at the Central Administration Office. Board members present were: President Sarah Ricks, Vice-president Brent Seaks, Mrs. Tanya Rude, Mrs. Kim Schwartz, and Mr. David Wilkie. Administrators present were: Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Mr. Jay Hepperle, Dr. Marcus Lewton, Mr. Guy Fridley, Mr. Ron Dockter, Mrs. Dorothy Martinson, Mrs. Sara Streeter, Ms. Sherry Libis, Mrs. Melanie Kathrein. Others present: Ms. Jarris Bergherr, Mrs. Stacy Kilwein, Mr. James Barksdale, Mr. LeRoy Jensen, Mrs. Angie Marsh, Mrs. Twila Petersen, and Ms. Kalsey Stults from the Dickinson Press.

Call to Order – Board President Sarah Ricks called the public input hearing to order at 6:00 p.m. She welcomed all in attendance. She explained that Mr. Reep would provide some information and then the floor would be opened to the audience for input during the public participation portion.

Property Tax Levy - Assistant Superintendent Vince Reep addressed the Board and the audience. He reported the number of mills will stay the same at approximately 23. This should still be one of the lowest of the class A schools. The general fund is projected to be \$250,000 less in revenue than what was received last year. There will be approximately \$1 million less in state foundation aid compared to a year ago. This is due to the hub city oil money that is imputed in 2016-2017 on monies received in 2015-2016. Mr. Reep noted that the Board does not set the values of properties. A home valued at \$250,000 would see an estimated increase in taxes of \$56 a year or \$4.56 per month. President Ricks asked if the Board members had any questions for Assistant Superintendent Reep. There were no questions from the Board.

Public Participation – President Ricks invited members from the audience to come forward for public participation. She made a call twice for public input. There was no public participation from the audience.

Adjournment – At 6:05 p.m. Chair Ricks declared the public hearing adjourned.



Sarah Ricks, Board President



Vince Reep, Business Manager



Twila Petersen, Secretary

Approved School Board Meeting Minutes

Dickinson Public Schools
Special Meeting

August 24, 2016; 12:00 p.m.
Board Room, Central Office

The Dickinson Public School Board held a special meeting on August 24, 2016, at the Central Administration Office. Board members present were: President Sarah Ricks, Vice President Brent Seaks, Mrs. Tanya Rude, and Mrs. Kim Schwartz. Board member absent was Mr. David Wilkie. Administrators present were: Superintendent Douglas Sullivan, Mrs. Melanie Kathrein, and Mrs. Dorothy Martinson. Others present were Mrs. Twila Petersen.

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

Public Participation – There were no requests for public participation.

Consolidated Grant Application Approval for 2016–2017 - A printed copy of the full Consolidated Application was available for board review. The District received notification of the amounts for the following federal grants.

Title I	<u>\$682,976.00</u> + <u>\$82,847.48</u> carryover
Title IIA	<u>\$314,224.00</u> + <u>\$10,264.96</u> carryover
Total	<u>\$997,200.00</u> + <u>\$93,112.44</u> carryover

The Board is required to approve the grant application annually prior to submittal. Action was requested. President Ricks invited Mrs. Martinson, Director of Student Services, and Mrs. Kathrein, Director of Instruction, to address the Board and explain the grant. Mrs. Martinson explained the last part of the grant is targeting the free and reduced numbers in each building and adding the private catholic schools. Based on these numbers the North Dakota Department of Public Instruction informs the District the amount for the allocation at each building. The budget is then built with funds distributed to all the buildings. There is additional funding received for Roosevelt Elementary from the School Improvement Funds which is typically used for professional development. Additionally, the District is required to set aside funds for homeless services out of the Title I program. Mrs. Martinson explained the carryover funds are capped at 15% without losing additional funding. Mrs. Kathrein explained the Title IIA portion of the consolidated grant. That portion is designed for professional development and teacher recruitment to reduce classroom size. About \$100,000 of the grant goes towards professional development; \$30,000 for Trinity and Hope Christian and approximately \$68,000 for Dickinson Public Schools. The DPS Title IIA funds were used to fund the Danielson Framework training held the last couple of days. Mrs. Kathrein explained stipends paid to mentors and the required hours from the state mentoring program. Mrs. Kathrein further explained the additional stipend is for mentoring work that has occurred outside of the contract time. She explained the mentoring within the district where teachers will work with coaches and observe other teachers in their grade level to provide them with new ideas through active learning. Mrs. Rude moved to approve the Consolidated Grant Application for Federal grants which includes Title I and Title IIA, as presented. Mrs. Schwartz seconded the motion. A roll call vote was taken on the motion: ayes-Schwartz, Seaks, Rude, Ricks; nays-none; absent-Wilkie. The motion carried unanimously.

Tuition Waiver Agreements – Tuition waiver agreements were received for three children of Melissa Valdez from Dickinson to South Heart and a request for a child of Peggy Stroh from Killdeer Public to Dickinson. Ms. Stroh's child attended DPS in 2015-2016. The administrative recommendation was to approve the requests. Action was requested. Mr. Seaks moved to approve the request for tuition waivers for three children of Melissa Valdez from Dickinson to South Heart and also approve a request

Tuition Waiver Agreements (cont.)

for a waiver of a child of Peggy Stroh from Killdeer Public to Dickinson, as per the tuition waiver requests. Mrs. Rude seconded the motion. Assuming a roll call vote the motion carried unanimously.

Open Enrollment Applications – Priscilla Schamel applied for open enrollment for her child to be admitted to the Dickinson Public Schools from Killdeer Public School District. Julietta Trujillo applied for open enrollment for her child to be admitted to the Dickinson Public Schools from Hebron Public. Both these children attended DPS in 2015-2016. The administrative recommendation is to approve the applications. Action was requested. Mrs. Schwartz moved to approve the requests for a child of Priscilla Schamel from Killdeer Public and a child of Julietta Trujillo from Hebron Public to be admitted to Dickinson Public Schools as per the open enrollment requests. Mrs. Rude seconded the motion. Assuming a roll call vote the motion carried unanimously.

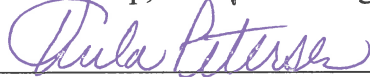
Adjournment – At 12:20 p.m. President Ricks declared the meeting adjourned. The meeting adjourned at 12:20 p.m.



Sarah Ricks, Board President



Vince Reep, Business Manager



Twila Petersen, Secretary

Approved School Board Meeting Minutes

Dickinson Public Schools
Regular Meeting

September 12, 2016; 5:00 p.m.
Board Room, Central Office

The Dickinson Public School Board held a regular meeting on September 12, 2016, at the Central Administration Office. Board members present were: President Sarah Ricks, Vice President Brent Seaks, Mrs. Tanya Rude, Mrs. Kim Schwartz, and Mr. David Wilkie. Administrators present were: Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Mrs. Kristy Goodall, Mrs. Sara Streeter, Mr. Henry Mack, Dr. Marcus Lewton, Mrs. Dorothy Martinson, Mrs. Melanie Kathrein, Mr. Jay Hepperle, Mr. Guy Fridley, Mr. Ron Dockter, Mr. Shawn Leiss, and Ms. Tamara Praus. Others present: Mr. Josh Gustafson, Mr. Barry Morgan, Ms. Naomi Thorson, Mr. Lyle Smith, Mrs. Shary Smith, Mrs. Jarris Bergherr, Mrs. Twila Petersen, and Ms. Sydney Mook from the Dickinson Press.

Call to Order - Board President Ricks 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 additions or removal of agenda items from the Consent Agenda.

Consent Agenda – Mrs. Rude moved to approve the agenda including the consent agenda consisting of the minutes from the August 8 public input and regular board meeting, the August 24 special board meeting; the bills for September 2016; the financial reports for September 2016; the pledged assets report for September 2016; the personnel reports; to deny the tuition waiver request for a child of Sherie Talbot from New England to Dickinson and to deny a tuition waiver request for a child of Karie Hatzenbuehler from South Heart to Dickinson; as presented. Mr. Seaks seconded the motion. Discussion: Mrs. Rude inquired the reasoning for the denial of the two tuition waiver agreements. Superintendent Sullivan responded that one request was denied due to classroom size and the concern with not having the flexibility for district students to be enrolled in the future. He noted the other request was denied due to the appearance that the District would need to hire additional personnel which is not the practice of the District. Assuming a roll call vote the motion carried unanimously.

Superintendent's Report – Superintendent Sullivan reported on the following topics which do not appear elsewhere in the agenda. No action was requested on these topics.

- a. **Title I Monitoring** – The DPI Title I Monitoring is scheduled for September 20. It has been past practice for DPI to invite Board members to attend, however that seems to have changed. Superintendent Sullivan requested that if any Board members were interested in attending to notify him as soon as possible so that if more than two attend a notification can be delivered within the required timeframe. There will be a written report that will be shared with the Board when it is made available at a later date.
- b. **Teacher Evaluation Instrument Committee Meeting** – This committee is scheduled to meet on Tuesday, September 13 at 4:00 p.m. President Ricks noted that the evaluation tool has been selected and inquired what work the committee is involved in doing. Superintendent Sullivan responded when the committee was configured the members were informed it would be three or up to five years of commitment. Even though the instrument has been selected there are different components that are phased in. It is the decision of the committee how those components are phased in and dates of implementation. There are 22 components. The committee needs to decide if all components are required of every teacher every year. And, to also consider what components

Superintendent's Report (cont.)

are required of new teachers that just graduated from college. There might be different components in different areas; such as the speech language pathologist might have a different set of components than the mathematics teacher. The committee needs to continue the conversation regarding the frustrations that arise. Mrs. Rude inquired if the administrators are also using the Danielson Framework as an evaluation model. Superintendent Sullivan responded that the Danielson Framework did not have an evaluation model for administrators. The administrators have chosen to implement the state model.

- c. DPS Foundation Meeting – Thursday, September 22 at 4:00 p.m.
- d. North Dakota School Boards Association (NSBA) New Member Seminar and Conference – Superintendent Sullivan reminded new board members there is a required New Board Member Seminar scheduled for Thursday, October 27. The Law Seminar is also scheduled for October 27. The conference is scheduled for Thursday and Friday, October 27 and 28th.
- e. Enrollment - Dr. Sullivan noted the student enrollment comparison from fall 2015 to fall 2016 shows a decrease of 53 students. The enrollment from May 2016 to September 2016 shows a gain of 105 students.

Business Topics

ACT Test Results 2015 - The 2015 ACT test results along with comparison data are posted on the website under Supporting Documents. DHS Principal Dockter addressed the Board. He noted the data indicates 198 students took the test from the class of 2016. However, only 178-180 actually took the test. Mr. Dockter called ACT today. In the profile booklet provided by ACT it shows 181 students took the test. He speculates there are 10-15 students that did not graduate from DHS included in the report. Out of the students that took the test, 12% took the test with accommodations. There were several English Language Learners that also took the test. Part of the ACT test is the work keys test which is broken down into three portions. Mr. Dockter highlighted that 43% of the students that took the test qualify for the North Dakota Academic Scholarship. That is the highest percentage in the state. Mr. Dockter said that he is concerned and disappointed in the drop in the ACT scores. He noted there was a drop in the scores statewide. He has met with the English department teachers a couple of times to discuss a plan for the entire school year. Data shows the students need reinforcement in language, vocabulary, grammar and sentence structure. There was English intervention this past summer for students with weaknesses in English. Mr. Dockter stated that only 18 states nationwide require the students to take the test. This is misleading when comparing the scores nationally. Board members shared Mr. Dockter's concern and disappointment in the drop in the ACT scores. Mr. Seaks inquired if there was a goal that the District sets. Mr. Dockter responded there is an unwritten goal to have the scores at or above the state averages. Mrs. Rude inquired what the scores were like before block scheduling. Mr. Dockter responded the scores were approximately 20.3 on the composite before block scheduling and after block scheduling they were 20.2. There was very little difference. Mr. Dockter has met with the PLC groups. The ACT profile shows specific areas where there are weaknesses. DHS will be targeting those weaknesses. Mrs. Rude inquired if the teachers are targeting towards testing or focusing on the teaching. Mr. Dockter explained that it is possible that the ACT test will replace the state assessment. He added the teachers need to teach the students as much as they can. The students need to be familiar with the tools used for the test, or become familiar with taking tests on the computer. He added there are many students that took the test that were only in the district for a short time. Within the past three years there has been a noted decrease in student attendance at the high school. There are challenges that students have outside of school that affect how well they do inside the school. He stated you have to reach before you can teach. Students do better if they are connected. There was a discussion regarding project based learning and that some of the teachers

ACT Test Results 2015 (cont.)

will be traveling to Sioux Falls to see some project based learning. Board members looked forward to an update on how the corrective actions would improve the District's ACT scores. Board members shared their appreciation for the information Mr. Dockter provided. This agenda item was informational only. No action was requested.

