

Dickinson Public Schools

Unapproved School Board Meeting Minutes

May 14, 2018; 5:00 p.m.

Central Administration Offices Board Room

The Dickinson Public School Board held a regular meeting on May 14, 2018, at the Central Administration Offices. Board members present: President Brent Seaks, Vice President Kim Schwartz, Board Member Tanya Rude, Board Member David Wilkie, and Board Member Jason Rodakowski. 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 Casaundra Francis, Heart River Elementary Principal Susan Cook, Lincoln Elementary Principal Tammy Peterson, Roosevelt Elementary Principal Henry Mack, Prairie Rose Elementary Principal Sherry Libis, Jefferson Elementary Principal Sara Streeter, School Board Secretary Twila Petersen, The Dickinson Press Reporter Iain Woessner, Partners in Parenting Coordinator Stacy Kilwein, Lincoln Elementary 5th Grade Instructor Nicole Kittelson, Lincoln Elementary Special Education Instructor Amanda Cross, Roosevelt Elementary 5th Grade Instructor Mary Ann Reisenauer, Roosevelt Elementary 4th Grade Instructor Beth Mink, Hulsing and Associates Owner Janet Prechal, Mrs. Nicole Walker, Mrs. Shawna Knipp, Mrs. Melissa Schroeder, Mr. Collin Schroeder, Mrs. Michelle Orton, Mr. Ryan Zier, Mrs. Amy Lantz, Mrs. Christa Hugelen, Mr. Burton Lewton, Ms. Leann Mehrer, and Ms. Fern Pokorny. Also in attendance were the following students from Roosevelt Elementary: Miss Emersyn Lantz, Miss Lily Zier, Miss Synphony Schroeder, and Mr. Easton Hugelen; and the following students from Heart River Elementary: Miss Kaycee Knipp, Miss Mickellyn Walker, and Mr. Jacob Wolf.

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 –Mrs. Rude moved to add to the consent agenda under the Personnel Report the reassignment of Sandra Hood from grade 2 at Jefferson to grade 3 at Lincoln Elementary, and the reassignment of Taralee Roller from kindergarten to grade five at Jefferson Elementary.” Mrs. Schwartz seconded the motion. Assuming a roll call vote, the motion carried unanimously. Mrs. Rude moved to add *Partners in Parenting Update* to the agenda under Business Topics as item ‘b’ and also add *Open Enrollment Application* to the agenda under Business Topics as item ‘e’. Mrs. Schwartz seconded the motion. Assuming a roll call vote, the motion carried unanimously.

Consent Agenda – Mrs. Schwartz moved to approve the revised agenda including the revised consent agenda consisting of the minutes from the April 16 regular School Board Meeting, April 20 Special School Board Meeting, and April 30 Special School Board Meeting; the bills for April 2018; the financial reports for April 30, 2018; the pledged assets report for April 30, 2018; the personnel reports including the reassignments of Sandra Hood from grade 2 at Jefferson to grade 3 at Lincoln Elementary, and the reassignment of Taralee Roller from kindergarten to grade five at Jefferson; the RACTC Director’s report; a tuition waiver request for two children of Dustin Honeyman from Dickinson to South Heart and a tuition waiver request for a child of Kay Lanfersieck from Dickinson to South Heart; and the students/faculty/staff recognitions; as presented.” Mrs. Rude seconded the motion. Assuming a roll call vote, the motion carried unanimously.

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Superintendent's Report – Superintendent Sullivan reported on the following topics that did not require Board action.

Graduations – Superintendent Sullivan listed the dates and times for the upcoming graduations in the school district. On Wednesday, May 16 at 7:00 p.m. will be the Dickinson Adult Learning Center graduation; Wednesday, May 23 at 7:00 p.m. will be the Southwest Community High School graduation; and on Sunday, May 27, 1:00 p.m. will be the Dickinson High School graduation.

Taxable Valuation – Business Manager Anderson has been in contact with the county auditor regarding the taxable valuation in preparation for the 2018-2019 school year. Indications are that taxable valuations are trending towards a decline. This will have an impact on the District's finances for the coming school year.

