

# Dickinson Public Schools

Unapproved School Board Meeting Minutes

February 12, 2018; 5:00 p.m.

Central Administration Office Board Room

The Dickinson Public School Board held a regular meeting on February 12, 2018, at the Central Administration Office. Board members present were: President Brent Seaks, Vice President Kim Schwartz, Board Member Tanya Rude, and Board Member David Wilkie. Others present were: Superintendent Douglas Sullivan, Business Manager Kent Anderson, Director of Student Services Dorothy Martinson, Director of Instruction Melanie Kathrein, Dickinson High School Principal Ron Dockter, Dickinson High School Assistant Principal Jay Hepperle, Southwest Community High School Principal Kristy Goodall, Dickinson Middle School Principal Marcus Lewton, Dickinson Middle School Assistant Principal Shawn Leiss, Dickinson Middle School Assistant Principal Cassie Francis, Heart River Elementary Principal Susan Cook, Lincoln Elementary Principal Tammy Peterson, Roosevelt Elementary Principal Henry Mack, School Board Secretary Twila Petersen, The Dickinson Press Reporter Iain Woessner, Literacy Coach Andrea Hall, Tooz Construction General Manager Mike Odegaard, RASP Administrative Assistant Jessica Aparicio, RASP Co-director Karla Haugen, Mrs. Michelle Orton, Mr. Ty Orton, Mr. Tristan Orton, Mr. Cooper Orton, Mrs. Katie Schlosser, Mr. R. Adam Ballesteros, Mr. Jade Ziman, Mr. Jason Rodakowski, Mrs. Sarah Ricks, Mr. Tobias Ricks, and Mr. Benjamin Ricks.

**Call to Order** - Board President Seaks 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 or consent agenda.

**Consent Agenda** – Mrs. Schwartz moved to approve the agenda including the consent agenda consisting of the minutes from the January 8 regular School Board Meeting, the January 18 Board Workshop, the January 18 Special School Board Meeting, the January 26 Special School Board Meeting, the January 29 Board Workshop, the February 2 Special School Board Meeting, and the February 6 Special School Board Meeting; the bills for January 2018; the financial reports for January 31, 2018; the pledged assets report for January 31, 2018; the personnel reports; the RACTC Director's report; a tuition waiver request for a child of Kara Carrady from Dickinson Public to South Heart Public; and the students/faculty/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.

**Upcoming Meetings** – There will be a Teacher Evaluation Instrument Committee Meeting on Tuesday, February 20 at 4:00 p.m. There will be a District-wide Technology Committee Meeting on Thursday, February 22 at 4:00 p.m.

**Department of Public Instruction (DPI) Recognizes the Adult Learning Center** – Available under Supporting Documents is a letter from the North Dakota DPI recognizing the Dickinson Adult Learning Center and its satellite programs for its exemplary leadership and vision. Dr. Sullivan commended the Adult Learning Center coordinator and staff and also the Director of Student Services Dorothy Martinson on this outstanding report.

**Hiring of Certified Staff** – Superintendent Sullivan reported that there are approximately 40 certified staff vacancies. This will be a big hiring year. There are steps being taken for more aggressive practices to try and find the necessary staffing for the 2018-2019 school year. Dr. Sullivan explained he has visited with his Cabinet members trying to get volunteers to attend area job fairs to recruit certified staff. Several Cabinet members have volunteered to attend the

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**Superintendent's Report (cont.)**

career fairs. The administrative regulation regarding the hiring of certified staff makes it complicated for the administration to recruit individuals and come prepared to hire on the spot. Cabinet members are concerned, in trying to move forward, that the career fairs may not be the best time, money, and efforts. If they attend the career fairs and then have to bring someone to the District in front of an interview committee, by that time, the candidate will have already accepted a position with another District. Dr. Sullivan said he explained to the Cabinet he would bring their concerns to the Board and request some flexibility so that the District is staffed and positioned for the next school year. Consensus of the Board members was to provide the flexibility needed for the hiring process in connection with the career fairs. Superintendent Sullivan thanked the Board members for their consideration.

**Business Topics**

**Principal Reports** - Lincoln Elementary Principal Tammy Peterson addressed the Board and was joined by Literacy Coach Andrea Hall, Lincoln Elementary students Tristan Orton and Cooper Orton, and Mrs. Michelle Orton. Mrs. Peterson provided a handout with the NWEA assessment scores for the past few years. She noted there has been a lot of progress.

Mrs. Hall reported the goal this school year was not to present anything new to the teachers. Instead, the goal was to take isolated pieces of data and connect it to the four critical questions and the school-wide behavior and expectations. She explained how they work with the Professional Learning Communities and collaborate. Mrs. Hall presented information on data, strategic actions, benchmarks, and methods of including the parents in the process.

