

## Unapproved School Board Meeting Minutes

Dickinson Public Schools  
Regular Meeting

March 13, 2017; 5:00 p.m.  
Board Room, Central Office

The Dickinson Public School Board held a regular meeting on March 13, 2017, 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. Ron Dockter, Mr. Jay Hepperle, Dr. Marcus Lewton, Mr. Shawn Leiss, Mr. Guy Fridley, Mrs. Sara Streeter, Ms. Sherry Libis, Mr. Henry Mack, Mrs. Susan Cook, Mrs. Dorothy Martinson, Mrs. Kristy Goodall, and Mrs. Melanie Kathrein. Others present were: Mr. Wayne Olson, Mr. Josh Gustafson, Mr. Lyle Smith, 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** – There were no requests for additions or deletions to the agenda.

**Consent Agenda** – Mr. Wilkie moved to approve the agenda including the consent agenda consisting of the minutes from the February 13 regular meeting, February 23 special meeting, and March 8 special meeting; the bills for February 2017; the financial reports for March 1, 2017; the pledged assets report for March 1, 2017; the personnel reports; the RACTC report; and the student/staff recognitions; as presented. Mr. Seaks seconded the motion. Assuming a roll call vote the motion carried unanimously.

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

- a) **DPI Child Nutrition Review** – Dr. Sullivan reported in early February the North Dakota Department of Public Instruction (DPI) reviewed the District's food services program. There were 11 comments on the report, nine being complimentary and two being corrective actions. One corrective action was taken immediately and the other action requires a minor change to the Board's wellness policy, which is on tonight's agenda. The small change on the policy pertains to whole grains served in the schools. Dr. Sullivan commended Assistant Superintendent Reep, Mrs. Wahl, and all the District food services staff for the positive report received from DPI.
- b) **Adult Learning Center** – Available under Supporting Documents is a copy of a letter from State Superintendent Kirsten Baesler congratulating the Adult Learning Center for being the recipient of the RFP grant. Dr. Sullivan explained the state is shifting from its current structure for adult education centers to eight regional centers. Dr. Sullivan commended the ALC Director, Mrs. Grandell, and also the Director of Students Services, Mrs. Martinson and their staff for their work in applying and being awarded the grant.
- c) **RSP Consultants** – Previously the Board approved a proposal from RSP Consultants for the District's boundary analysis. When the proposal was reviewed there was nothing that explained that it was a package with all components required. It may be necessary for the Board to reconsider in a different format in the future.
- d) **Berg Elementary Purpose** – At Cabinet this morning, the administrators provided some options in a brainstorming session regarding repurposing Berg when it opens in 2018-2019.

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

Some suggestions included: kindergarten center, 5<sup>th</sup> grade center, K-5 school, 9<sup>th</sup> grade center, English Language Learner magnet school, K-2 school, K-5 magnet school, K-5 school and K-5 emotionally disturbed center-based program location, and placing the kindergarten center in a different building. Dr. Sullivan welcomed any suggestions from Board members. Vice President Seaks inquired when a decision would be made regarding Berg. Superintendent Sullivan responded he would like to have a decision made within the next 10-11 months.

**Business Topics**

**Roughrider Area Career and Technical Center (RACTC) Update** – Mr. Wayne Olson, RACTC Director, addressed the Board. He distributed copies of a report with updated information regarding the programs provided by RACTC to serve the Dickinson Public Schools students. He also has a report posted on the website under Supporting Documents. He thanked the Board members for the opportunity to present information to them. He noted this was his second year as the RACTC director. Mr. Olson has appreciated meeting and working with President Ricks and Vice President Seaks and receiving valuable input from them on a regular basis. The objective of his presentation was to indicate where RACTC was at and the new things they were doing and the direction they are going. RACTC has one full time employee, Mrs. Johnson, to serve the DPS students. Mrs. Johnson offered three sections of health careers in the first semester at DHS with the maximum number of students, 18, in each section. In the second semester, Mrs. Johnson is providing two sections of health careers II. These classes are smaller due to the course providing job shadowing for the students. Mr. Olson commended Mrs. Johnson on taking on the tremendous task of coordinating and overseeing the job shadowing program. This opportunity for the students is made possible by the health care providers at the local hospital and clinics. Mr. Olson thanked those businesses, especially Mrs. Swenson at CHI, as it would not be possible to have the job shadowing without their partnership. He also thanked the Dickinson State University Nursing Department for making it possible for the DHS students to have hands on training using the modules and equipment available at the university.

