

Unapproved 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 ballot 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