Tristan and Cooper Orton are fourth and second graders at Lincoln Elementary. They explained to the Board the benefits of the yoga sessions offered at Lincoln and how it relieves stress. They each demonstrated their favorite yoga position. Additionally, Tristan brought a calming bottle and explained how the bottle helps to promote calmness while watching the glitter go to the bottom. Tristan Orton explained the Lincoln Elementary students were collecting pennies for patients and raising money and awareness regarding blood cancer. Board members thanked the Lincoln Elementary representatives for the information provided.

Roosevelt Elementary Principal Henry Mack addressed the Board and provided information regarding Roosevelt Elementary's Smart Goals, NWEA assessment scores, and ways the school is implementing programs to increase proficiency.

Heart River Elementary Principal Susan Cook addressed the Board and provided information regarding Heart River Elementary's NWEA assessment scores, several after school programs available for students similar to tutoring, and some of the soft learning events available at the school.

Board members thanked the principals for the information they shared. This agenda item was informational only. No action was requested.

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**Regional After School Program (RASP) Report** – The RASP Co-director Karla Haugen and Administrative Assistant Jessica Aparicio addressed the Board and provided updated information regarding the program for students after school. The RASP program is located in all five elementary schools plus Hebron and Beach. There are approximately 400 students that participate in the after school program. Next year, Berg Elementary will also provide RASP. The RASP fees will be increasing next year to include the snack prices. Registration for the summer RASP program will begin on April 3. The summer RASP program will be held at Jefferson Elementary and the hours will be adjusted from previous years. Students will be provided more opportunities to utilize the Dickinson Community Center. Board members thanked Mrs. Haugen and Ms. Aparicio for the information and shared their appreciation for the work they do that is important to the students in the District.

**Consider a Request to Open Negotiations for the 2017-2019 Professional Negotiated Agreement** – Mrs. Schwartz moved to table the request by the Dickinson Education Association to open bargaining on Section VI-D-1-a. of the 2017-2019 Professional Negotiated Agreement until the April 16, 2018, School Board Meeting. Mr. Wilkie seconded the motion. A roll call vote was taken on the motion: ayes-4 (Rude, Wilkie, Schwartz, Seaks); nays-0; absent-0. The motion carried unanimously.

**Superintendent's Evaluation** – Pursuant to North Dakota Century Code, the superintendent's evaluation must be completed prior to March 15. Due to Dr. Sullivan's resignation, Mrs. Rude moved to request Board President Seaks use a modified process for conducting the superintendent's evaluation to conserve resources and time. Mrs. Schwartz seconded the motion. Discussion: Mrs. Rude explained the reason for the motion was to have the superintendent evaluation prior to the deadline and it would not be necessary to go through the extensive process used by Rocky Mountain. President Seaks concurred. Mrs. Rude inquired what the modified version would look like. President Seaks responded it would be more of a narrative type of evaluation. It was his hopes that Dr. Sullivan would share some parting thoughts and words of wisdom on the evaluation. Assuming a roll call vote, the motion carried unanimously.

**Budget Input and Development Committee Report** – Available under Supporting Documents are the minutes from the February 1 Budget Input and Development Committee Meeting. Board Member Rude read from those minutes the positions that were approved by the committee. It was her understanding that the positions would need to be approved by the School Board. Superintendent Sullivan explained it is his recollection no specific motion is required by the Board. Previously, Mr. Reep had explained the Board approves the position when the individual is hired for the position. Superintendent Sullivan requested permission to do some additional research on this topic. This agenda item was informational only. No action was requested.

**ABBB-AR Community Use of School Facilities, Administrative Regulation** – At the January 8 School Board Meeting, this topic was tabled. Additional revisions have been made to the administrative regulation removing the language regarding proof of liability insurance and supervision. Administrative recommendation was to approve the revised ABBB-AR, as presented. Action was requested. Mr. Wilkie moved to approve revised ABBB-AR-Community

**ABBB-AR Community Use of School Facilities, Administrative Regulation (cont.)**

Use of School Facilities, as presented. Mrs. Rude seconded the motion. Assuming a roll call vote, the motion carried unanimously.

**School Board Policy Revision, First Reading** – Board Policy FAB-School Assignment is posted on the website under Supporting Documents. Revisions recommended by the North Dakota School Board Association (NDSBA) are noted in red text. Action was requested. Mrs. Rude moved to approve for first reading revised policy FAB-School Assignment, as presented. Mrs. Schwartz seconded the motion. A roll call vote was taken on the motion: ayes-4 (Rude, Wilkie, Schwartz, Seaks); nays-0; absent-0. The motion carried unanimously.

At 5:57 p.m., Superintendent Sullivan excused himself from the meeting to travel out of town for a conference.