Mr. Olson noted that RACTC holds Mrs. Johnson's contract and negotiates her contract. She is working on completing her course work for her certification this spring. The District reimburses RACTC based on a per student formula. Vice President Seaks inquired since the health careers courses were so popular and student enrollment is limited, who decides who gets in and does not. DHS Principal Dockter responded the students that are seniors are chosen first followed by the juniors and on down in grade. Mrs. Rude inquired what Mrs. Johnson's room is used for during 4<sup>th</sup> period, could it be used for an additional health careers course. Mr. Dockter responded that 4<sup>th</sup> period is Mrs. Johnson's prep time. Oftentimes the room is used for ITV requests and other needs from the high school.

Mr. Olson explained that he is pleased RACTC has been able to secure a second health careers instructor, Mrs. Schneider, during the past year. Mrs. Schneider serves the students using ITV courses through the Tegrity or online platforms. She provides courses including accounting, web design, entrepreneurship, desktop publishing, geographic information systems, multimedia, natural resource management, animal science, agriculture, small animal care, veterinary science, equine science, sports marketing, and marketing I and II. Next year the courses will expand to include

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

sports medicine and EMT. Mrs. Schneider will also complete her teaching certification the end of May.

Mr. Olson explained RACTC, with support from welding instructors Clarence Hauck and Rudy Privratsky, offer a welding academy that is very popular with the students. This is a weeklong course held in June. Additionally, RACTC has a high tech equipment program where the equipment is rotated amongst the nine districts.

In January, Mrs. Johnson and Mrs. Schneider took 24 students to UND-Grand Forks and NDSU-Fargo to tour the campus medical programs. Students were able to visit with health professionals about health related careers and programs.

Board members thanked Mr. Olson for the thorough explanation of the RACTC program and for traveling to present at the meeting. This agenda item was informational only. No action was requested.

**Dickinson Middle School Construction Update** – Mr. Josh Gustafson, Project Manager for Mortenson Construction, addressed the Board. He thanked the Board members for the opportunity to update them on the progress of the construction of the new middle school. He presented a PowerPoint presentation with some photos of different areas of Dickinson Middle School and a completion timeline. Areas that he displayed photos included concrete flooring that was polished in high traffic areas; the skills for daily living space with exhaust hoods, cooking ranges, etc; plumbing fixtures and bathroom accessories in the faculty and student restrooms; discovery areas; locker bays; movable glass partitions; writable surfaces; case work; ceiling and flooring in a science classroom; east stairwell with maple rail caps and rubber flooring; first floor bathroom specialties and plumbing fixtures; TMI cabinetry; the mechanical room; bathrooms in the gymnasium with decorative wall tiles; sports equipment, basketball hoops, and divider curtains in the gymnasium. Installation will begin soon on the gymnasium hard wood floor. Additional photos showed the acoustical sound barrier ceiling, the front entrance, the technology classroom with mobile casework track mounted and provided by TMI, and the fitness room. Mr. Gustafson reported the construction is on track and the company is very proud of the products. He provided some information regarding the amount of work force and materials the project has required. There are 83 workers on the site at a given time (injury free), 542,194 square feet of drywall installed (95% complete), 3,201 gallons of paint, 62,072 square feet of carpet installed, and 27,456 square feet of polished concrete. He noted the gymnasium floor would take approximately 6-7 weeks to install.

Vice President Seaks thanked Mr. Gustafson for the updated information and said it was very impressive. He asked if there would be a time when the custodial staff would be shown the mechanical equipment and how it works and how to clean surfaces, etc. Mr. Gustafson responded there would be training for faculty and staff on various aspects of the building from maintaining the building to using the glass operable walls. The training will be videotaped and can then be shared with others in the building. President Ricks and Board members thanked Mr. Gustafson for the presentation. She expressed her appreciation and how it was exciting to see the work being accomplished.

**North Dakota School Boards Association (NDSBA) Negotiations Seminar** – Mrs. Schwartz, Mrs. Rude, and Superintendent Sullivan attended the recent NDSBA Negotiations Seminar held in Bismarck. Mrs. Schwartz thanked the school district for the opportunity to attend the seminar. She noted it was beneficial in understanding the negotiations process with added planning tips and strategies. The information regarding the Rocky Mountain Evaluation process was a good refresher course. The legislative process was also explained during the seminar and the state budgeting forecasts. Mrs. Rude had shared some information at the February Board meeting regarding the negotiations seminar. This agenda item was informational only. No action was requested.