Dickinson Middle School Construction Update – Mr. Josh Gustafson and Mr. Barry Morton, representatives from Mortenson Construction, addressed the Board providing updated information regarding the progress on the construction of the new middle school. Mr. Gustafson and Mr. Morton invited Board members to tour the site whenever they would like. They provided a presentation with pictures of the site and interior photos. The roofing was completed in July which is a major achievement. Windows are being delivered this week. Glazing should be completed within 3-4 weeks. Top soil has been put on the athletic field. A significant portion of the paving has been completed on the south side or main entrance to the building. There are fiberglass sandwich panels being placed in many areas in the school to provide some natural lighting. Three boilers are being installed which will help heat the building during the winter months. There were pictures that showed the classroom pods, the tiling in the bathrooms, various areas with drywall, the track and field, the bus drop off area, and the faculty/staff parking. The team has been working with the school district to identify a process for bringing in a lot of furniture and the work that will need to be done by the IT staff. The number of workers at the site last week was 102, there has been 4,356 linear feet of utility pipe installed, there is 156,000 square feet of roof installed, there is 155,000 square feet of drywall installed, and there is 73,000 square feet of area that has been painted. Board members thanked the Mortenson Construction representatives for the information shared and also for the tour they provided to the Board members at an earlier date. This agenda item was informational only. No action was requested.

Superintendent's Formative Evaluation – DPS will use the same process as last year. President Ricks and Superintendent Sullivan have selected three areas from the superintendent's job description to be evaluated. The areas are: recruitment and retention of staff, financial management skills, and relationship with students and parents. A copy of the superintendent's job description is posted under Supporting Documents. Superintendent Sullivan will respond to the topics in writing and forward the evaluation to the school board members for their comments. Board members were asked to return the evaluation forms to President Ricks by October 23. The written feedback and comments from the board members will be the basis of the evaluation. This agenda item was informational only. No action was requested.

Designate Homeless Liaison – Dickinson Public Schools is required to provide services to individual's considered homeless. Administrative recommendation was to designate Mrs. Stacy Kilwein, Coordinator for Partners in Parenting, as the District's Homeless Liaison. Action was requested. Mrs. Schwartz moved to designate Stacy Kilwein as the Dickinson Public School District's Homeless Liaison for the 2016-2017 school year. Mrs. Rude seconded the motion. Mr. Seaks voiced concerns with adding an additional full load of work to an already full time job and hoped that measures would be put in place. A roll call vote was taken on the motion: ayes-Seaks, Schwartz, Rude, Wilkie, Ricks; nays-none. The motion carried unanimously.

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

Department of Public Instruction Certificate of Compliance (cont.)

copy of the 2016-2017 Annual Compliance Report is available under Supporting Documents. Once approved by the Board, the report is submitted to DPI. Action was requested. Mrs. Rude moved to approve the DPI Annual Compliance Report for the 2016-2017 school year, as presented. Mrs. Schwartz seconded the motion. Superintendent Sullivan explained the district reviews the teaching licenses, background checks and goes through a variety of validations. A roll call vote was taken on the motion: ayes-Wilkie, Schwartz, Seaks, Rude, Ricks; nays-none. The motion carried unanimously.

Open Enrollment Application – Kandy Jazwa applied for open enrollment for her child to be admitted to the Dickinson Public Schools from South Heart School District. She recently moved and therefore the deadline waiver applied. The administrative recommendation was to approve the application. Action was requested. Mr. Seaks moved to approve the open enrollment request for a child of Kandy Jazwa to be admitted to the Dickinson Public Schools from South Heart under the open enrollment policy. Mrs. Rude seconded the motion. Assuming a roll call vote the motion carried unanimously.

School Board Policy Revisions, First Reading – Policies with proposed revisions are posted on the website under Supporting Documents. North Dakota School Board Association recommended revisions to the policy are noted in red text. DPS administrator recommended revisions are noted in purple text. Action was requested. Mrs. Rude moved to complete the first reading of revised policies AAA-Philosophy of the Dickinson Public Schools; ABAB-School Year and Calendar; ACBB-Significant Contagious Diseases; BCAC-Minutes; DEAA-Drug and Alcohol Free Workplace; DEAE-Occupational Safety; DEBA-Confidentiality; FFA-Student Alcohol and Other Drug Use/Abuse; FGDB-Student Handbooks; FGDD-Student Publications and Freedom of Expression; GABAA-English Language Learners; GABDB-Federal Title Programs Dispute Resolution Procedure; HCAB-Bidding Requirements and Procedures; IB-Food Services Program; and KAAD-Distribution and Posting of Noncurricular Material in School. Mr. Seaks seconded the motion. A roll call vote was taken on the motion: ayes-Seaks, Schwartz, Rude, Wilkie, Ricks; nays-none. The motion carried unanimously.

Rescind School Board Policies LAC and LBA, First Reading - There are two policies that the NDSBA recommends rescinding due to a majority of the policy language quoting law. Policy LAC-Relations with Colleges and Universities and Policy LBA-Relations with Armed Forces Recruiting Units are posted under Supporting Documents. Action was requested. Mrs. Schwartz moved to complete the first reading of rescinding policy LAC-Relations with Colleges and Universities and also rescinding policy LBA-Relations with Armed Forces Recruiting Units, as presented. Mrs. Rude seconded the motion. A roll call vote was taken on the motion: ayes-Wilkie, Seaks, Rude, Schwartz, Ricks; nays-none. The motion carried unanimously.

School Board Policy Revisions, Second Reading and Final Adoption – Policy FGA-Student Education Records and Privacy and policy GCC-Protection of Pupil Rights Amendment and Third Party Research on Students are available on the website under Supporting Documents. NDSBA has recommended revisions to both policies, noted in red text, to comply with new student data release protections in NDCC 15.1-07-25.3. Action was requested. Mr. Seaks moved to complete the second reading and final adoption of revised policy FGA-Student Education Records and Privacy and revised policy GCC-Protection of Pupil Rights Amendment and Third Party Research on Students, as presented. Mrs. Schwartz seconded the motion. A roll call vote was taken on the motion: ayes-Rude, Seaks, Wilkie, Schwartz, Ricks; nays-none. The motion carried unanimously.

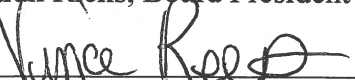


Other – There were no other topics for discussion.

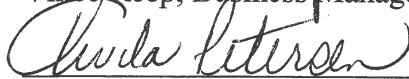
Adjournment – President Ricks declared the meeting adjourned at 5:56 p.m. The meeting adjourned at 5:56 p.m.



Sarah Ricks, Board President



Vince Reep, Business Manager



Twila Petersen, Secretary

Approved School Board Workshop Minutes

Dickinson Public Schools
Board Workshop

October 10, 2016; After Board Meeting
Board Room, Central Office

The Dickinson Public School Board held a workshop on October 10, 2016, at the Central Administration Office. Board members present were: President Sarah Ricks, Vice President Brent Seaks; Mrs. Tanya Rude, Mrs. Kim Schwartz, and Mr. David Wilkie. Administrators present were: Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Mrs. Dorothy Martinson, Mrs. Melanie Kathrein, Ms. Sherry Libis, Ms. Tammy Praus, Mr. Jay Hepperle, Mr. Ron Dockter, Dr. Marcus Lewton, Mr. Shawn Leiss, Mrs. Kristy Goodall, Mrs. Sara Streeter, Mrs. Susan Cook, and Mr. Henry Mack. Also present was Mrs. Twila Petersen.

Call to Order - Board President Ricks called the workshop to order at 5:41 p.m.

Professional Learning Communities Institute – President Ricks explained the board members need to consider if they are interested in attending the Professional Learning Communities (PLC) Institute. In addition, board members need to decide if this would take the place of the national convention. President Ricks opened the floor for discussion. Mrs. Rude inquired if the administrators felt it would be beneficial for the board members to attend the PLC Institute. Superintendent Sullivan responded that that he and Director of Instruction Melanie Kathrein had discussed that topic extensively and it is there opinion that it would be beneficial, especially with the PLC work done on a daily basis. He added the “what” and “why” of the PLC is most important. Mrs. Kathrein explained the Professional Development Leadership Team, which is mainly comprised of teachers, is focused on the PLC. The PLC is what the district is all about. There was discussion regarding the PLC Institute sessions. Various locations and dates were shared with no commitment. Mr. Wilkie inquired if the PLC Institute could be attended remotely. Mrs. Kathrein responded she did not know of anyone that had attended remotely. Those that have attended the PLC Institute in person would say it is a phenomenal experience and would encourage attending in person. There was discussion regarding some board members attending one institute and others attend at another time. President Ricks shared that since the board values itself as a PLC it may be important for all board members to attend together. Consensus of the board members was to try and attend both the PLC Institute and the National School Board Association 2017 convention. President Ricks asked Assistant Superintendent Reep to research the cost for all board members to attend both events.

Central Administration Office Reorganization – Superintendent Sullivan distributed a Central Office Administration handout. He noted the 2013 accreditation report had several required actions. One area noted by the quality assurance review team was the structure of the Central Administration Office with similar school districts. Specifically, the lean nature of the Central Office was inhibiting its ability to provide support at the building level. This has been a topic for discussion by the school board a couple of times. The conversation is being coordinated with Assistant Superintendent Reep’s departure and the discussion of a part-time versus full-time business manager. Dr. Sullivan explained the current structure of the Central Office was done for all the right reasons when there was declining enrollment and people were leaving the state. Many school districts had to make some very difficult decisions. He added there have been 900 students added in the last several years with no changes to the Central Office. Superintendent Sullivan said he was requesting the school board to review the matter thoroughly and render a decision no later than December on how the district wishes to proceed. Mrs. Rude inquired how the job descriptions were drafted. Superintendent Sullivan responded there was research done by Ms. Egeness and then drafted by her. Mrs. Rude said that when reviewing the organizational chart there is no indication of a federal program coordinator or

Central Administration Office Reorganization (cont.)