Business Topics

Principal Reports – Roosevelt Elementary Principal Henry Mack explained he had invited four Roosevelt students to present information to the School Board. Roosevelt Elementary 4th graders Lily Zier and Synphony Schroeder along with Roosevelt Elementary 5th graders Emersyn Lantz and Easton Hugelen addressed the Board. The students presented information regarding the recent science fair and the projects they had displayed at the fair. For the science fair, the 4th and 5th grade students were required to decide on a topic, come up with a specific question, do a hypothesis on the statement, and provide an outcome.

Heart River Elementary Principal Susan Cook and three Heart River Elementary students, Jacob Wolf, Kaycee Knipp, and Mickellyn Walker addressed the Board. All three of the Heart River students are ambassadors for the school. This past year, 85 students applied for the ambassador positions. The ambassadors provide various services such as cleaning in the lunchroom, cleaning in the building, tours of the building to new families, and supporting the community with volunteer projects. Mrs. Cook reported Heart River Elementary received an award of \$7,000 from ConocoPhillips towards the Leader in Me program.

Lincoln Elementary Principal Tammy Peterson, Lincoln Elementary 5th Grade Instructor Nicole Kittelson, and Lincoln Elementary Special Education Instructor Amanda Cross addressed the Board. Mrs. Peterson reported the teacher and staff have recently been focusing at Lincoln on the next school year. The teachers are looking to develop an effective plan for students regarding concerns of social and emotional health and the learning skills of the students. The discussion has been on the student's communication and how to develop skills to communicate more effectively and building relationships with students and building leadership skills. The research has become comprehensive and has been supported by a Master Teacher program. The focus is on human development of social emotional learning. In the next school year, there will be consultants coming to the District to assist with this project. Mrs. Peterson distributed a handout regarding the Top 20 program. She explained this will be a three-year project. Mrs. Kittelson and Ms. Cross addressed the Board. Mrs. Kittelson explained each month at Lincoln there is a topic that the teachers will concentrate on. There will be a parent and student retreat next year during one of the evenings. A consultant will fly in and meet with the group. There will be monthly assemblies as well. All of these will tie into the monthly topic. Ms. Cross added the program will look at educating the whole child

Principal Reports (cont.)

including social emotional. They will learn how to be more supportive to the students and communicate more effectively while teaching the students to respect adults and other students.

Board members thanked the teachers, principals, students, and the parental support for the information that was shared from the buildings. This agenda item was informational only. No action was requested.

Partners in Parenting Update – Mrs. Stacy Kilwein, Coordinator for Partners in Parenting, addressed the Board. She was joined by Director of Student Services Dorothy Martinson and Prairie Rose Elementary Principal Sherry Libis. Mrs. Kilwein distributed a report which is posted under Supporting Documents on the website. She noted through the West Dakota Parent and Family Resource Center the Adolescent/Changing Program is provided to the 5th and 6th graders. This was the 11th year for the Gearing Up for Kindergarten program. There were 43 students that participated. Mrs. Kilwein listed the other sessions provided during the 2017-2018 school year. She is also the District's homeless liaison and foster care liaison. She assisted 106 students that qualified as homeless and 34 students that are under foster care. The relationship built between partnering with the schools and families, plus the resources, made it a good year.

Ms. Libis explained that Mrs. Kilwein's services and resources have been very beneficial in those instances when parents are looking for pieces to help with discipline, homework, or general concerns in the home or school. Ms. Libis is a member of the West Dakota Board and noted Mrs. Kilwein has a well-rounded representation of the community and meets the needs of the parents.

Mrs. Martinson said the needs of the families has changed over the past 10-15 years and the programs Mrs. Kilwein represents have changed with those needs. Mrs. Kilwein delivers several parenting sessions and support regarding issues parents are having with their children. Additionally, Mrs. Kilwein works very well with the homeless and the foster families and makes the counselors and social workers aware of the new students. She felt overall the District is very happy with Mrs. Kilwein's programs. Mrs. Kilwein puts in many late hours working with the parents and accommodating their schedules. Mrs. Martinson stated that she has received many compliments from the Department of Public Instruction regarding the West Dakota Family and Parent Resource Center.

Board members thanked Mrs. Kilwein and the administrators for the information they provided. This agenda item was informational only. No action was requested.

Budget Input and Development Committee Update – Board President Seaks and Board Member Rodakowski are the Board representatives on the Budget Committee. The Budget Committee met on April 27. A copy of the meeting minutes are available on the District's website under the District-wide Committee Meetings link. This agenda item was informational only. No action was requested.