**Budget Development and Input Committee Update** – This committee met on February 7 and February 27. The minutes from these meetings are posted on the District’s website under the District-wide Meeting Minutes link. Vice President Seaks explained at the February 27 meeting there was some flexibility granted to the administration regarding an 18<sup>th</sup> section of kindergarten, considering the forecasted 370 students for kindergarten. There was additional flexibility granted in regards to a review of a potential additional teacher at the Early Childhood Center. At the Budget Committee meeting there was discussion regarding the need for teachers on special assignment. The committee granted flexibility if funding was available. Additionally, the committee reviewed and approved a classified salary proposal. Vice President Seaks noted the Budget Committee was supportive of the new mathematics curriculum and any financial assistance it may need to be successful. This agenda item was informational only. No action was requested.

**Interest Based Bargaining Update** – Mrs. Ricks and Mrs. Schwartz are the school board representatives on the team. Mr. Fahy, Ms. Berglund, Mr. Schobinger, Mrs. Knipp, and Mr. Miller are the Dickinson Education Association representatives on the team. The Interest Based Bargaining Team has had two meetings (February 20 and March 6). President Ricks explained the team successfully established the ground rules in one meeting. Mrs. Schwartz credited the quick review of the ground rules to the previous negotiators who had done a great deal of work in creating the ground rules. President Ricks listed topics that had been presented by both parties so far for discussion: the length of the negotiated agreement (whether it is one or two years), flexibility of leave, simplifying the leave language, some housekeeping items have already been verbally agreed regarding grammatical corrections and changing HJH to DMS under co-curricular, lane 7 and beyond on the matrix, the salary schedule, frozen step from 2009, grievance procedure language, stipend for district move, amount for day deduct, class sizes and caseloads, and wages and benefits. This agenda item was informational only. No action was requested.

**Early Resignation Incentive Applications** – The following individuals submitted their resignation before the deadline to receive the early resignation incentive: Christy Beck, social studies instructor at Hagen Junior High with 10 years of service; Leo Hofer, head custodian at Berg Elementary with 26 years of service; Rachel Needels, grade one instructor at Jefferson Elementary with one year of service; Ashley Pulver, grade one instructor at Prairie Rose Elementary with four years of service; and Ashley Rasmussen, strategist at Dickinson High School with two 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 incentives. Action was requested. Mrs. Rude moved to approve the early resignation incentive for Christy Beck, social studies instructor at Hagen; Rachel Needels, grade one instructor at Jefferson; Ashley

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

Pulver, grade one instructor at Prairie Rose; and Ashley Rasmussen, strategist at DHS; all with an effective date of May 26, 2017. Mrs. Rude also moved to approve the early resignation incentive for Leo Hofer, head custodian at Berg with an effective date of June 30, 2017. Mr. Wilkie seconded the motion. Assuming a roll call vote the motion carried unanimously.

**Open Enrollment Applications** – The administrative recommendation was to approve the open enrollment applications received for a child of Peggy Stroh, a child of Justin Binstock, and a child of Krishanda Clevenger. Mr. Seaks moved to approve the open enrollment requests for a child of Peggy Stroh from Killdeer to Dickinson, a child of Justin Binstock from South Heart to Dickinson, and a child of Krishanda Clevenger from New England to Dickinson and to be admitted to the Dickinson Public Schools as per the open enrollment policy. Mrs. Schwartz seconded the motion. Assuming a roll call vote the motion carried unanimously.

The administrative recommendation was to approve the applications for open enrollment for the incoming kindergarten students. Applications were for a child of Stacy Northrop, a child of Scott Olheiser, a child of Daphne Hecker, a child of Christen Steiner, a child of Katherine Rapp, a child of Jennifer Wyman, a child of Alysia Bechtold, and a child of Mindy Wood. Mrs. Rude moved to approve the open enrollment requests for a child of Stacy Northrop from South Heart to Dickinson, a child of Scott Olheiser from South Heart to Dickinson, a child of Daphne Hecker from South Heart to Dickinson, a child of Christen Steiner from Belfield to Dickinson, a child of Katherine Rapp from Richardton-Taylor to Dickinson, a child of Jennifer Wyman from South Heart to Dickinson, a child of Alysia Bechtold from Richardton-Taylor to Dickinson, and a child of Mindy Wood from South Heart to Dickinson; all to be admitted to Dickinson Public Schools as per the open enrollment policy. Mr. Wilkie seconded the motion. Assuming a roll vote the motion carried unanimously.