grant writer. Dr. Sullivan responded that currently the district does not have a grant writer. On occasion the principals have submitted grants individually. Mrs. Martinson explained if there was a title program coordinator, that person would do the Title I and Title II along with the budgeting. There was discussion regarding the business manager responsibilities in the different scenarios in the handout. There was additional discussion regarding the transition, budgeting for additional staffing in the 2017-2018 school year, and the unknown financial outlook with the upcoming legislative session. Mr. Reep explained the unknown future in terms of a timeline for full retirement. He suggested time for transitioning and getting the human resources person trained and directly involved in teacher interviews. Mrs. Kathrein explained that it would be important for the human resources person to have an educational background if they were involved in that capacity. Mrs. Martinson added the person would need some educational background to be involved in the 504 program. President Ricks inquired if it would be realistic to fill a part-time role of a business manager. Dr. Sullivan responded it would be realistic as Mr. Reep would be interested in filling the position but beyond that it may be a challenge, unless that individual already has another part-time job. Mrs. Rude noted there are organizational charts from four school districts in the handout. Since there is financial data available for Bismarck, Minot, Grand Forks, and West Fargo, she would also like to see organizational charts for those school districts. She gave some suggestions on how the organizational chart for CAO could be adjusted and added that it is not only Central Office that is being affected. President Ricks inquired what specifically the administration was asking the board to review and how detailed. Superintendent Sullivan responded the first step he would ask the board to consider would be in terms of deciding if it wanted a part-time or full-time business manager. That decision will guide the future. Dr. Sullivan explained that one of the alternatives was to not make any changes. He explained the complications if the board should not make any changes but make a decision in May of next year to hire a full-time business manager. If Mr. Reep should decide to resign it would be difficult to find someone and train them in time before June. That is why Superintendent Sullivan recommends a decision be made by December or January. There was discussion regarding other possible options. Mr. Wilkie commented that when reviewing the model options, the district was basically renaming what Mr. Reep was doing and renaming the title as business manager. Dr. Sullivan responded that was basically correct. Mrs. Kathrein explained it was important to remember that the district has grown. Many of the responsibilities placed on the administrators are impossible to fulfill. The Mandan model is at about half the staff than any other school district in North Dakota. The district needs to consider what is most effective and still keeping in mind the "why". President Ricks added that they needed to not only review Mr. Reep's portfolio but also Mrs. Martinson's and Mrs. Kathrein's portfolios. Mr. Wilkie noted that the business manager's position already exists under a different name. Dr. Sullivan agreed and added that it is under significantly different duties. Separating the finance from the human resource would be a big step for this school district. Currently the district looks at that as one position. There was discussion regarding the uniqueness of the job descriptions of the Central Office administrators. Mrs. Rude said she would like to have more research done, more organizational charts, and more job duties from other school districts. Superintendent Sullivan explained the research he had done by contacting the superintendents from other school districts. Mrs. Rude felt Minot and Grand Forks had the same number of students and could use those for comparison. Dr. Sullivan said he would get additional information. Mr. Seaks noted it was important to make the right decision but at the same time the board should not linger on a decision. This topic could move forward to the November school board workshop. President Ricks also suggested board members network with other school districts at the upcoming state convention. There was a discussion regarding the responsibility level of the different district administrators. President Ricks recapped that the decision was to find out

Central Administration Office Reorganization (cont.)

how many people are needed at the Central Administration Office and what their titles would be. The details could be worked out later.

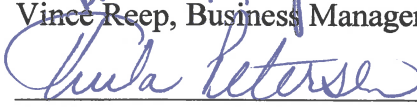
Adjournment – At 6:52 p.m. President Ricks declared the workshop adjourned.



Sarah Ricks, Board President



Vince Reep, Business Manager



Twila Petersen, Secretary

Approved School Board Meeting Minutes

Dickinson Public Schools
Regular Meeting

October 10, 2016; 5:00 p.m.
Board Room, Central Office

The Dickinson Public School Board held a regular meeting on October 10, 2016, at the Central Administration Office. Board members present were: President Sarah Ricks, Vice President Brent Seaks, Mrs. Tanya Rude, Mrs. Kim Schwartz, and Mr. David Wilkie. Administrators present were: Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Dr. Marcus Lewton, Mrs. Kristy Goodall, Mrs. Melanie Kathrein, Ms. Sherry Libis, Ms. Tammy Praus, Mrs. Dorothy Martinson, Mrs. Sara Streeter, Mr. Jay Hepperle, Mr. Ron Dockter, Mrs. Susan Cook, Mr. Shawn Leiss, and Mr. Henry Mack. Others present: Ms. Naomi Thorson, Mrs. Twila Petersen, and Ms. Kalsey Stults from the Dickinson Press.

Call to Order - Board President Ricks 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 additions or removal of agenda items from the Consent Agenda.

Consent Agenda – Mr. Seaks moved to approve the consent agenda consisting of the minutes from the September 12 regular board meeting; the bills for September 2016; the financial reports for October 1, 2016; the pledged assets report for October 1, 2016; the personnel reports; a tuition waiver request for a child of Trace Roller, a tuition waiver request for a child of Carla Arthaud; and the RACTC report; as presented. Mr. Wilkie seconded the motion. Assuming a roll call vote the motion carried unanimously.

Superintendent's Report – Superintendent Sullivan reported on the following topics. No action was requested on these topics.

- a. **North Dakota School Board Association (NDSBA) Conference and Seminars** – The School Law Seminar and New Member Seminar is scheduled for Thursday, October 27. The annual convention will follow the seminar on Thursday and continue on Friday. The agendas are posted on the website under Supporting Documents.
- b. **Teacher Evaluation Instrument Committee Meeting** – Tuesday, October 11 at 4:00 p.m.
- c. **District-Wide Technology Committee Meeting** – Wednesday, October 12 at 4:00 p.m.
- d. **No School** – There is no school on October 20 and 21st.
- e. **DPS Audit** – The audit has been scheduled for November 14 and 15th. A report is expected to be presented to the Board in December or January.

Business Topics

Dickinson Middle School Construction Update - Assistant Superintendent Vince Reep provided updated information regarding the progress towards the construction of Dickinson Middle School. Mr. Reep noted that two years ago, on October 7, the school district held a bond election. There has been a lot of construction accomplished in the past eight years in the District. Prairie Rose Elementary was constructed, there were additions to Jefferson Elementary and Lincoln Elementary, and now the District is moving towards completing the new middle school. Available on the website under Supporting Documents are recent photos of the progress on Dickinson Middle School. Mr. Reep displayed the photos for the Board members. Photos included pictures of courtyards, the mechanical area with three boilers, a locker bay area, the main stairwell, white boards which recess into the wall, a science room with cabinets installed, glass partitions which create flexible learning spaces, the gymnasium, and other areas. Mr. Reep noted there was a delay from the company providing the windows; however, Mortenson Construction has

Dickinson Middle School Construction Update (cont.)

extra crew helping with window installation to get them placed as soon as possible. This agenda item was informational only. No action was required.

Student Mobility Report – Available on the website under Supporting Documents is a copy of the inward and outward migration report and also an 8-year summary with comments. Assistant Superintendent Reep addressed the Board reporting that the 2015-2016 school year was the first year that the level of mobility had decreased. In 2014-2015 there were 1,400 students that moved in or out. That represents 32% of the student population. In 2015-2016 there were 1,101 students that moved in or out. There were students from 36 states and 10 foreign countries. Utah had the most students moving in or out of the DPS District. Mrs. Rude noted the report indicates in the past eight years 163 students dropped out. Mr. Dockter explained the criterion from the state to be considered a drop out and what administration considers a true drop out. Mr. Reep added that the drop-out rate is 2.2% over the eight-year period which is lower than comparable school districts. 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 posted on the website under workshop agendas. This agenda item was informational only. No action was requested.

Designate Foster Care Liaison –The Department of Public Instruction recommends Dickinson Public Schools designate a foster care liaison. Administrative recommendation was to designate Mrs. Stacy Kilwein, Coordinator for Partners in Parenting, as the District’s Foster Care Liaison. Superintendent Sullivan addressed the Board and reported Mrs. Kilwein is comfortable with the recommendation. He additionally reported the Department of Public Instruction recommended to the District’s Director of Student Services, Mrs. Dorothy Martinson, that the foster care liaison be the same as the homeless liaison. Mr. Wilkie moved to designate Stacy Kilwein as the Foster Care Liaison for the Dickinson Public Schools for the 2016-2017 school year. Mrs. Rude seconded the motion. Discussion: President Ricks inquired if Mrs. Kilwein is the contact person for the government agencies. Superintendent Sullivan responded she would be the point of contact for federal and state agencies. Additionally, there may be some instances where there is a home contact requirement where she would need to ask a list of questions. He added this will be a new process for Mrs. Kilwein and is a work in progress. Superintendent Sullivan and President Ricks shared their confidence in Mrs. Kilwein’s ability to coordinate with the school district and other departments. Assuming a roll call vote the motion carried unanimously.

2016 North Dakota School Boards Association Convention- Copies of the proposed agendas for the convention and law seminar are posted under Supporting Documents. Dickinson Public Schools is allowed four delegates to the assembly on Friday. Action was requested to designate the delegates. President Ricks noted this is the first year all five Board members are attending the convention and therefore one board member will need to be an alternate. She called for a volunteer to be an alternate. Mrs. Schwartz volunteered. Mrs. Rude moved that President Ricks, Vice President Seaks, Board Member Wilkie, and Board Member Rude be appointed delegates from Dickinson Public Schools and Board Member Schwartz be appointed an alternate delegate for the North Dakota School Boards Association Convention. Mr. Seaks seconded the motion. Assuming a roll call vote the motion carried unanimously. President Ricks noted that the resolutions that will be reviewed at the convention are posted on the website under Supporting Documents.

Early Resignation Incentive Application – Ms. Judith Dalton submitted her resignation before the deadline to receive the early resignation incentive. The deadline for certified staff is March 1, 2017. She has been employed as a drafting instructor at Dickinson High School for 18 years. Assistant Superintendent Reep has verified her eligibility. The administration approves the early resignation and will evaluate the vacancy this position may create and will post any openings at a later date. Action was requested. Mrs. Rude moved to approve the early resignation incentive application from Judith Dalton with an effective date of May 26, 2017. Mrs. Schwartz seconded the motion. Discussion: Mrs. Rude provided well wishes for Ms. Dalton and recognized she has served the students in the District for many years and appreciated her years of service. Assuming a roll call vote the motion carried unanimously.

School Board Policy Revision, First Reading – DPS administrative recommendation was to revise policy KACA-Patron Complaints so that it was in alignment with the personnel complaints policy. The proposed revised policy is available on the website and posted under Supporting Documents. Text noted in purple are the administrative recommended changes to the policy. Action was requested. Mrs. Schwartz moved to complete the first reading of revised policy KACA-Patron Complaints, as presented. Mrs. Rude seconded the motion. Discussion: Mrs. Rude inquired if the complainant would still be able to bring the issue before the Board. Additionally, if any other districts in the state had this policy end with the superintendent. Superintendent Sullivan responded if the policy would be approved it would be in alignment with another policy regarding complaints against personnel where the final resolution is referred to the superintendent. President Ricks explained she had pondered this policy for some time. She added that members of the public are always welcome to contact board members. Mrs. Rude clarified that final resolutions regarding patron complaints would be the responsibility of the superintendent. Superintendent Sullivan responded that would be accurate and would align with the other policy that has the same procedure in place. Mrs. Rude was not comfortable with the individual not having the ability to come before the Board. President Ricks stated she wanted to make it clear that it was not her suggestion to make the revision. The change was due to a concern with policies aligning. President Ricks reiterated that she had contemplated the changes to the policy at great length. This will be the first reading but not the final adoption. President Ricks called for further discussion. There was no further discussion. A roll call vote was taken on the motion: ayes: Schwartz, Seaks, Wilkie, Ricks; nays-Rude. The motion carried for the first reading.

School Board Policy Revisions, Second Reading and Final Adoption – There are numerous policies posted under Supporting Documents with recommended revisions. Revisions recommended by the North Dakota School Board Association are noted in red text. DPS administrator recommended revisions are noted in purple text. Following is a list of the revised policies: AAA-Philosophy of the Dickinson Public Schools, ABAB-School Year and Calendar, ACBB-Significant Contagious Diseases, BCAC-Minutes, DEAA-Drug and Alcohol Free Workplace, DEAE-Occupational Safety, DEBA-Confidentiality, FFA-Student Alcohol and Other Drug Use/Abuse, FGDB-Student Handbooks, FGDD-Student Publications and Freedom of Expression, GABAA-English Language Learners, GABDB-Federal Title Programs Dispute Resolution Procedure, HCAB-Bidding Requirements and Procedures, IB-Food Services Program, and KAAD-Distribution and Posting of Noncurricular Material in School. Action was requested. Mrs. Rude moved to complete the second reading and final adoption of revised policies AAA, ABAB, ACBB, BCAC, DEAA, DEAE, DEBA, FFA, FGDB, FGDD, GABAA, GABDB, HCAB, IB, and KAAD, as presented. Mr. Wilkie seconded the motion. A roll call vote was taken on the motion: ayes-Wilkie, Schwartz, Rude, Seaks, ricks; nays-none. The motion carried unanimously.

