

## Unapproved School Board Meeting Minutes

Dickinson Public Schools  
Regular Meeting

February 3, 2014; 5:00 p.m.  
Board Room, Central Office

The Dickinson Public School Board held a regular meeting on February 3, 2014, at the Central Administration Office. Board members present were: President Kris Fehr, Vice President Jason Hanson, Ms. Leslie Ross, Mrs. Tanya Rude, and Dr. Morton Krieg. Administrators present were: Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Mr. Ron Dockter, Mr. Shawn Leiss, Mrs. Dorothy Martinson, Dr. Becky Pitkin, Mrs. Susan Cook, Mr. Jay Hepperle, Dr. Marcus Lewton, and Mrs. Melanie Kathrein. Others present were: Ms. Katlyn Nelson, Mrs. Lenée Bookhardt, Ms. Lee Mehrer, Mrs. Amanda DeMorrett, Mr. Brian Ham, Ms. Alisha Webster, Mrs. Twila Petersen, and Miss Katherine Grandstrand from the Dickinson Press.

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

**Public Participation** – There were no requests for public participation.

**Additional Agenda Items/Removal of Items from the Consent Agenda** – Mr. Hanson moved to add to item ‘i.’ under Business Topics-Early Resignation Incentive Application the resignation of Pamela Reichert, .60 FTE physical education instructor at Berg Elementary. He further moved to add to the consent agenda under the Personnel Report the resignation of Pamela Reichert, physical education instructor at Berg Elementary effective May 23, 2014. Mrs. Rude seconded the motion. The motion carried unanimously.

**Consent Agenda** - Ms. Ross moved to approve the revised agenda including the revised consent agenda consisting of the minutes from the January 13 regular board meeting; the bills for February 2014; the financial reports for February 2014; the pledged assets report for February 2014; the personnel reports including the resignation of Pamela Reichert; the student/staff recognitions; the RACTC report; and to dissolve the open enrollment for a child of Camille Hedgecock; as presented. Dr. Krieg seconded the motion. The motion carried unanimously.

**Superintendent’s Report** – Superintendent Sullivan reported on the following topics.

- a. **Upcoming Meetings** – The Professional Development Leadership Team members will meet on Tuesday at 4:00 p.m. The District-wide Technology Committee meets on Wednesday at 4:00 p.m. The Principal/Teacher Evaluation Committee has a meeting on Thursday at 4:00 p.m. Mrs. Rude volunteered to try and attend the evaluation committee meeting.
- b. **Early Release** - On Wednesday, February 5, there is student early release at the schools for teachers and staff to attend professional development. The agendas for the professional development are developed by the principals.
- c. **NDASA Midwinter conference** – Superintendent Sullivan and Assistant Superintendent Reep attended the NDASA mid-winter conference last week. There was information shared regarding the principal/teacher evaluations. The two of them also spent 1½ days attending the Education Funding Committee meetings.
- d. **Staff Recognition** – DHS Choral Director Michael Stevenson was commended on being selected as the North Dakota Choral Director of the Year at the recent ADA Conference.

**Business Topics**

**Regional After School Program (RASP) Report** – Available on the website is a report from the Regional After School Program (RASP) co-directors. RASP co-directors Mrs. Lenée Bookhardt and Ms. Katlyn Nelson introduced themselves and gave brief reports. The RASP program continues to receive funding from the 21<sup>st</sup> Century Grant. The sites receiving the grant are Heart River Elementary, Roosevelt Elementary, Hebron Public Schools and Beach Public Schools. This year the Dickinson Public Schools RASP is serving approximately 330 students. RASP maintains a flat rate fee system. Regardless of the number of hours a student is at RASP the fee for one child is \$85. There is a maximum family fee amount of \$175. There is a sliding fee scale at Heart River and Roosevelt for family's eligible for free or reduced meals. RASP staffing is mainly comprised of paraprofessionals. Ms. Nelson noted the school teacher's daily schedule is already very full. There may not always be an opportunity in the classroom for students to receive the one-on-one tutoring or additional time with technology. The RASP program offers those services. Board Member Ross inquired if there is a maximum for the RASP enrollment. Mrs. Bookhardt explained there is a maximum enrollment in the summer months but during the school year students are welcomed continuously. Mrs. Bookhardt reported some companies have provided donations to RASP. Board President Fehr thanked the co-directors for providing the written report and presentation at the board meeting. This agenda item was informational only. No action was requested.

