

Unapproved School Board Meeting Minutes

Dickinson Public Schools
Annual Meeting

July 17, 2017; 5:00 p.m.
Board Room, Central Office

The Dickinson Public School Board held its annual meeting on July 17, 2017, at the Central Administration Office. Board members present were: Mrs. Sarah Ricks, Mr. Brent Seaks, Mrs. Kim Schwartz, Mr. David Wilkie, and Mrs. Tanya Rude. Administrators present were: Superintendent Douglas Sullivan, Mr. Kent Anderson, Dr. Marcus Lewton, Mrs. Melanie Kathrein, Mr. Shawn Leiss, Mrs. Dorothy Martinson, and Mr. Jay Hepperle. Others present were: Mrs. Shannon Binstock, Mrs. Twila Petersen, and Mr. Grady McGregor and Ms. Sydney Mook from The Dickinson Press.

Call to Order – Chair Sarah Ricks called the meeting to order at 5:00 p.m. She welcomed Mr. Kent Anderson, the new Dickinson Public Schools business manager.

Election of Officers – Chair Ricks opened the floor for the election of office for the position of president of the school board. Mrs. Rude nominated Sarah Ricks as president of the Dickinson Public School Board. Mr. Wilkie seconded the motion. Chair Ricks made three calls for additional nominations. There were no further nominations. A roll call vote was taken: ayes-4 (Rude, Schwartz, Seaks, Wilkie); nays-0; absent-0; abstain-1 (Ricks). The motion carried unanimously. President Ricks thanked the Board members for their support.

Board President Ricks conducted the election for a new Board vice president. She opened the floor for nominations. Mrs. Rude nominated Mr. Brent Seaks as vice president of the Dickinson Public School Board. Mrs. Schwartz seconded the motion. President Ricks made three calls for additional nominations. There were no further nominations. A roll call vote was taken: ayes-4 (Wilkie, Schwartz, Rude, Ricks); nays-0; absent-0; abstain-1 (Seaks). The motion carried unanimously.

Public Participation – There were no requests for public participation.

Additional Agenda Items/Removal of Items from the Consent Agenda – There were no additions or deletions to the agenda.

Consent Agenda - Mrs. Rude moved to approve the agenda including the consent agenda consisting of the minutes from the June 12 regular Board meeting, the June 22 workshop minutes; the bills for June 2017; the financial reports for July 1, 2017; the pledged assets report for July 1, 2017; the personnel reports; a tuition waiver request for two children of Sarah Willman from Dickinson to South Heart, a tuition waiver request for a child of Shannon Binstock from South Heart to Dickinson; and the student/faculty 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 following topics.

- a. **Dickinson Middle School Ribbon Cutting** – Dr. Sullivan noted the Ribbon Cutting Ceremony for the new middle school is scheduled for Monday, July 31 at 9:00 a.m. Board members and their spouses are invited to the ceremony and reception.
- b. **Certified Vacancies** - He noted the District is currently trying to fill five teacher positions in the District. The candidate pool is low and the District is struggling to fill some positions.
- c. **Policy Services Contract** – Superintendent Sullivan informed the Board that he has renewed the policy services membership with the North Dakota School Boards Association (NDSBA). There are no changes to the agreement from last year and the fees remained the same.

Superintendent's Report (cont.)

- d. **Building Principals Presenting to Board** – Dr. Sullivan has been working with Cabinet members to provide building principal presentations to the Board on a monthly basis. He read a list of which buildings will be presenting to the Board during each month. Each building will present three times over the course of the school year.

Business Topics

Transportation Report – Available on the website under Supporting Documents is a copy of the 2016-2017 DPS Transportation Report. Superintendent Sullivan addressed the Board explaining the report has information regarding routes and miles traveled. Dr. Sullivan expressed his sincere appreciation to the bus drivers for the great job they are doing at transporting the students in and around the District. Mrs. Rude inquired how many minutes the students were riding the bus. Dr. Sullivan responded he did not have that information available at the meeting. This agenda item was informational only. No action was requested.