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Dickinson High School (DHS) Architect Selection Committee: On May 1, 2018, the Dickinson High School (DHS) Architect Selection Committee interviewed three of the eight firms that submitted statements of qualifications to serve as the architect for proposed programming, design, and construction renovations at DHS. The Selection Committee recommends Board approval of Hulsing and Associates Architects, P.C., Dickinson, in partnership with Perkins+Will, an architecture firm out of Minneapolis, MN, as the architects for the DHS project. Action was requested. Mr. Wilkie moved to approve the recommendation from the Dickinson High School architect selection committee and approve Hulsing and Associates in partnership with Perkins+Will as the architects for the Dickinson High School project. Mrs. Schwartz seconded the motion. Discussion: Mrs. Rude referenced a previous Board meeting where the Board received input regarding concerns of placing out on bids the selection of an architect firm for the high school and the sentiment from administration was it could be detrimental to the process. Mrs. Rude hoped that the selected firm had been in the schools prior to the meeting tonight and started the work. President Seaks responded the selected firm has done a great deal of groundwork and the architects provided that information at their interview presentation. Mrs. Rude inquired if the firm will still have time to visit the high school staff and make determinations for what needs to be done. President Seaks responded the firm is well aware of the date the high school needs to be ready to go and the starting and ending points. The selection committee felt comfortable with the timeline. Mrs. Prchal, owner of Hulsing and Associates, addressed the Board. She explained that her team spent an afternoon touring the high school and addressing some of the issues and the needs. The timeline proposed at the interview process was having the school possibly ready by the 2020-2021 school year. Mrs. Prchal felt 16 months for construction would be obtainable. Board members thanked Mrs. Prchal for her information. A roll call vote was taken on the motion: ayes-5 (Rude, Rodakowski, Wilkie, Schwartz, Seaks); nays-0; absent-0. The motion carried unanimously.

Open Enrollment Application – Tracy Braaten applied for open enrollment for her child to be admitted to the Dickinson Public Schools from New England School District. She moved and therefore the deadline waiver applies. Her child has been attending Dickinson Public Schools. The administrative recommendation was to approve the application. Action was requested. Mrs. Schwartz moved to approve the open enrollment request for a child of Tracy Braaten to be admitted to the Dickinson Public Schools from New England School District under the open enrollment policy. Mrs. Rude seconded the motion. Assuming a roll call vote, the motion carried unanimously.

Wellness End-of-Year Summary – The district's Wellness End-of-the-Year Summary is posted under Supporting Documents. **Red** underlined text represents the changes in the summary from the beginning of the school year. This agenda item was informational only. No action was requested.

Annual Meeting Date and Time - Mrs. Schwartz moved to schedule the annual school board meeting for Monday, July 16, at 5:00 p.m. at the Central Administration Offices. Mrs. Rude seconded the motion. Assuming a roll call vote, the motion carried unanimously.

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Major Summer Building Projects – Business Manager Anderson addressed the Board and explained the major projects summary report is posted under Supporting Documents. This report had been provided and discussed by the Budget Committee. When it was presented to the Budget Committee, the roof repair project at the high school was overlooked but is included on the posted document. There are mainly high priority items on the posted document. This agenda item was informational only. No action was requested.

School Board Policy Addition, First Reading – The North Dakota School Boards Association (NDSBA) has recommended adopting Policy ABDA Accessibility Policy. This policy is available on the website under Supporting Documents. Action was requested. Mrs. Rude moved to complete the first reading for adopting policy ABDA-Accessibility Policy, as presented. Mrs. Schwartz seconded the motion. A roll call vote was taken on the motion: ayes-5 (Rude, Schwartz, Rodakowski, Wilkie, Seaks); nays-0; absent-0. The motion carried unanimously.

School Board Policy Revisions, First Reading – Administrative recommendation was to revise policies DDA-Sick Leave and DDBA-Vacations. Recommended revisions are noted in red text and/or ~~strikeout~~. These policies are available on the website under Supporting Documents. Action was requested. Mr. Rodakowski moved to complete the first reading of revised policies DDA-Sick Leave and DDBA-Vacations, as presented. Mrs. Schwartz seconded the motion. A roll call vote was taken on the motion: ayes-5 (Schwartz, Wilkie, Rodakowski, Rude, Seaks); nays-0; absent-0. The motion carried unanimously.