Rescind School Board Policies LAC and LBA, Second Reading and Final Adoption - There are two policies that the NDSBA recommends rescinding due to a majority of the policy language quoting law. The policies are posted under Supporting Documents. Action was requested. Mrs. Rude moved to complete the second reading and final adoption of rescinding policy LAC-Relations with Colleges and Universities and also rescinding policy LBA-Relations with Armed Forces Recruiting Units, as presented. Mr. Seaks seconded the motion. A roll call vote was taken on the motion: ayes-Rude, Seaks, Wilkie, Schwartz, Ricks; nays-none. The motion carried unanimously.

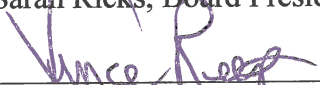
Revise School Board Policy FGA, First Reading and Expedited Final Adoption – Three paragraphs were inadvertently removed from Policy FGA-Student Education Records when it was proposed to the School Board for revision in August and September. Available under Supporting Documents is the updated student education records policy including the three paragraphs. Revisions on the policy are noted in purple text. The NDSBA also recommended moving one area to section 5. Directory Information. Policy BDA authorizes the Board to adopt a policy with one reading when the Board deems this action necessary. Administrative recommendation was to adopt the revised policy with one reading to expedite this policy since the school year was already underway. Mr. Wilkie moved to adopt revised policy FGA-Student Education Records with one reading and final adoption and waive the second reading to expedite the adoption of the policy. Mrs. Schwartz seconded the motion. A roll call vote was taken on the motion: ayes-Schwartz, Rude, Wilkie, Seaks, Ricks; nays-none. The motion carried unanimously.

Other – Mrs. Rude and Mrs. Schwartz thanked the administrators for allowing them to come into the school buildings and visit with them individually. Mrs. Rude addressed DHS principal Ron Dockter and asked him for a report on what is happening with the Professional Learning Communities in regards to the ACT scores; specifically, if there have been areas identified that can be addressed and provide intervention. Mr. Dockter responded there was discussion on this topic at the September 21 Early Release and October 3 Professional Development Day. The DHS English Department has been diligently working on this and already identified areas from the tests the seniors took last year. They have looked at each individual student's test and identified areas that could use some improvement.


Adjournment – At 5:34 p.m. President Ricks declared the meeting adjourned. The meeting adjourned at 5:34 p.m.



Sarah Ricks, Board President



Vince Reep, Business Manager



Twila Petersen, Secretary

Approved School Board Meeting Minutes

Dickinson Public Schools
Special Meeting

November 1, 2016; 12:15 p.m.
Board Room, Central Office

The Dickinson Public School Board held a special meeting on November 1, 2016, at the Central Administration Office. Board members present were: President Sarah Ricks, Vice President Brent Seaks, Mrs. Tanya Rude, Mrs. Kim Schwartz, and Mr. David Wilkie. Administrators present were: Superintendent Douglas Sullivan and Assistant Superintendent Vince Reep. Others present were Mrs. Melanie Kathrein, Ms. Fern Pokorny, and Mrs. Twila Petersen.

Call to Order - Board President Ricks called the meeting to order at 12:15 p.m.

Public Participation – There were no requests for public participation.

North Dakota School Board Association (NDSBA) Superintendent Evaluation System – President Ricks explained many board members had attended a session regarding the superintendent's evaluation at last week's NDSBA annual convention. There was interest expressed by board members to use the NDSBA's superintendent's evaluation model and to expedite the process for implementation. President Ricks noted she had called Attorney Anita Thomas regarding options since the superintendent and the board members had already completed part of the process for the superintendent's evaluation due November 15. One option, if the board chose to, would be to complete the process for both evaluation models and keep them both in a file. Another option was to complete the current evaluation as is and then adopt the new NDSBA model before the spring evaluation. The third option would be to continue with the current model that has been started and finalize and not use the NDSBA model, at this time. Mrs. Rude stated that the school board was made aware of the new NDSBA superintendent's evaluation model as early as February. At that time the Board had a brief conversation and noted the questions on the NDSBA model did not match what DPS would like and therefore the NDSBA model was not chosen. The board members now realize the questions could be tailored to meet the needs of the District. Additionally, Mrs. Rude noted the NDSBA superintendent's evaluation tool could potentially be used for administrative evaluations and teacher evaluations and still use the Danielson framework. Vice president Seaks appreciated the ease of using the NDSBA model and the ability to automatically compile the information submitted. He was impressed that the NDSBA model was more comprehensive and allowed for better, detailed feedback and an opportunity for more collaboration. He felt that the evaluation model for the administrators and the teachers should be left at the discretion of those respective groups. Mrs. Schwartz said she was pleasantly surprised by the demonstration of the NDSBA model. She has struggled with the current paper model that is being used. Mr. Wilkie said he had not attended the evaluation model session at the conference and attended another presentation. He had looked at the material online for the NDSBA model and liked the option that the questions could be changed to meet the needs of the district. Mrs. Rude requested input from Superintendent Sullivan. Dr. Sullivan explained there has been lengthy discussion regarding a teacher evaluation model over many years and a committee was formed several years ago to review possible options for a teacher evaluation model. This was a two-prong approach. The first prong, which was more important, was the selection process that took close to a year of meetings. The committee studied several alternatives. He noted the work the committee members have done over the past several years to move forward with the implementation of the selected model. The NDSBA model had been reviewed by the Cabinet members several years ago and they were not interested in using that model for administrative evaluations. Dr. Sullivan referenced the NDSBA superintendent evaluation instrument. He has reviewed it and envisions discussions that would help the school board and the superintendent identify what the district needs to

North Dakota School Board Association (NDSBA) Superintendent Evaluation System (cont.)

do to develop a common vision. He was not sure about the board expectations, such as the “big picture items”, that he is to bring forward to the school board every month. He added that he agreed with the board that it would be a good idea to sit down and review each question. Vice president Seaks suggested the board move forward with what they currently are utilizing. Mrs. Rude moved to adopt the NDSBA Superintendent Evaluation System with a start date of November 1 when the board begins to look at the questions knowing that in the future it will not be for the November 15 superintendent's evaluation but for the March 15 superintendent's evaluation. Mr. Seaks seconded the motion.

Discussion: President Ricks asked for clarification when the board envisioned using the NDSBA model. Were they anticipating December? She noted there was monthly evaluation worksheets that are completed by the board members. Mrs. Rude responded it will be implemented the beginning of the month for the board members. She suggested the board start looking at the questions immediately and inquired if it could be done during a board workshop. Dr. Sullivan responded the board can have as many workshops as it desires. He didn't know if there would be enough time between now and February for the board to do a thorough and effective selection process and for him to give a response by mid-February. He added he would be glad to help with the different approach. He felt the motion may not be necessary at this time. The motion could indicate that the board is adopting the model as presented; adopting the model is also adopting the questions. The board could, by consensus, agree to move forward with the model and then word the questions as they would like. Mrs. Rude gave an example of using possibly five questions for the February evaluation and then grow off of that. There was discussion amongst the board members of the timeline for adopting and implementation.

Consensus from the board members was to move forward with the NDSBA superintendent evaluation model with some modifications with implementation in the near future. The School Board members will be reviewing the template for the NDSBA superintendent evaluation system and discussing if the Board wishes to use this model for future superintendent evaluations. Mrs. Rude requested the motion be repeated. Mrs. Petersen repeated the motion. The board members discussed a timeline for having the questions done and consensus was to attempt to have the questions completed before December. The cost of the software would be within the school board budget. President Ricks questioned if the board needed a motion today or a consensus. Mrs. Rude requested the motion be reread. Mrs. Petersen read the motion. Vice president Seaks felt the December deadline was a date that could be obtained and was realistic. President Ricks explained a possible workshop prior to December. Dr. Sullivan shared that he did not think one meeting would be sufficient, especially if the expectation is to have something in place for consideration for December. Mrs. Rude thought there could be something concrete by February 1, 2017. There was discussion regarding the February 1 deadline and not having enough time to complete the March evaluation by the deadline. Dr. Sullivan clarified that the Board is proposing to have an evaluation model chosen by December and the questions could change between December and February. Mrs. Rude responded that was correct, the questions could change. Dr. Sullivan was not sure how he would be able to respond before his deadline in February. Vice president Seaks suggested a December 1 deadline to lock in the questions. After that time any changes to the questions could be implemented for the November 2017 evaluation. Mr. Seaks asked Superintendent Sullivan if he felt that was enough time. Dr. Sullivan responded that depending on what the documents looked like in December it could be workable and continue the conversations as the board moves forward. Mrs. Rude felt that the board members could start working on it in November. President Ricks noted there was a motion on the table that needs to be voted on. She added she was concerned with the word “adopting” in the motion. Mrs. Schwartz called to question. A roll call vote was taken: ayes-Rude, Seaks, Wilkie, Schwartz, Ricks; nays-none. The motion carried unanimously.


Discussion of Revising and Subsequent Adoption of Board Policy CAAB-Superintendent Evaluation Procedure (if necessary)

– President Ricks distributed copies of the DPS policy CAAB-Superintendent Evaluation Procedure. Prior to the meeting, Dr. Sullivan brought to President Rick’s attention a concern with the last line under the format paragraph regarding assigning an overall performance rating. Attorney Thomas felt it was okay as written but was going to do some more research. President Ricks said the Board needed to decide how it was interpreting that sentence. Mrs. Rude shared her interpretation that it does not give an overall score and suggested omitting that sentence. Mrs. Rude moved to adopt the revised policy CAAB-Superintendent’s Evaluation Procedure by omitting the sentence “The Board shall not assign an overall performance rating to the superintendent’s evaluation.” President Ricks felt the revision should wait until there was final recommendation from the legal department. Mrs. Rude rescinded her motion.

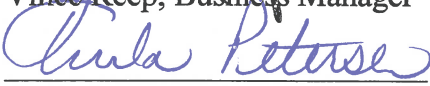
Adjournment – At 1:00 p.m. President Ricks declared the meeting adjourned. The meeting adjourned at 1:00 p.m.



Sarah Ricks, Board President



Vince Reep, Business Manager



Twila Petersen, Secretary

Approved School Board Meeting Minutes

Dickinson Public Schools
Special Meeting

November 10, 2016; 8:30 a.m.
Board Room, Central Office

The Dickinson Public School Board held a special meeting on November 10, 2016, at the Central Administration Office. Board members present were: President Sarah Ricks, Mrs. Tanya Rude, Mrs. Kim Schwartz, and Mr. David Wilkie. Board member absent was Vice president Brent Seaks. Administrators present were: Superintendent Douglas Sullivan and Assistant Superintendent Vince Reep. Also present was Mrs. Twila Petersen.

Call to Order - Board President Ricks called the meeting to order at 8:30 a.m.

Public Participation – There were no requests for public participation.

North Dakota School Board Association (NDSBA) Superintendent Evaluation System – At the November 1 Special School Board Meeting Board members reviewed and adopted the NDSBA Superintendent Evaluation System. At that time consensus was to review the questions within the system and modify the questions to align with the District’s superintendent’s job description. Available on the website is a copy of the NDSBA Superintendent Evaluation System and CAAA-E—Superintendent’s Job Description. Board members reviewed each question in the superintendent’s evaluation system. Following are the revisions to the evaluation system based on the input from board members. Board members acknowledged the Board’s intent to revisit the evaluation in the spring and potentially add, remove, or revise items. Board members expect this process to evolve over time.

1. GOAL AND VISION SETTING

The superintendent ~~assists board with~~ oversees developing or updating a district-wide strategic plan that is based on district data, the district’s mission, other identified district needs; the plan outlines both short- and long-term goals.