Early Childhood Education Grant – The Department of Public Instruction requires school district's to have a discussion regarding the Early Childhood Education Grant program. Superintendent Sullivan addressed the Board explaining a coalition was formed at a meeting on September 24, 2015. From that point forward he is not aware of the activity of the coalition. He noted the District is eligible for the grant but it does not have the classroom capacity. Additionally, this is not a fully funded program. Dr. Sullivan stated he is required to make a report to the Board but no action is required from the Board. This agenda item was informational only. No action was requested.

Business Manager Certification – Business Manager Kent Anderson began his role in the school district on July 1. At the time he was hired, it was noted the desire of the school board was for Mr. Anderson to complete the School Business Manager Certification Program offered through the North Dakota School Boards Association (NDSBA). The program includes 52 credit hours of coursework and 9 hours of training at either a NDSBA and/or NDASBM sponsored event. Classes began on July 13 and 14 and Superintendent Sullivan authorized Mr. Anderson to be in attendance at the training. Most of the courses are offered online but there are sessions in October and February in Bismarck. The cost to the district is \$2,600 plus expenses and participation requires school board approval. Action was requested. Mrs. Rude moved to authorize Mr. Kent Anderson to participate and attend the School Business Manager Certification program, beginning in July 2017, at the expense of the Dickinson Public Schools. Mrs. Schwartz seconded the motion. A roll call vote was taken on the motion: ayes-5 (Seaks, Schwartz, Wilkie, Rude, Ricks); nays-0; absent-0. The motion carried unanimously.

Self-Funded Health Insurance Committee Report – Superintendent Sullivan reported on the recommendations of the Health Insurance Committee and updated the Board on the program. The Self-funded Health Insurance Committee met on June 22 and recommended an increase in the premiums of 1%. The committee decided to transition from the current two-tier system, single and family, to a four-tier system that includes single plus children and single plus spouse. Full implementation of the four-tier system will occur over a two-year period. Available on the website under Supporting Documents is an information sheet regarding the premium rates. Superintendent Sullivan explained the District has been working with the Hays Group. Part of the conversation with Hays was an alignment of the program with the industry as its function in the nation. Action was suggested. Mrs. Schwartz moved to approve the transition from the District's current two-tier system,

Self-Funded Health Insurance Committee Report (cont.)

single and family, to a four-tier system that includes single plus children and single plus spouse. Full implementation of the four-tier system will occur over a two-year timeframe. She further moved to set the 2017-2018 rates as follows: single (\$537.14); single/spouse (\$1,342.86); single/children (\$1,181.71), and family (\$1,611.43). Mr. Wilkie seconded the motion. Assuming a roll call vote, the motion carried unanimously.

Annual Financial Report – A copy of the annual financial report is posted under Supporting Documents on the school board website. This report is a summary of the 2016-2017 expenditures and revenue for the District in a DPI format. Business Manager Kent Anderson reviewed portions of the report. He noted the numbers are consistent and match the monthly information provided to the Board. The average cost per pupil for Dickinson Public Schools is \$10,879. In response to a question, Mr. Anderson explained there was a transfer in 2016-2017 from the general fund to the food service fund. Mrs. Schwartz moved to approve the Annual Financial Report for the fiscal year beginning July 1, 2016, and ending June 30, 2017, as presented. Mr. Seaks seconded the motion. Assuming a roll call vote, the motion carried unanimously.

Meeting Day and Time – The Board needed to establish its regular meeting day and time. It is currently the second Monday of the month at 5:00 p.m. Due to legislative action regarding tax levy notification, the August meeting may not begin before 6:00 p.m. Mrs. Rude moved that the regular meeting of the Dickinson Public School District be set for the second Monday of each month beginning at 5:00 p.m., with the exception of the August 14 meeting to begin at 6:00 p.m., and the April Board meeting to be scheduled for 5:00 p.m. on Monday, April 16, 2018. Mr. Seaks seconded the motion. Assuming a roll call vote, the motion carried unanimously.

Board Workshops – The Board discussed some potential months that they would like to schedule a workshop. Mrs. Rude moved to schedule the Board workshops after the School Board Meetings in October and November 2017 to be held at the Central Administration Office. She further moved to schedule a workshop on July 27 beginning at 3:00 at the Central Administration Office. Mrs. Schwartz seconded the motion. Assuming a roll call vote, the motion carried unanimously.