**School Board Regulation Revision- First Reading and Final Adoption** – Board Regulation FCB-BR–Supervision of Students is available on the website under Supporting Documents. NDSBA has replaced this board regulation with a new descriptor code. No other changes were made to the content of the regulation. Administrative recommendation was to reaffirm the board policy with the NDSBA changed descriptor code. Action was requested. Mrs. Rude moved to reaffirm the board regulation entitled Supervision of Students with the new descriptor code of FC-BR with one reading. Mrs. Schwartz seconded the motion. A roll call vote was taken on the motion: ayes-5 (Seaks, Rude, Wilkie, Schwartz, Ricks); nays-0; absent-0. The motion carried unanimously.

**School Board Policy Revision- First Reading and Final Adoption** – Recently, the North Dakota School Boards Association changed the descriptor code on policy GABDC (new descriptor code DHAB)-Title I Qualifications Notification Requirement. There was no change to the policy content. The revised policy is posted on the website under Supporting Documents. Administrative recommendation was to reaffirm the policy with the NDSBA changed descriptor code. Action was requested. Mrs. Schwartz moved to reaffirm the policy entitled GABDC Title Qualifications Notification Requirement to the new descriptor code DHAB with one reading. Mrs. Rude seconded the motion. A roll call vote was taken on the motion: ayes-5 (Wilkie, Seaks, Schwartz, Rude, Ricks); nays-0; absent-0. The motion carried unanimously.

**School Board Policy Revisions- First Reading** – Recently, the Dickinson Public Schools Food Services Program was reviewed for monitoring by the North Dakota Department of Public Instruction (DPI). Part of the monitoring included the review of the District’s wellness policy (ABCC). DPI has made required minor revisions to the top of page 4 of the policy. Other policy revisions reviewed by the Board included policy DBAA-Recruitment, Hiring, and Background Checks for New Classified Personnel, Policy DDEA–Jury and Witness Duty, and policy FCAC-Head Lice. NDSBA recommended changes are noted in red ~~text~~ and/or ~~strikeout~~. The revised policies are posted on the website under Supporting Documents. Administrative recommendation was to revise the policies with the requested changes. Action was requested. Mr. Wilkie moved to complete the first reading for revising policy ABCC-Dickinson Public Schools Wellness Policy, policy DBAA-Recruitment, Hiring, and Background Checks for New Classified Personnel, policy DDEA-Jury and Witness Duty, and policy FCAC-Head Lice, as presented. Mr. Seaks seconded the motion. A roll call vote was taken on the motion: ayes-5 (Rude, Seaks, Schwartz, Wilkie, Ricks); nays-0; absent-0. The motion carried unanimously.

**Other** – Mrs. Rude wished to explain her reasoning for making inquiries to District personnel and administrators within the last 2-4 months. She explained her questions were to get a better understanding and clarification regarding the District’s policies and procedures and the superintendent’s job responsibilities. The supporting information provided her with clear and concise information to reflect an objective evaluation. The superintendent’s evaluation is a difficult job for the Board members. She was consulting the administration for additional input. Mrs. Rude wanted to assure the individuals that it was not her wishes to put their job in jeopardy nor to put them in a position that was not desirable with the superintendent. She said the board members do not have any other way to get an objective view of the superintendent’s job performance other than to ask questions. Mrs. Rude knows some of the questions did seem trivial. She understands the District has a proper chain of command; however, she feels there are times when individuals do not adhere to the chain of command because they do not trust and feel that if they bypass the chain of command their voice could be heard. As a group, the board members sometimes do not know what is good or bad. She noted that what the board members put in the superintendent’s evaluation needs to be appropriate and well guided. She did appreciate the openness of many of those that she had asked questions and appreciated their feedback.

Vice President Seaks noted the long list of the student accomplishments listed under the Consent Agenda. He said there are accomplishments anywhere from gymnastics to math counts. It is an exciting time for the District and he was proud of all those listed who are doing great things and making great things possible.

**Adjournment** – President Ricks declared the meeting adjourned at 6:03 p.m.

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Sarah Ricks, Board President

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Vince Reep, Business Manager

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Twila Petersen, Secretary