Superintendent provides for regular reports to board on steps taken to accomplish ~~short and long-term~~ goals and demonstrates progress toward accomplishing district goals.

2. BOARD RELATIONS

Board agenda, as set by board president and superintendent, contains more “big picture” items than minutia and each month at least some agenda items relate to district’s goals and strategic plan.

~~Superintendent executes all roles and responsibilities in the job description and in policy and reports to board on policy implementation and amendments as needed.~~ Superintendent advises board on need for new or revised policies and sees that all policies of board are implemented.

Superintendent ensures that ~~supporting documents board packets~~ contain information necessary for board decision making and ~~submits meeting packets to board~~ are generally posted on the website at least ~~three~~ days prior to regular board meetings.

Superintendent answers board questions in a timely manner.

Information superintendent provides to board, staff, and public is accurate.

Superintendent communicates with board throughout the month via updates—not just at monthly board meetings.

~~Superintendent complies with state and federal law.~~

Superintendent complies with district policy.

~~Superintendent upholds the ESPB Professional Code of Conduct.~~

~~Superintendent's decisions do not need review or reconsideration by the board. Board has confidence in superintendent's decision.~~

Superintendent takes final responsibility for execution of any duties that s/he delegated.

3. HUMAN RESOURCE MANAGEMENT

Suggested evidence: employee job descriptions, **portfolios**, personnel policies, board meeting minutes, list of staff training/professional development opportunities, staff evaluation forms, de-identified reports on plans of improvement, staff orientation checklists, negotiated agreement, staff newsletters, reports on trends from personnel evaluations (aggregated and de-identified), and staff meeting minutes

Superintendent ensures development of job descriptions **or portfolios** for district staff and ensures hiring policies, procedures, and laws are followed to select and retain qualified employees.

Superintendent's recommendations to the board to nonrenew for cause or discharge licensed staff and superintendent's reports to the board on ancillary staff dismissals occur infrequently, typically after efforts to help the employee improve.

Superintendent ~~plans and executes~~ **ensures** staff training/professional development **is planned and executed** as evidenced by reports to the board, including reports on the outcome of staff training/professional development.

~~Superintendent manages personnel evaluation system including developing and reviewing personnel evaluation forms and ensuring completion of evaluations by applicable deadlines in law and/or district policy.~~

~~Superintendent oversees system of employee remediation including ensuring that professional development is provided to teachers and principals who need to improve their instructional performance or administrative skills; superintendent reports to board on impact of coaching programs without refereneing specific staff members.~~

Superintendent ensures that district administrators hold orientation for new staff to familiarize them with policies, procedures, and job duties.

Superintendent ~~recommends to the board~~ **oversees** programs to recognize ~~outstanding~~ staff members and to encourage staff engagement.

Superintendent recommends to the board **any** policies and negotiated agreement amendments designed to promote a fair, equitable, safe, and productive workplace, including policies on employee conduct, benefits, safety, and workload distribution.

Superintendent seeks input from and regularly communicates with staff on district goals, needs, issues, and changes to programs/policies/procedures.

Superintendent encourages and empowers principals to make decisions on behalf of their buildings and to implement innovative programs and services in their buildings.

4. CURRICULUM AND STUDENT SUPPORT SERVICES

Superintendent presents the board with data on indicators of student achievement and post-secondary preparation (e.g., graduation rates, remedial coursework enrollment trends, college acceptance rates, grade remediation trends, number of scholarship recipients, etc.) to help identify curricular needs and inform the district's strategic plan.

Superintendent brings curriculum changes to the board for approval as needed, explaining how these changes support the district's mission, strategic plan, and goals.

Superintendent regularly meets or corresponds with building administrators to discuss implementation of curriculum, including instructional strategies and challenges associated with implementation. ~~the superintendent shares these discussions with the curriculum committee.~~

~~Superintendent recommends to the board for approval programs that allow for research-based instruction and course offerings; such programs include plans of implementation.~~

Superintendent ensures that all school buildings have and use intervention programs to identify students in need of additional assistance academically, socially, and emotionally.

~~Superintendent ensures that academic enrichment programs are available, as necessary.~~

~~Superintendent recommends to the board for adoption policies and programs designed to make the overall educational environment safe and to encourage student engagement including policies and programs on safety, conduct, recognition programs, and extracurricular activities.~~

~~Superintendent schedules annual board review of district policies on student support services for special categories of students including disabled, migrant, English Language Learners, and homeless students to ensure these policies are meeting these students' needs.~~

~~State assessments are completed in accordance with law, and required data are reported in Powerschool at the time and in the manner required by law.~~

Superintendent reports aggregated student assessment results and other student achievement indicators to board, staff, and community as available.

5. COMMUNITY RELATIONS

Superintendent attends the meetings of, or is involved in the activities of, community and civic organizations ~~as directed by the board.~~

Superintendent oversees implementation of a community communication plan, which includes a district newsletter issued to parents and posted on the website ~~{and community members}~~; regularly speaks to the news media about school activities, successes, and events; and uploads information about district schools and initiatives on the district's website ~~{and social media}~~.

~~Superintendent works with key community stakeholders to help further the district's mission and support district schools (e.g., law enforcement and social service agencies).~~

Superintendent recommends to the board, as needed, public ~~hearings forums~~ to receive input on district issues.

~~Superintendent identifies ways to invite the community into district schools for programs, activities, and events.~~

6. OPERATIONS AND RESOURCES MANAGEMENT

Superintendent's budget recommendations take into account ending fund balance requirements in NDCC 15.1-07-29 and 15.1-27-35.3.

Superintendent ensures that the special reserve fund does not exceed limitations in NDCC 57-15-14.2; superintendent assists the business manager to ensure that these funds are invested in accordance with restrictions in law and in a manner meant to maximize return.

During board discussions of budget, superintendent explains how it supports the district's strategic plan and goals.

Superintendent's mill levy recommendations are based on actual needs as clearly explained to the board during budget discussions.

Superintendent's recommendations related to the building levy are based on justified needs, including long-term demographic information and/or a deferred maintenance plan.

Superintendent assists the business manager and board with ensuring that the budget is approved and mill levies are certified in accordance with deadlines in laws.

~~Superintendent oversees a district-wide system of purchasing that helps the district stay on budget and brings cost-savings recommendations to the board.~~

~~Superintendent seeks and recommends to the board new sources of revenue (e.g., grants, loans, donor contributions) appropriate for the district.~~

School buildings, grounds, and equipment are well maintained and typically in proper working order.

~~Superintendent ensures that insurance carrier has up-to-date information on all district-owned buildings, equipment, and supplies, and insurance coverage is adequate to cover potential loss.~~

Superintendent has developed, or assisted the business manager with developing a deferred maintenance plan for school buildings and requires building administrators to perform a risk management assessment to determine facilities and equipment that need repair, which is discussed with the board.

Superintendent has established a process for administrators to request needed equipment and supplies and developed timelines for submitting these requests consistent with budget cycles.

Adjournment – At 10:38 a.m. President Ricks declared the meeting adjourned. The meeting adjourned at 10:38 a.m.



Sarah Ricks, Board President



Vince Reep, Business Manager



Twila Petersen, Secretary

Approved School Board Workshop Minutes

Dickinson Public Schools
Board Workshop

November 14, 2016; After Board Meeting
Board Room, Central Office

The Dickinson Public School Board held a workshop on November 14, 2016, at the Central Administration Office. Board members present were: President Sarah Ricks, Vice President Brent Seaks, Mrs. Tanya Rude, Mrs. Kim Schwartz, and Mr. David Wilkie. Administrators present were: Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Mrs. Melanie Kathrein, Mr. Shawn Leiss, Ms. Sherry Libis, Dr. Marcus Lewton, Ms. Casaundra Francis, Mr. Ron Dockter, Mr. Jay Hepperle, Mr. Guy Fridley, Mrs. Sara Streeter, Mrs. Kristy Goodall, Mr. Henry Mack, and Mrs. Susan Cook. Also present was Mrs. Twila Petersen.

Call to Order - Board President Ricks called the workshop to order at 6:12 p.m.

Central Administration Office Reorganization – Superintendent Sullivan explained the school board members and the Cabinet members were previously presented with a Central Administration Office handout. Within the handout were two options for a proposed organizational chart for the Central Office. Option 1 created a part-time business manager position and full time federal program coordinator. Option 2 provided a full-time business manager position and no federal program coordinator. Dr. Sullivan's recommendation to the board for consideration was option 2 with the full time business manager position and the additional human resources position. He further recommended option 2 be a phase-in with the business manager and human resources positions. A position would also need to be created for the curriculum coordinator. The curriculum coordinator title could change. Board policy requires the board to create a new administrator position. Mrs. Rude was in agreement with the full time business manager position and the full time human resource manager. She would like to see the curriculum position be split between K-6 and 7-12 and have a primary curriculum coordinator over each. Additionally, she felt the district needed a technology director or manager; someone that can manage people and talk to people and direct staff in the technology area. Dr. Sullivan concurred regarding a technology person and said that it had been a topic for discussion in prior years in the school district. Finding the right person might be difficult but not impossible. The first step would be to come up with a definition for that individual. Mr. Seaks said he appreciated the information that was put together. He knows the Central Office staff are overworked and understaffed. He supported Mrs. Rude's suggestion for a technology director and felt that person could implement many things and do a lot for the district. He would like to see a technology director box in the organizational chart. It would provide the district stakeholders a better picture of what the district needs in order to function at a certain level. Implementation may need to be done in stages as resources become available. President Ricks felt it was the boards' responsibility to approve the position and it was up to the administration to decide what titles and responsibilities go in the box. The board would need to rely on the expertise of the administration how best to divide that up and create the job descriptions. Mr. Seaks inquired what the budgetary implications would be for option 2. Dr. Sullivan responded this would depend on the final decision. Phase I could range from approximately \$75,000 for administrative positions to approximately \$40,000 for a Teacher on Special Assignment. Implementing phase I and II simultaneously would be more expensive. President Ricks explained that what she was hearing from the board members was they were more favorable if the organizational chart included a technology director. Mr. Wilkie, Mr. Seaks, and Mrs. Schwartz concurred. Mrs. Rude felt that it was the appropriate direction as long as there would be open discussions amongst all the district administrators and they all understood the big picture. She requested to see different parts that align with individuals to determine how many staff are needed. It


did not have to have a name attached to the position. It would be something for board members to look at 5-10 years in the future and still be understood.

Superintendent Sullivan provided a handout with a recommended book for board members to consider in lieu of the PLC institute. President Ricks followed up that this would be a recommendation to the board to do a book study on professional learning communities.

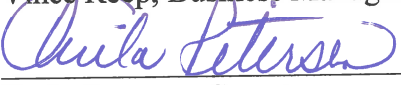
Adjournment – President Ricks declared the workshop adjourned at 6:35 p.m.



Sarah Ricks, Board President



Vince Reep, Business Manager



Twila Petersen, Secretary

Approved School Board Meeting Minutes

Dickinson Public Schools
Regular Meeting

November 14, 2016; 5:00 p.m.
Board Room, Central Office

The Dickinson Public School Board held a regular meeting on November 14, 2016, at the Central Administration Office. Board members present were: President Sarah Ricks, Vice President Brent Seaks, Mrs. Tanya Rude, Mrs. Kim Schwartz, and Mr. David Wilkie. Administrators present were: Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Mrs. Melanie Kathrein, Ms. Sherry Libis, Mr. Guy Fridley, Mr. Ron Dockter, Mrs. Kristy Goodall, Mrs. Susan Cook, Mrs. Sara Streeter, Dr. Marcus Lewton, Mr. Henry Mack, Mr. Jay Hepperle, and Mr. Shawn Leiss. Others present were: Ms. Jarris Bergherr, Mrs. Twila Petersen, and Ms. Sydney Mook from the Dickinson Press.

Call to Order - Board President Ricks 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 additions or removal of agenda items from the Consent Agenda.