**Hagen Junior High Facility Update** – Hagen Principal Marcus Lewton provided a report which is available on the website under Supporting Documents. Dr. Lewton and Director of Instruction Melanie Kathrein addressed the board. Principal Lewton shared the challenges presented to Hagen Junior High School with the increased enrollment. He is also concerned about the projections for future enrollment. There are currently 450 students at Hagen and 242 students at Berg. There is classroom space shared at Berg for Hagen students. Next year the two campuses could see a student population of 750 students. Three additional teachers will be added at Hagen. This will require additional classrooms. Some of the hallways at Hagen are narrow and therefore staff are always monitoring the hallways and teaching hallway etiquette. There is a possibility of using the Berg Elementary gymnasium for the Hagen students in the mornings. Hagen will be short 20 lockers the next school year. After school student pickup is a huge concern. There are discussions about putting the gate up on 4<sup>th</sup> street during the school day. The ending school times between Berg and Hagen are staggered to help with traffic congestion and parents are requested to pick up the 7<sup>th</sup> grade students on the north side and 8<sup>th</sup> grade students on the south side of Hagen. The Hagen cafeteria can serve 120 students at one time. This is very challenging with the four lunch periods offered. Playground space around Hagen is limited. The gymnasium can hold about 384 students. When there is an assembly in the gymnasium approximately 50 students are sitting on the floor. Dr. Lewton commended the staff and students at Hagen. They have been very supportive with all the changes made to accommodate the growing student population. Dr. Krieg inquired if some of the Hagen students could have lunch at Berg Elementary. Dr. Lewton said there has been some discussion. Director of Instruction Melanie Kathrein reported the additional students have required some adjustments in the curriculum at Hagen. She also explained the additional choices in the sciences which will give students the opportunity to take a full year of science. There was discussion if this information has been communicated with the high school teachers. Dr. Lewton discussed how some students would have opportunity time instead of study hall. Students will utilize the library resources more often. There was discussion regarding the students going back and forth between Hagen and Berg. Dr. Krieg and President Fehr thanked Dr. Lewton for preparing the report and presenting information at the meeting. This agenda item was informational only. No action was requested.

**Superintendent's Evaluation** – The superintendent's evaluation must be completed prior to March 15. Board members will rate the superintendent on the areas identified without prior comment by the superintendent. The three areas to be evaluated were identified as: Recruitment/Retention of Staff (licensed and non-licensed), Financial Management Skills (including development and implementation of budget), and Relationship with Students and Parents. President Fehr will forward the Microsoft Word document to board members for them to complete before March 1. This agenda item was informational only. No action was requested.

**2014-2015 DPS School Calendar** – At the January School Board Meeting, a 2014-2015 school calendar was approved with a board request to present an alternate school calendar to include an additional professional development day. Available under Supporting Documents is an alternate calendar with the additional professional development day proposed for Tuesday, January 20, 2015. The January 20 student contact day would be moved to Friday, February 13, 2015. Action was requested. Ms. Ross moved to approve the alternate 2014-2015 school calendar "B" (5 professional development days) with a starting date of August 27, 2014; the last day of school scheduled for June 3, 2015; and graduation held on Saturday, June 6, 2015 with an additional professional development day on Tuesday, January 20, 2015; as presented. Dr. Krieg seconded the motion. The motion carried unanimously.

**Bid for Activity School Bus** – The school district advertised for and provided specification sheets (bus chassis and bus body) for bids for a 48-passenger activity school bus. At the bid opening on January 22 there was one bid received from Harlow's Bus Sales. The administrative recommendation was to accept the low bid from Harlow's Bus Sales to purchase an International stock unit for a total price of \$149,857. Action was requested. Ms. Ross moved to accept the low bid submitted by Harlow's Bus Sales and purchase the 2015 International 48-passenger activity bus for \$149,857. Dr. Krieg seconded the motion. Discussion-Mrs. Rude inquired if the district had attempted to receive bids from other companies. Assistant Superintendent Reep explained an advertisement for bids was submitted. In the state of North Dakota there are only two bus sales companies and he believed they were owned by brothers. Mrs. Rude asked if there were advertisements in South Dakota and Montana. Mr. Reep explained he thought the North Dakota company also sold in Montana. He added there is not a lot of competition. President Fehr asked what was going to happen with the old bus. Mr. Reep responded that Harlow's Busing had purchased the old bus for \$20,000. The motion carried unanimously.