**School Board Vacancy** – Dickinson Public Schools advertised for applications for the position of school board member. There were seven applications received. Applicants were invited to attend tonight’s Board meeting. President Seaks thanked all who submitted their application for the Board vacancy. Those applicants in attendance were invited to address the Board and give a brief biography and explain their interest in the position. The following applicants provided brief comments to the Board: Mr. Jade Ziman, Mr. R. Adam Ballesteros, Dr. David Meier, Mrs. Katie Schlosser, and Mr. Jason Rodakowski. After the applicants presented their comments, the Board members narrowed down the seven applicants to the final selection. The process is explained in BBC-Board Regulation and is posted under Supporting Documents on the website. President Seaks again thanked all the applicants and invited them to consider running for election on the June 12 election. Mrs. Rude moved to appoint Jason Rodakowski to the Dickinson Public Schools Board until a successor is elected and qualified at the next election, pursuant to NDCC 15.1-09-05. Mr. Wilkie seconded the motion. A roll call vote was taken on the motion: ayes-4 (Rude, Wilkie, Schwartz, Seaks); nays-0; absent-0. The motion carried unanimously. Mr. Rodakowski took his oath of office immediately following the Board meeting and will be seated at the next regular or special school board meeting.

**Committee Assignments** – Mr. Wilkie moved to appoint Jason Rodakowski as the Board representative on the Budget Input and Development Committee and to designate Kim Schwartz as the primary school board representative on Teacher Negotiations and Jason Rodakowski as the secondary board representative on Teacher Negotiations. Mrs. Schwartz seconded the motion. Discussion: President Seaks explained the appointments and designations for the various committees could be revised after the Board member elections in June and at the July annual meeting. Mrs. Schwartz called the question. A roll call vote was taken on the motion: ayes-4 (Wilkie, Schwartz, Rude, Seaks); nays-0; absent-0. The motion carried unanimously.

**Bus Bid for Consideration** - Dickinson Public Schools advertised for bids to purchase a 32 passenger plus four wheel chair positions special needs school bus. Bid opening was at 1:30 p.m. on Thursday, February 1, 2018. The only bid received was from Harlow’s Bus Service. The bus was a 2019 International IC CE 32 + 4 wheel chair positions school bus, with the administrative added options, for a total price of \$112,920. Action was requested. Mrs.

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**Bus Bid for Consideration (cont.)**

Schwartz moved to accept the low bid from Harlow's Bus Service for one (1) 32 passenger plus four wheel chair positions special needs school bus, with the added options, for a total price of \$112,920. Mrs. Rude seconded the motion. A roll call vote was taken on the motion: ayes-4 (Rude, Schwartz, Wilkie, Seaks); nays-0; absent-0. The motion carried unanimously.

**Early Resignation Incentives** – To date, there have been 19 certified teachers, two administrators, and a superintendent that qualify for the early resignation incentive. Total years of service for all 22 individuals is 344 and averaging 16 years. Mrs. Rude moved to approve the early resignation incentive from Karen Brandon, grade four instructor at Prairie Rose Elementary; Tia Braun, grade five instructor at Prairie Rose Elementary; Ashley Brawley, kindergarten instructor at Prairie Rose Elementary; Shayla Candrian, social studies instructor at Dickinson Middle School, Gerald Holinka, physical education instructor at Dickinson Middle School; Laura Kelly, library media specialist at Jefferson Elementary; Kimberly Kranz, language arts instructor at Dickinson Middle School; Scott Miller, physical education instructor at Dickinson Middle School; and Serena Thompson, strategist at Dickinson High School; with an effective date of May 25, 2018. She further moved to approve the early resignation incentive from Douglas W. Sullivan, Superintendent of Schools, with an effective date of June 30, 2018. Mrs. Schwartz seconded the motion. Discussion: President Seaks noted the total years of service for all who had resigned so far this year and recognized losing many years of experience. Assuming a roll call vote, the motion carried unanimously.

**School Board Election** - The terms for Board Members Tanya Rude, Kim Schwartz, and Jason Rodakowski expire June 30, 2018. The administrative recommendation was to set the School Board election date for June 12, 2018, and to designate the polling sites. Action was requested. Mrs. Rude moved to schedule the school board election on Tuesday, June 12, 2018, and to designate the polling sites in conjunction with the city/county/primary election polling sites at the Dickinson National Guard Armory, the Dickinson State University Biesiot Activities Center, and the Dunn County Court House in Manning with the polls opening at 8:00 a.m. and closing at 7:00 p.m. Mr. Wilkie seconded the motion. Assuming a roll call vote, the motion carried unanimously.

**Reschedule June School Board Meeting** – Due to the requirement of the Board to canvas the election on June 18, it was recommended to move the June 11 School Board Meeting to June 18. Mr. Wilkie moved to reschedule the June regular School Board Meeting to 5:00 p.m. on Monday, June 18 at the Central Administration Offices in the Board room. Mrs. Rude seconded the motion. Assuming a roll call vote, the motion carried unanimously.

**Other** – President Seaks recognized the years of service Mrs. Sarah Ricks has provided on the Dickinson Public School Board and thanked her for the many hours she dedicated to the Board as Board president. He invited everyone to stay for a reception for Mrs. Ricks after tonight's Board meeting.

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**Adjournment** – At 6:25 p.m., President Seaks declared the meeting adjourned.

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Brent Seaks, Board President

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Kent Anderson, Business Manager

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Twila Petersen, Secretary