Consent Agenda – Mr. Seaks moved to approve the agenda including the consent agenda consisting of the minutes from the October 10 regular board meeting, the October 10 board workshop, the November 1 and 10th special board meetings; the bills for October 2016; the financial reports for November 1, 2016; the pledged assets report for November 1, 2016; the personnel reports; the student/staff recognitions; and a tuition waiver for a child of Joyell Binstock from South Heart to Dickinson; as presented. Mrs. Rude seconded the motion. Assuming a roll call vote the motion carried unanimously.

Superintendent's Report – Superintendent Sullivan reported on the following topics. No action was requested on these topics.

- a) **Teacher Evaluation Instrument Committee Meeting** – The next meeting is scheduled for Wednesday, November 16 at 4:00 p.m.
- b) **DHS Drama Production** – Dr. Sullivan reminded board members of the DHS drama production this week Friday and Saturday at 7:00 p.m. and Sunday at 2:00 p.m.
- c) **American Education Week** – American Education Week is celebrated this week, November 14-18. As in the past, the school board will be sending meat and cheese trays to all the buildings on Wednesday.
- d) **AdvancED** - Superintendent Sullivan explained AdvancED has reviewed its standards and will be revising them. The revised standards should be available early next year. Starting tomorrow, the buildings will begin administering the perception surveys to students.
- e) **Inclement Weather** – For the benefit of the new school board members, Superintendent Sullivan explained the procedure for early dismissal or closing of school due to inclement weather. He noted that whether or not the buses will run or whether or not school will be cancelled is a decision made by the superintendent and the director of Harlow's Bus Service. If for some reason the rural buses would need to run early they would need to pick up the rural students before 1:00 to have time to return and bus the in-city students. The buses are utilized for both in town and out of town transportation. Dr. Sullivan explained that school is not cancelled very often. Once the students are at school they are in the buildings and they are safe. If students were to be released early and sent home, in many cases they would be sent to unattended houses or locked houses. If the snow is going to end near the end of the school day, it would be more beneficial to release the students at the regular time. This also provides the City with some additional time to try and clear/move snow. Mr. Seaks inquired the process for extracurricular activities and decisions about teams leaving town. Dr. Sullivan responded

Superintendent's Report (cont.)

the decisions regarding activity buses are made by the activities director, Mr. Guy Fridley. Mr. Fridley works closely with the other activity directors at other school districts and monitors the weather and the road conditions. Once the bus is on the road, if the bus driver decides the conditions are not favorable, the driver may decide to turn the bus around. Mr. Seaks inquired if students are notified of the proper attire in case the bus would break down on a trip and where the responsibility falls. Dr. Sullivan responded that it is the parent's responsibility and the coach's responsibility to make sure the students are properly prepared for travel and conditions should service on the bus be interrupted.

Business Topics

Southwest Community High School (SWCHS) Report – Principal Kristy Goodall from SWCHS addressed the board. Available under Supporting Documents on the school board website a report is posted. Mrs. Goodall thanked the board members for this opportunity. Additionally, she thanked Mrs. Schwartz and Mrs. Rude for the visit to the school to see firsthand the accomplishments of SWCHS. Mrs. Goodall extended an open invitation for all board members to visit the school. SWCHS has been in operation for 15 years. The focus is on individual instruction for students, student by student or skill by skill. Students build character through responsibility and success. Students are academically responsible and accountable for behaviors. Currently SWCHS serves 23 students in the community. Students attend SWCHS due to a variety of risk factors, such as dropping out of school, students who are parents, or students that don't fit well in the traditional school setting. With the repurpose of Hagen Junior High to accommodate the SWCHS it is anticipated the student body will expand. At times, SWCHS can have a waiting list of 19 students. Currently there are seven on the waiting list. Due to staffing the enrollment maximum is 23. Students must be between the ages of 16-20 to attend. The seniors are processed first on the waiting list when there is an opening. The SWCHS teachers facilitate and instruct over 50 courses in a school year. The three core teachers are very dedicated to the students which builds on the success of keeping the students at SWCHS. Students have individualized pacing guides and daily self-checks to make sure they stay on track for graduation. Jefferson County E-School is the expanded course option at SWCHS. Mrs. Goodall explained the attendance successes with the communication system set up with the students. Board members thanked Mrs. Goodall for the update. This agenda item was informational only. No action was requested.

Dickinson Middle School Construction Update – Assistant Superintendent Reep updated board members on the progress of Dickinson Middle School. He noted the favorable weather has been a reflection on the exterior as much of that work has been completed. Even some of the landscaping has been done to include seeding and shrubs. A fence has been built around the retention pond and light poles are being installed. Interior painting continues and some areas are seeing carpet installed. There is tile being installed in the kitchen area. Most of the mechanical, electrical, and plumbing is done. Everything is on progress. He noted that Mortenson Construction and the DLR Group have been very professional to work with and meeting the goal of the July 1 completion date. President Ricks thanked Mr. Reep for the update. This agenda item was informational only. No action was requested.

School Board Workshop – President Ricks noted there would be a board workshop following today's meeting. The agenda for the workshop is posted on the website. Topics discussed at the workshop may become future Board meeting agenda items. This agenda item was informational only. No action was requested.

North Dakota School Boards Association (NDSBA) Convention – Available under Supporting Documents are summary reports posted from those individuals that attended the convention and/or seminars at the recent NDSBA fall convention. President Ricks noted that all five board members attended the annual convention and the three new board members attended the new board member seminar. Board members expressed their gratitude for being able to attend the convention and also complimented the NDSBA for a great, informational convention. This agenda item was informational only. No action was requested.

Budget Development and Input Committee Update – Board representatives on the Budget Committee are Board President Ricks and Board Vice president Seaks. This committee held a meeting on November 3. Minutes from the meeting are posted on the DPS main webpage under District-Wide Committee Minutes. Topics discussed at the meeting included middle school staffing, 2017-2018 classified staff salaries, 2017-2018 enrollment projections, 2017-2018 budget, and 2017-2018 transportation services. Vice president Seaks commended the administration for their foresight and planning. Both Mr. Seaks and Mrs. Ricks were impressed the district was in a good financial position. Mr. Seaks explained Hagen Junior High Principal Marcus Lewton attended the Budget Committee meeting and explained the history and lengthy planning process for the new middle school. Superintendent Sullivan referenced the elementary staffing topic that was discussed at the meeting and said the district was currently reviewing its attendance areas and looking at the number of students that were misassigned. During the boom, some students were placed in a school outside their attendance area due to full classrooms. This agenda item was informational only. No action was requested.

Open Enrollment Applications – Brittany Pelling applied for open enrollment for her children to be admitted to the Dickinson Public Schools from New England School District. Her children currently attend DPS. She recently moved and therefore the deadline waiver applied. The administrative recommendation was to approve the applications. Action was requested. Mrs. Rude moved to approve the request for two children of Brittany Pelling from New England to Dickinson to be admitted to the Dickinson Public Schools as per the open enrollment requests. Mrs. Schwartz seconded the motion. Assuming a roll call vote the motion carried unanimously.

Hockey Agreement - Dickinson Youth Activities requested to enter into a one-year agreement with DPS. Available on the website under Supporting Documents is a copy of the Memorandum of Understanding. There were no changes to the agreement from last year. Action was requested. Mrs. Rude 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 2016-2017 school year, as presented. Mr. Wilkie seconded the motion. Assuming a roll call vote the motion carried unanimously.

Special Education Eligibility Requirements Document—The purpose of the Dickinson Special Education Unit Eligibility Requirements Document is to determine unit eligibility for federal IDEA funding. It also provides the foundation for the district's local procedures manual. The Eligibility Requirements Document is posted under Supporting Documents. It was made available for public comment through public notices in the local newspaper and also on the district's website. No verbal or written comments were received. Action was requested. Mr. Wilkie moved to approve the Dickinson Public Schools Special Education Eligibility Requirement Document, as presented. Mr. Seaks seconded

Special Education Eligibility Requirements Document (cont.)

the motion. A roll call vote was taken on the motion: ayes-5 (Seaks, Schwartz, Wilkie, Rude, Ricks); nays-0; absent-0. The motion carried unanimously.

Superintendent's Formative Evaluation - The three areas evaluated from the superintendent's job description were: recruitment and retention of staff, financial management skills, and relationship with students and parents. Superintendent Sullivan had responded to the topics in writing. Board members completed their portion of the evaluation. Board President Ricks and Board Vice President Seaks reviewed the documents with Superintendent Sullivan prior to the meeting. President Ricks noted her superintendent's evaluation summary was available on the website under Supporting Documents. All five board members completed the evaluation. Most ratings were satisfactory and she added that Dr. Sullivan does many things very, very well. He has a multifaceted job which the board continues to appreciate and respect. President Ricks read some of the board member comments from all three categories. Dr. Sullivan appreciated the time and effort that went into the evaluation and the consideration as the district moves forward. Mrs. Rude moved to approve the superintendent's evaluation, as presented. Mr. Wilkie seconded the motion. A roll call vote was taken on the motion: ayes-5 (Rude, Wilkie, Seaks, Schwartz, Ricks); nays-0; absent-0. The motion carried unanimously.

School Board Policy Revisions, First Reading – NDSBA recommended revisions to the following policies: DBBA-Drug and Alcohol Testing Program for Employees, DBD-Classified Staff Intent to Rehire, DCB-Definition of Workweek, Overtime, and Compensatory Time; and DED-Administrative Leave and Suspension. The proposed revised policies are available on the website and posted under Supporting Documents. Text noted in red are the NDSBA recommended changes to the policies. Mrs. Rude noted that policy DBBA was labeled testing program for employees but it also applies to the bus drivers who are hired through Harlow's. Dr. Sullivan explained this is a required policy and the label on the policy was proposed by the NDSBA. There was discussion regarding policy DBD-Classified Staff Intent to Rehire. Mr. Reep explained close to the end of the school year classified staff are notified through a work agreement the district's intent for rehire for the following fall. He added the work agreement is not a contract. Mrs. Rude noted the policy had proposed to change the word "will" to "may" in the sentence "the employee has chosen not to return will be deemed to be a resignation from district employment." Mr. Reep responded that he personally thought the word "will" was a bit strong. Sometimes the agreements are not returned because they are lost or they are returned late. Action was requested. Mrs. Rude moved to complete the first reading of revised policy DBBA-Drug and Alcohol Testing Program for Employees; DBD-Classified Staff Intent to Rehire; DCB-Definition of Workweek, Overtime, and Compensatory Time; and DED-Administrative Leave and Suspension. Mr. Seaks seconded the motion. A roll call vote was taken on the motion: ayes-5 (Schwartz, Wilkie, Rude, Seaks, Ricks); nays-0; absent-0. The motion carried unanimously.

School Board Policy Revision, Second Reading and Final Adoption –DPS administrative recommendation was to revise policy KACA-Patron Complaints. The proposed revised policy is available on the website and posted under Supporting Documents. Text noted in purple are the administrative recommended changes to the policy. Action was requested. Mrs. Rude stated there was a policy in place for students and staff that allow their concerns to be brought before the school board. Policy KACB-Patron Complaints Against Personnel ends with the superintendent. Mrs. Rude felt that the two policies (KACA and KACB) should be in alignment. Superintendent Sullivan explained policy KACB-Patron

School Board Policy Revision, Second Reading and Final Adoption (cont.)

Complaints about Personnel requests the complaints come to the superintendent for final resolution. The proposed changes to policy KACA would be in alignment with KACB. It would be the same in terms of the process when concluded. This would also solidify the board's philosophy regarding distinguishing between an administrative and policy making responsibility. He felt the school board should have a conversation regarding what they would do if there was a patron complaint that would arise to the level of the school board and what is the role of the school board in that instance. How does the board perceive its role? Mr. Seaks moved to table the agenda topic of the revision of school board policy KACA-Patron Complaints. Mrs. Rude seconded the motion. Discussion: Mr. Seaks suggested this topic be put back on the table for a vote either at the December or January board meeting. A roll call vote was taken on the motion: ayes-5 (Rude, Schwartz, Seaks, Wilkie, Ricks); nays-0; absent-0. The motion carried unanimously.