**Bid for Compact Wheel Loader** – On January 22, 2014, The school district advertised for bids for a CAT 907H2 Compact Wheel Loader (MO19318). This loader will be used for snow removal throughout the District. The existing loader (Deere 444C) is a 1980s model and has over 8,500 hours on it. There have been numerous repairs to it in the past two years. At the bid opening there was one bid received from Butler Machinery Company. A copy of this bid is posted under Supporting Documents. The administrative recommendation was to accept the low bid from Butler Machinery Company to purchase a compact wheel loader for a total price of \$60,670 (includes trade in of \$17,000). Assistant Superintendent Reep explained the current loader is approximately six or seven years old. It has been very problematic. Action was requested. Mrs. Rude moved to accept the low bid submitted by Butler Machinery Company and purchase a CAT 907H2 Compact Wheel Loader for \$60,670. Dr. Krieg seconded the motion. The motion carried unanimously.

**Dickinson High School (DHS) Social Studies Department Technology Pilot Program Update** –

DHS Social Studies Instructor Brian Ham and DHS Principal Ron Dockter addressed the board explaining the implementation in 2013 of Surface computers for the social studies students. Available under Supporting Documents is a summary report and results from a survey that was distributed to the students who have utilized the Surface computer. Mr. Ham explained there were over 300 students that completed the survey. Some of the students may have had access to the Surface computer for one quarter or one semester. The results of the survey were favorable towards the Surfaces. There have been some glitches and frustrations along the way but overall the students seem satisfied. The social studies teachers spent many hours over the summer getting familiar with the Surfaces. The teachers are becoming more diversified in their instruction and the students are becoming more engaging and finding information for themselves. The technology changes continuously. There are different operating systems and some versions are not compatible with others. Mr. Ham suggested there be a technology coordinator to teach and provide ideas to the instructors on how to utilize the technology. Mr. Dockter echoed Mr. Ham's comments and said the social studies instructors spent a tremendous amount of time researching and learning about the Surface computers and learning how to teach using the Surfaces. Ms. Ross inquired if the Surface RT was the best platform for the department's needs. Mr. Ham responded that there were some things that were not available that are needed, such as Microsoft Publisher. Mr. Ham explained there were glitches when 30 students were using the Surfaces at one time. President Fehr requested information regarding the cost for the Surfaces. Assistant Superintendent Reep responded the cost for the machines, software and training was about \$96,000. Mr. Ham said the students are doing more inquiry projects instead of the teacher lecturing. Students learn how to evaluate a website and distinguish if it is a reputable website. President Fehr thanked Mr. Ham and Mr. Dockter for the reports and information. This agenda item was informational only. No action was requested.

**Classified Salary Schedule 2014-2015** – Assistant Superintendent Reep has posted under Supporting Documents the proposed 2014-2015 Classified Employee Salary and Benefit Package. The budget committee has met and discussed the salaries for the classified staff. Assistant Superintendent Reep noted the beginning salary will increase by \$.60 per hour. The maximum wages in the categories will increase from 160% of the beginning pay to 170%. There is a change in the benefit package to reflect one day in the emergency leave may be utilized for someone that is not defined in the family group. Due to the school calendar in 2014-2015 extending beyond Memorial Day, nine month employees will be paid another holiday. Administrative recommendation was to accept the salary and benefit package. Action was requested. Ms. Ross moved to approve the Classified Salary and Benefit package with an effective date of July 1, 2014, and to authorize an 8% salary increase for the 2014-2015 school year for those classified staff receiving a satisfactory performance evaluation, as presented. Dr. Krieg seconded the motion. The motion carried unanimously.