School Board Regulation Revision, First Reading and Final Adoption – Administrative recommendation was to revise DDBB-BR Holidays for Classified Staff. This regulation is available on the website under Supporting Documents. Action was requested. Mrs. Schwartz moved to complete the first reading and final adoption of revised board regulation DDBB-BR Holidays for Classified Staff, as presented. Mrs. Rude seconded the motion. A roll call vote was taken on the motion: ayes-5 (Rodakowski, Wilkie, Schwartz, Rude, Seaks); nays-0; absent-0. The motion carried unanimously.

School Board Policy Revision, Second Reading and Final Adoption – The Tobacco Prevention Program at Southwest District Health Unit in cooperation with the North Dakota School Boards Association has proposed changes to policy ABBA-Dickinson Public School District's Policy for Tobacco Use. Recommended revisions are noted in red text and/or ~~strikeout~~. Administrative recommendation was to revise the policy with the requested changes. Mr. Wilkie moved to complete the second reading and final adoption for revising policy ABBA-Dickinson Public School District's Policy for Tobacco Use, as presented. Mrs. Schwartz seconded the motion. A roll call vote was taken on the motion: ayes-5 (Wilkie, Rude, Rodakowski, Schwartz, Seaks); nays-0; absent-0. The motion carried unanimously.

2018-2019 Student Handbooks - A copy of the 2018-2019 student handbooks for the elementary schools, Dickinson Middle School, Dickinson High School, and Southwest Community High School have been posted under Supporting Documents on the school board website. Revisions have been noted in red text and/or ~~strikeout~~. Administrative recommendation was to approve the student handbooks. Action was requested. Mr. Rodakowski moved to approve the 2018-2019

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2018-2019 Student Handbooks (cont.)

elementary schools' student handbooks, Dickinson Middle School student handbook, Dickinson High School student handbook, and Southwest Community High School student handbook, as presented. Mr. Wilkie seconded the motion. Discussion: Mrs. Rude suggested the handbooks be tabled until the new administration has had time to review the policies that are reflected in the handbooks. She inquired how difficult it would be for the student handbooks to be printed after Dr. Hocker arrives and has had time to review them and still have the handbooks ready for distribution this fall at registration. Superintendent Sullivan responded that common practice is to move forward with the student handbooks as they have been reviewed by administration and to provide ample time to get the handbooks distributed to faculty, students, and parents. President Seaks inquired regarding Century Code and the need to have the handbooks printed and handed out to every student. With the advancement of technology, he wondered if they could be posted on the website instead of having a paper copy provided. Superintendent Sullivan explained all the handbooks are posted on the website. He added that not every constituent has access to the internet. A roll call vote was taken on the motion: ayes-4 (Schwartz, Wilkie, Rodakowski, Seaks); nays-1 (Rude); absent-0. The motion carried.

2018-2019 Classified Salary and Benefit Package – Business Manager Anderson addressed the Board. He noted it is the recommendation of the Budget Committee to authorize a salary increase for 2018-2019 of 4% for all currently employed classified staff. The 2018-2019 Classified Salary and Benefit Package is posted on the website under Supporting Documents. Mr. Anderson stated there were some fairly major changes to the Classified Salary and Benefit Package. Those changes, other than the 4% increase, included eligibility for benefits changed from 17.5 hours to 20 hours, an additional holiday of Presidents' Day, and cleaning up some minor items. One change that did not happen was the salary schedule that the Budget Committee hoped to have in place for the next school year. Mr. Wilkie moved to approve the Classified Salary and Benefit package with an effective date of July 1, 2018, and to authorize an increase for 2018-2019 of 4% for classified staff who have received a satisfactory performance evaluation, as presented. Mrs. Rude seconded the motion. A roll call vote was taken on the motion: ayes-5 (Schwartz, Wilkie, Rodakowski, Rude, Seaks); nays-0; absent-0. The motion carried unanimously.

Other – There were no other topics.

Adjournment - At 6:02 p.m., President Seaks declared the meeting adjourned.

Brent Seaks, Board President

Kent Anderson, Business Manager

Twila Petersen, Secretary