Other- Mrs. Rude and Mrs. Schwartz thanked the administrators at SWCHS, DHS, and Roosevelt Elementary for allowing them to come to their building and spend time visiting and getting to know the buildings. President Ricks thanked the students that were recognized under the Consent Agenda.

Adjournment – At 5:58 p.m. President Ricks declared the meeting adjourned. The meeting adjourned at 5:58 p.m.



Sarah Ricks, Board President



Vince Reep, Business Manager



Twila Petersen, Secretary

Approved School Board Meeting Minutes

Dickinson Public Schools
Special Meeting

December 1, 2016; 8:30 a.m.
Board Room, Central Office

The Dickinson Public School Board held a special meeting on December 1, 2016, at the Central Administration Office. Board members present were: President Sarah Ricks, Vice President Brent Seaks, Mrs. Tanya Rude, Mrs. Kim Schwartz, and Mr. David Wilkie. Administrators present were: Superintendent Douglas Sullivan and Assistant Superintendent Vince Reep. Also present was Mrs. Twila Petersen.

Call to Order - Board President Ricks called the meeting to order at 8:30 a.m.

Public Participation – There were no requests for public participation.

North Dakota School Board Association (NDSBA) Superintendent Evaluation System – Available on the website was the revised NDSBA Superintendent Evaluation System. The revisions reflect the input from the Board members and administrators at the November 10 Special School Board meeting. President Ricks requested input from the board members regarding the evaluation system process. Mr. Seaks appreciated the material and added he still struggled with some areas. Board members requested input from Superintendent Sullivan. Dr. Sullivan felt the evaluation system was a good starting point and added the areas that Mr. Seak's referred to would evolve as the board members and superintendent work with the documents. He noted the board has representation on almost every committee in the district. If there was a question regarding a topic, he encouraged board members to contact him. President Ricks called for revisions to the questionnaire. There were no revisions noted.

Superintendent Sullivan distributed copies of revised CAAA-E Superintendent Job Description. The revisions were proposed by NDSBA and Superintendent Sullivan to be in alignment with the new superintendent evaluation system. President Ricks had also reviewed the job description and noted some areas where topics overlapped. Each section of the job description was reviewed and board members provided revisions. Mrs. Rude inquired if the revised job description would be available at the December school board meeting. She also inquired if the edited superintendent evaluation template would be available at the board meeting. There was a discussion regarding the necessity for board action on the superintendent evaluation template. This will be researched. The job description was an exhibit and would not require board action. Board members discussed the board self-evaluation. Board members also discussed the Superintendent Evaluation Worksheet to be completed at each board meeting. There are options regarding the responses in the Superintendent Evaluation Worksheet. The responses could be kept as notes for the board members to refer to when completing the February formal superintendent evaluation. Another option was to share the responses with the superintendent and these responses would not become part of the formal evaluation. She thought it would be helpful for the superintendent if the responses were shared with the superintendent. Additionally, it would be beneficial if there was a situation when one board member felt differently than the remaining board members. There could be a discussion amongst the board members. Mr. Seaks agreed and noted that one board member can have an opinion but it may not necessarily be the opinion of the entire board.

Dickinson Public Schools
Special Meeting

December 1, 2016; 8:30 a.m.
Board Room, Central Office


Adjournment – President Ricks declared the meeting adjourned at 9:21 a.m. The meeting adjourned at 9:21 a.m.



Sarah Ricks, Board President



Vince Reep, Business Manager



Twila Petersen, Secretary

Approved School Board Meeting Minutes

Dickinson Public Schools
Regular Meeting

December 12, 2016; 5:00 p.m.
Board Room, Central Office

The Dickinson Public School Board held a regular meeting on December 12, 2016, at the Central Administration Office. Board members present were: President Sarah Ricks, Vice President Brent Seaks, Mrs. Tanya Rude, Mrs. Kim Schwartz, and Mr. David Wilkie. Administrators present were: Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Mrs. Melanie Kathrein, Mrs. Dorothy Martinson, Dr. Marcus Lewton, Ms. Sherry Libis, Mr. Ron Dockter, Mrs. Kristy Goodall, Ms. Tammy Praus, Ms. Casaundra Francis, and Mr. Henry Mack. Others present were: Mr. Jim Wosepka, Mr. Lyle Smith, Ms. Baelee Butts, Ms. Jarris Bergherr, Mr. Jim Steckler, Mrs. Twila Petersen, and Ms. Ellie Potter from the Dickinson Press.

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

Public Participation – Mr. Smith requested to address the board regarding item “c” 2016-2017 School Calendar under Business Topics. President Ricks invited Mr. Smith to address the Board. Mr. Smith noted there was a Calendar Committee meeting on December 5 that he was unable to attend. On December 6 he visited with one of the Calendar Committee members and it was her understanding that the representatives were requested to get input regarding the proposed March 9 student contact day and report back to Dr. Sullivan by Wednesday. Mr. Smith sent an email to the DEA membership asking for their feedback. On December 8, Mr. Smith met with Superintendent Sullivan and shared the feedback he had received for and against the March 9 potential student contact day. Mr. Smith realized that the district cannot please everyone. He was willing to share the feedback he received. Due to another commitment Mr. Smith left the feedback for the board members to review. He noted that quite a few members had scheduled flight tickets for March 9. President Ricks thanked Mr. Smith for his time. There were no other requests for public participation.

Additional Agenda Items/Removal of Items from Consent Agenda – Mrs. Rude moved to add to the agenda under item ‘h’ of Business Topics the addition of revised Policy CAAA-Superintendent Recruitment and Appointment. Mr. Seaks seconded the motion. Assuming a roll call vote the motion carried unanimously.

Consent Agenda – Mrs. Rude moved to approve the revised agenda including the consent agenda consisting of the minutes from the November 14 regular board meeting, the November 14 board workshop, the December 1 special board meeting; the bills for November 2016; the financial reports for December 1, 2016; the pledged assets report for December 1, 2016; the student/staff recognitions; and the personnel reports; as presented. Mr. Seaks seconded the motion. Assuming a roll call vote the motion carried unanimously.

Superintendent’s Report – Superintendent Sullivan reported on the following topics. They did not require board action.

- a. **Teacher Evaluation Instrument Committee** – This committee will meet on Wednesday, December 14 at 4:00 p.m.
- b. **School Improvement Leadership Team** – This committee will meet on Monday, December 19 at 4:00 p.m.
- c. **Attendance Areas** – Dr. Sullivan reported the administration continues to work on attendance areas for next school year. There are two avenues the district is reviewing. One alternative would

Superintendent's Report (cont.)

be to keep Berg Elementary open and limit the number of classrooms. Due to the slow down and the outward migration, another alternative would be to leave Berg Elementary closed for a year or more. Those two options will continue to be researched and presented to the Board at a future board meeting.

- d. **Safety Training** – Superintendent Sullivan explained the Cabinet received some safety training this morning. It was very instructive and helpful. A District-wide Safety and Security Committee will be formed in the second quarter. This committee will review on a quarterly basis the safety and security procedures.
- e. **Eureka Math** – Director of Instruction, Melanie Kathrein, addressed the Board and provided updated information regarding Eureka Math. She reported that Eureka Math is a pilot curriculum in the K-5 buildings. There are 24 classrooms participating in the pilot with representation from all grade levels. The pilot teachers have noted the program was very intense in the beginning for both the teachers and the students. The teachers themselves had an entirely new instruction to get used to. They reached out to the Devils Lake teachers for guidance and advice. The Eureka curriculum has different methods of presentation from concrete to pictorial to abstract. Teachers have noticed increased rigor from the students. Students are performing higher than normal. There was a parent night provided at two of the schools where teachers hosted 60 parents in the classroom. Mrs. Kathrein presented at one of the schools during the parent night. Parents were very appreciative of this opportunity and asked good questions. The teachers in the pilot program work extremely hard and are very dedicated. Mr. Seaks inquired if Mrs. Kathrein proposes full implementation of Eureka Math. Mrs. Kathrein responded that the NWEA scores should be available early next year and the committee will then make a decision and make plans for the next school year. President Ricks inquired regarding the costs associated with Eureka Math since there is an option of buying the material or photocopying the material. Mrs. Kathrein responded the committee is researching those options, including digital material. Mrs. Rude inquired if there was any discussion regarding planning for professional development if Eureka Math was launched. Mrs. Kathrein responded that there has been a discussion. The teachers doing the pilot feel that all the K-5 teachers and special education teachers would need to have training. It would require several days of training. The question would be when to provide the training. Some teachers prefer during the school year and some teachers prefer during the summer months. Board members thanked Mrs. Kathrein for the updated information.

Business Topics

Audit Report – Available under Supporting Documents on the website is the auditor's full report. Mr. James Wosepka, the school district's auditor, addressed the Board. Auditor Wosepka explained his office will be issuing a letter that references his office did not have any disagreements with management nor any suggestions. They have issued a non-modified opinion of the financials. The pension liability is a continuous moving target. Mr. Wosepka foresees the TFFR rates continuing to increase. He asked Board members for any questions. There were none. President Ricks thanked Mr. Wosepka for the report and for traveling to attend the meeting. Action was requested on the audit report. Mr. Seaks moved to approve the annual audit report for the year ending June 30, 2016. Mrs. Schwartz seconded the motion. A roll call vote was taken on the motion: ayes-5 (Schwartz, Wilkie, Rude, Seaks, Ricks); nays-0; absent-0. The motion carried unanimously.

Dickinson Middle School Construction Update – Assistant Superintendent Reep addressed the Board. Mortenson Construction representatives were scheduled to attend the meeting but they had a conflict. Mr. Reep reported some rooms in the new middle school had the carpet and walls complete and just

Dickinson Middle School Construction Update (cont.)

needed some trim boards. Some of the acoustical panels were being installed in the area where concerts and plays will be held. He added that most of the interior work was done and the work was shifting to the kitchen area. Mr. Seaks inquired regarding the status of the recent damage done from the vandalism at Dickinson Middle School. Dr. Sullivan responded that there was approximately a little over \$50,000 in damage and the incident was still under investigation. Mr. Reep noted that the damage did not alter the construction schedule. This agenda item was informational only. No action was requested.