**Early Resignation Incentive Applications** – The deadline for submission of the early resignation incentive application is March 1, 2014, for certified staff and April 1, 2014, for classified staff. Applications were recently received from Ellen Becker, speech language pathologist at Early Childhood Center, 23 years of service; Donna Havelka, math instructor at Hagen Junior High, 30 years of service; Paulette Huber, elementary music instructor, Lincoln Elementary, 38 years of service; Kimberly Kuhn, family and consumer science instructor at Hagen Junior High, 34 years of service; Susan Miller, grade six instructor at Berg Elementary, two years of service; Pamela Moormann, family and consumer science instructor at Dickinson High School, 21 years of service; Carol Pritchard,

**Early Resignation Incentive Applications (cont.)**

language arts instructor at Hagen Junior High, 25 years of service; Pamela Reep, grade one instructor at Lincoln Elementary, 35 years of service; Pamela Reichert .60 FTE physical education instructor at Berg Elementary, 19 years of service; Yvonne Seifert, language arts instructor at Dickinson High School, 12 years of service; and Kent Van Ells, physical education instructor at Dickinson High School, 31 years of service. The combined years of service for these faculty are 270 years averaging 24.5 years per employee. 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. Rude moved to approve the early resignation incentive applications from Ellen Becker, Donna Havelka, Paulette Huber, Kimberly Kuhn, Susan Miller, Pamela Moormann, Carol Pritchard, Pamela Reep, Yvonne Seifert, Kent Van Ells, and Pamela Reichert; with an effective date of May 23, 2014. Dr. Krieg seconded the motion. President Fehr thanked all the individuals resigning for their dedication to the students at Dickinson Public Schools and expressed appreciation for the collective 270 years of service they have provided. The motion carried unanimously.

**School Board Election** – The terms for school board members Dr. Morton Krieg, Mr. Jason Hanson, and Mrs. Tanya Rude expire in 2014. The 2014 school election deadlines are posted as a link on the School Board website. The following deadlines will be coordinated with the County Auditor.

Saturday, March 8, 2014 – Publish notice in the Press with the school board election filing deadline.

Monday, April 7, 2014 by 4:00 p.m. – Candidates statement of interest filing deadline.

Tuesday, April 8, 2014 – Draw candidate names for positions on the ballot.

Wednesday, April 9, 2014 – Certify names to the Stark County Auditor of individuals who have indicated their intent to be candidates and their position.

Thursday, May 1, 2014 – Prepare the official ballots containing the names of all individuals who have indicated their intent to be candidates.

Tuesday, May 6, 2014 – Designate one or more precincts and polling places for the election. The board shall arrange the precincts in a way that divides the elections of the district as equally as possible. Polling places shall be located as convenient as possible for voters in the precinct.

Tuesday, May 27, 2014 – 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.

Tuesday, June 10, 2014 – School board election.

Monday, June 16, 2014 – Canvass the election and declare the result of an election.

June 17-19, 2014 – Written notification of individual's election results and of the duty to take an affirmation or oath of office.

On or before Thursday, June 26, 2014 – Oath of office of elected officials.

Superintendent Sullivan explained there are changes in the election process in comparison to previous elections. He noted that the board is required to canvas the election six days after the election. Since the election is on June 10 there would need to be a board meeting on Monday, June 16. The board might consider moving the June 9 board meeting to June 16. President Fehr noted there were three board seats up for election. Dr. Krieg has indicated his intention of retiring. Administrative recommendation was to schedule the board election in conjunction with the city/county election and polling sites. Mr. Hanson moved to schedule the school board election on Tuesday, June 10, 2014, and to designate the polling sites in conjunction with the city/county election polling sites at the Dickinson National Guard Armory and the DSU Biesiot Activities Center with the polls opening at 8:00 a.m. and closing at 7:00 p.m. Dr. Krieg seconded the motion. The motion carried unanimously.

**Board Policy Addition or Revision–First Reading** – The North Dakota School Board Association (NDSBA) recommends the school district add board policy FC-Student Safety and Supervision and revise policy FDA-Education of Home Schooled Students. Copies of the proposed policies are available on the school board website under Supporting Documents. Administrative recommendation was to add policy FC-Student Safety and Supervision and revise policy FDA-Education of Home Schooled Students. Action was requested. Mrs. Rude moved to add policy FC-Student Safety and Supervision and revise policy FDA-Education of Home Schooled Students for first reading, as presented. Dr. Krieg seconded the motion. The motion carried unanimously.

**Other** – President Fehr noted the RACTC health careers and medical terminology teacher at the high school recently resigned. DPS will need to consider if they will continue the position through RACTC or hire for the position.

**Adjournment** – At 6:34 p.m. Mrs. Rude moved to adjourn. Dr. Krieg seconded the motion. The motion carried unanimously.

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Kris Fehr, Board President

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Vince Reep, Business Manager

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Twila Petersen, Secretary