2016-2017 DPS School Calendar –As of today, Dickinson Public Schools has utilized both allocated storm days. Since it is early in the school year and it has been an extraordinary fall, Dr. Sullivan proposed a storm day on March 9. At the December 5 Calendar Committee meeting, members of the committee were given an opportunity to provide feedback regarding an option for a storm day added on March 9 for the 2016-2017 school year. Calendar Committee members were favorable to the suggestion. Superintendent Sullivan addressed the Board. He noted there were many days ahead where the District could be required to utilize another storm day. The City has worked diligently in removing snow but if there would be another 3-4 inches of snow and some wind the streets and roads could again be challenging. When he met with the Calendar Committee the members felt the importance of providing 175 student contact days. Following discussion, the consensus in the room was that March 9 be submitted to the school board as a student contact day in the 2016-2017 school calendar. Dr. Sullivan said he had a lot of respect for the Calendar Committee and appreciated the comments made by Mr. Smith. Mrs. Rude inquired what the process was with regards to the state. Dr. Sullivan responded the North Dakota Century Code requires that all school districts must make every effort to provide 175 student contact days. If the District is unable to provide 175 student contact days then it could apply for forgiveness and justify why those days were not provided. Mr. Seaks inquired if the District could require extra student contact days at the end of the school year. Superintendent Sullivan responded that the negotiated agreement specifically provides the school board final authority regarding the determination of the school calendar. Mr. Seaks said there was mention of teachers having plane tickets. He inquired what has been done in the past as far as reimbursement. Dr. Sullivan responded there is no reimbursement; if the teachers have travel plans they can request substitutes for their classroom. President Ricks reported that this was a difficult decision. She has read through the minutes from the Calendar Committee meetings last year and this year and the discussions. No matter what dates are picked there will be individuals that will not approve. She noted DPS was not alone in this dilemma; other school districts are also struggling and individuals have had to use personal days. Mrs. Rude asked for clarification that the negotiated agreement allows for the school board to change the calendar mid-year. Dr. Sullivan responded that the language in the negotiated agreement gives the board final authority over the school calendar. Mrs. Schwartz inquired if there was any discussion regarding the early release day. Superintendent Sullivan responded there was discussion. Having March 9 as an early release date would put it within two weeks of another early release date. He further explained the application from the Department of Public Instruction for a waiver for the early release days. Mrs. Schwartz clarified that if a teacher already has a ticket for somewhere on the 9th of March there would be no repercussions. President Ricks responded that the only negative ramification would be that teacher would need to use a personal day or a day deduct. She said it was important to note that the March 9 date was discussed last year when the Calendar Committee was putting together the calendar. At that time, it was requested to have three snow days and the committee ultimately decided not to do that. She believed Dr. Sullivan stated at a committee meeting that the day off from school would be designated as a storm day. President Ricks did not know if that was communicated back to the buildings but it was discussed. Mrs. Rude said she did recall that conversation. Mrs. Schwartz asked if the superintendent had consulted with any other districts on how they were handling the storm days or if they were waiting for the grace of

2016-2017 DPS School Calendar (cont.)

the governor. Dr. Sullivan responded he had not consulted with other school districts. Mrs. Rude said that she also knows this is a difficult decision and knows that Superintendent Sullivan would not come before the Board without contemplating all of the inconveniences of the teachers and the families. If March 9 was designated a storm day and if it was necessary to utilize a third storm day there would still be another one available at the end of the school year. Mrs. Rude moved to designate March 9, 2017, as a storm/student contact day in the 2016-2017 school calendar. Mr. Seaks seconded the motion. A roll call vote was taken on the motion: ayes-3 (Rude, Seaks, Ricks); nays-2 (Schwartz, Wilkie); absent-0. The motion carried. Mrs. Rude said it was a hard decision, even for the Board. She had read through all the comments that Mr. Smith brought forward. President Ricks noted she had also read through the comments. President Ricks was compelled to do what was best for the students and to follow the law.

Copy Machines Bid Consideration - On November 29, 2016, the Dickinson Public School District received and opened three bids for the purchase and inclusive maintenance of three copy machines for Dickinson Middle School. The bid analysis is included as a Supporting Document on the website. All of the minimum specifications were met with all three local vendors who submitted bids. Assistant Superintendent Vince Reep addressed the Board and said the administrative recommendation was to accept the lowest bid from Marco Technologies of \$22,110 for the three copiers at Dickinson Middle School and a five-year inclusive maintenance rate of \$.0038 per copy. Marco's total bid was \$60,110. Mrs. Rude inquired if the District was moving away from using copiers since it costs a lot of money. She wanted to also know if the Marco representative would be available if needed since it appears they are based out of Bismarck. Mr. Reep responded that the copy machine at the Central Office was serviced by Marco and the repair person is out of Dickinson. Action was requested. Mr. Wilkie moved to accept the low bid of \$22,110 for three Konica Minolta copiers and the five-year inclusive maintenance cost of \$.00380 per copy from Marco Technologies, LLC. Mrs. Rude seconded the motion. A roll call vote was taken on the motion: ayes-5 (Schwartz, Seaks, Rude, Wilkie, Ricks); nays-0; absent-0. The motion carried unanimously.

Skid Steer Loader Consideration – The school district advertised for a request for bids for a skid steer loader, with an angle broom, low profile bucket, snow bucket, and snow blower attachments. At the November 29, 2016, bid opening three bids were received from Butler CAT and West Plains, Inc. Available under Supporting Documents are copies of the bids. The administrative recommendation was to accept the low bid from Case IH for the 2016 Bobcat S450 skid steer loader for a total price of \$33,762.88. Assistant Superintendent Reep addressed the Board and explained he had previously incorrectly identified the recommendation for bid acceptance. There was some confusion regarding pages 3 and 4 of the bids. After additional research, the Case IH Bobcat skid steer loader had more power and the dealer provided a government discount. He noted the price was better than the initial \$50,800 recommendation. President Ricks inquired if this machine was replacing or adding to the District machinery. Mr. Reep responded that it was a new piece of machinery for the District. It will be identified for the new middle school but if it is purchased now it could be put to good use if there are additional snow storms this winter. Mr. Seaks inquired if staff are trained to use the machine. Mr. Reep responded that the dealer will train the key individuals in the District. Mrs. Schwartz moved to accept the low bid submitted by West Plains, Inc. Case IH and purchase a 2016 Bobcat S450 Skid Steer Loader for \$33,762.88. Mrs. Rude seconded the motion. Discussion: Mr. Seaks thanked Dr. Sullivan and Mr. Reep for their work with the City in getting snow removed around the school buildings after the recent storms. A roll call vote was taken on the motion: ayes-5 (Wilkie, Seaks, Schwartz, Rude, Ricks); nays-0; absent-0. The motion carried unanimously.

Central Administration Office Restructuring – The School Board has had multiple discussions regarding the recommendation from AdvancED to review the organization of the Central Administration Office. Several options have been presented to the Board. At its most recent discussion, Superintendent Sullivan recommended option #2 for consideration of the board. Option #2 provides for a designation of several full time positions. These positions are: a full time position for an Assistant Superintendent of Teacher and Learning, a full time position for a Business Manager, a full time position for a Human Resources Director, a full time position for a Curriculum Coordinator, and a full time position for a Special Education Coordinator. Administrative recommendation was to implement Organizational Chart #2 in two phases. Phase I would be implemented during the 2017-2018 school year, with the exception of the full time Special Education Coordinator. The full time Special Education Coordinator position would be implemented at such time as funds became available and after review from the Budget Committee members. The administrative recommendation was for the Board to adopt Organizational Chart #2 which is posted on the website under Supporting Documents. Also available on the website is an Option #2 Organizational Chart Applied to District Administrative Positions. Action was requested. Mr. Seaks appreciated the technology director position listed on the organizational chart. He inquired if that position should also be included in the motion. Superintendent Sullivan responded it could be included in the motion and added he thought more discussion on the topic would provide clarity what type of position the Board was seeking so that administration could prepare. Mrs. Rude inquired if the superintendent was asking the Board to approve the organizational chart that lists all the administrators and drills down to the faculty/staff. Superintendent Sullivan responded he was asking the Board to consider Option 2 in terms of the boxes that were available in the Central Office. He added he further recommended the Board consider phasing in the process in two stages. Mrs. Rude inquired if the technology director would be part of phase I. She felt it was important for the teachers, administrators, and Central Administration Office that there was a department they can depend upon. That is not how it is envisioned now. There was discussion regarding when the technology director would be implemented and the role of the technology director. Dr. Sullivan suggested if that position is implemented in stage I then there would need to be a conversation administratively for alternatives and work with the school board on how to structure the position. This could be done in a board workshop. Mrs. Rude inquired if along with the Board providing input on the technology director position would the Board also be providing input in the other positions. Superintendent Sullivan responded that he was still trying to figure out the “big picture idea”. When he understands that he can move forward with putting the smaller pieces together. Mrs. Rude moved to adopt Dickinson Public Schools Organizational Chart #2 with the knowledge of adding the technology director position in phase I, and further move to implement in two phases as per the administrative recommendation. Mr. Seaks seconded the motion. A roll call vote was taken on the motion: ayes-5 (Rude, Wilkie, Seaks, Schwartz, Ricks); nays-0; absent-0. The motion carried unanimously.

School Board Policy Additions, First Reading – The North Dakota School Board Association (NDSBA) recommended adding policy IDC-Data Protection and Security Breaches. The policy is posted on the website under Supporting Documents. Administrative recommendation was to add the policy. Mr. Wilkie moved to complete the first reading of adding policy IDC-Data Protection and Security Breaches, as presented. Mrs. Schwartz seconded the motion. A roll call vote was taken on the motion: ayes-5 (Schwartz, Seaks, Rude, Wilkie, Ricks); nays-0; absent-0. The motion carried unanimously.

School Board Policy Revisions, First Reading – NDSBA recommended revisions to the following policies: Policy BCAD-Executive Sessions, Policy CAAA-Superintendent Recruitment and Appointment, Policy CAAB-Superintendent Evaluation Procedure, Policy FAAA-Open Enrollment, and Policy FAAD-Tuition Agreements. The proposed revised policies are available on the website and

School Board Policy Revisions, First Reading (cont.)

posted under Supporting Documents. Text noted in red are the NDSBA recommended changes to the policies. Administrative recommendation was to revise the policies. Action was requested. Mrs. Rude moved to complete the first reading of revised policies BCAD-Executive Sessions, CAAA-Superintendent Recruitment and Appointment, CAAB-Superintendent Evaluation Procedure, FAAA-Open Enrollment, and FAAD-Tuition Agreements, as presented. Mr. Wilkie seconded the motion. A roll call vote was taken on the motion: ayes-5 (Seaks, Wilkie, Schwartz, Rude, Ricks); nays-0; absent-0. The motion carried unanimously.

School Board Policy Addition and Revisions, Second Reading and Final Adoption – NDSBA has recommended revisions to the following policies: DBBA-Drug and Alcohol Testing Program for Employees; DBD-Classified Staff Intent to Rehire; DCB-Definition of Workweek, Overtime, and Compensatory Time; and DED-Administrative Leave and Suspension which are available on the website and posted under Supporting Documents. Text noted in red are the NDSBA recommended changes to the policies. Administrative recommendation was to add and revise the noted policies. Action was requested. Mr. Seaks moved to complete the second reading and final adoption of new policy DBD-Classified Staff Intent to Rehire and final adoption; and revised policies DBBA-Drug and Alcohol Testing Program for Employees; DCB-Definition of Workweek, Overtime, and Compensatory Time; and DED-Administrative Leave and Suspension, as presented. A roll call vote was taken on the motion: ayes-5 (Rude, Schwartz, Wilkie, Seaks, Ricks); nays-0; absent-0. The motion carried unanimously.


School Board Policy Revision, Second Reading and Final Adoption –DPS administrative recommendation was to revise policy KACA-Patron Complaints. The proposed revised policy is available on the website and posted under Supporting Documents. Text noted in purple are the administrative recommended changes to the policy. Mr. Seaks requested Superintendent Sullivan share his rationale for the revisions to the policy. Dr. Sullivan responded that the revisions would be in alignment with other similar policies in making the superintendent the avenue for final resolution. Mrs. Rude noted the policy for consideration before the board only pertains to patron complaints, not staff or student. She added that the Board answers to the patrons. Dr. Sullivan said that he had no ownership to the policy. The important part of the process is for the school board to discuss the process if a patron complaint comes to the board and is the Board conducting business as a policy-making Board. He added that a parent complaint was an important conversation for the Board to clarify amongst themselves. Mr. Seaks thanked Dr. Sullivan for the response. Mr. Seaks described that the Board's role in a patron complaint would be to determine if policy had been followed by the administration and then if the Board was not happy with the outcome to consider how policy might be altered for future situations. He noted that he had confidence in the administration, that their decisions would reflect policy. If a patron was displeased with the superintendent's decision regarding a matter this would provide an additional level. The individual could take five minutes and present to the board and say a few words. President Ricks inquired if the Board members were comfortable with that understanding. Consensus was the board members had that understanding. Mr. Wilkie moved to complete the second reading and final adoption of revised policy KACA-Patron Complaints, as presented. President Ricks called for a second on the motion three times. There was no second to the motion and therefore the motion was lost.

Other – There were no other topics for discussion. President Ricks reminded Board members to review the training opportunity listed under announcements on the background agenda.


Adjournment – President Ricks declared the meeting adjourned at 6:14 p.m. The meeting adjourned at 6:14 p.m.



Sarah Ricks, Board President



Vince Reep, Business Manager



Twila Petersen, Secretary