School Board Authorized Representative – Many federal programs require official Board minutes declaring the designation of the authorized representative for the District. Action was requested. Mr. Wilkie moved that Superintendent Douglas W. Sullivan be named the authorized representative of the Dickinson Public School District that shall include and not be limited to the Department of Public Instruction and the legislature. He further moved that Superintendent Sullivan be the authorized representative for the District for all federal programs, including but not limited to: all school lunch programs, vocational programs, the Energy Infrastructure and Impact Office, Title I, Title III, Title IV, E-rate and Job Service programs. Mr. Wilkie also moved that Director of Instruction Melanie Kathrein be named the authorized representative for the District's Title IIa program. Mrs. Schwartz seconded the motion. Assuming a roll call vote, the motion carried unanimously.

Special Education Authorized Representative – Many grant programs require an authorized representative from the District be designated. Administrative recommendation was to designate Mrs. Dorothy Martinson, Director of Student Services, as the authorized representative for VI-B and other special education grants. Action was requested. Mr. Seaks moved that Dorothy Martinson be named

Special Education Authorized Representative (cont.)

the authorized representative for the Dickinson Public School's VI-B and other special education grants. Mr. Wilkie seconded the motion. Assuming a roll call vote, the motion carried unanimously.

Authorized Representative for the 21st Century Community Learning Centers (CCLC) Program

– When submitting the 2017-2018 21st Century Grant, DPI requires verification that the school board of the fiscal agent for the grant appoint an authorized representative for the grant. As managing and administering the 21st Century Grant is in the portfolio of Dickinson Middle School Assistant Principal Casaundra Francis, administrative recommendation was to appoint her as the authorized representative. Mrs. Rude moved to appoint Dickinson Middle School Assistant Principal Casaundra Francis as the authorized representative for the 21st Century Community Learning Center grant for the 2017-2018 school year. Mrs. Schwartz seconded the motion. Assuming a roll call vote, the motion carried unanimously.

Designate Homeless Liaison – Dickinson Public Schools is required to provide services to individual's considered homeless. Administrative recommendation was to designate Mrs. Stacy Kilwein, Coordinator for Partners in Parenting, as the District's Homeless Liaison. Action was requested. Mr. Wilkie moved to designate Stacy Kilwein as the Dickinson Public School District's Homeless Liaison for the 2017-2018 school year. Mrs. Rude seconded the motion. Discussion: Superintendent Sullivan requested an opportunity to provide some background information. DPI requires the homeless liaison to participate in several trainings. He noted Mrs. Kilwein has participated in trainings and webinars and has completed all her training for the upcoming school year. Mrs. Kilwein is the point of contact in the District. After she has been contacted, she visits with the family to do an assessment and then find out if the family qualifies for programs and identifies their needs. If necessary, she will refer the individual to resources such as social services. The building principal is also notified along with the social worker and counselor. Dr. Sullivan explained this is a big responsibility. Mr. Wilkie added Mrs. Kilwein is a member of the Dickinson homeless coalition and she is making contact with people from other entities who can get involved with the families. She is reaching out to a large amount of people and doing many things for the homeless students. Mrs. Rude thanked Dr. Sullivan and Mr. Wilkie for enlightening her and clarifying the position. Assuming a roll call vote, the motion carried unanimously.

Title I Look-Alike Program – Jefferson Elementary and Lincoln Elementary do not qualify for Title I funding due to its free and reduced lunch ratio in the building. Title I Look-Alike Programs may be funded by supplemental local funds specifically set aside for this purpose. Action was requested. Mrs. Rude moved to designate supplemental funds in the amount of \$95,361.02 to be set aside by the school district for at-risk students at Jefferson Elementary and \$107,448.74 be set aside by the school district for at-risk students at Lincoln Elementary, for the 2017-2018 school year to provide supplemental services to support these student's attainment toward meeting the state's student academic achievement standards. Mrs. Schwartz seconded the motion. A roll call vote was taken on the motion: ayes-5 (Rude, Schwartz, Wilkie, Seaks, Ricks); nays-0; absent-0. The motion carried unanimously.

Designate Official Newspaper – North Dakota Century Code requires that the school district designate an official newspaper. Action was requested. Mrs. Schwartz moved to designate The Dickinson Press as the official newspaper of the Dickinson Public School District. Mrs. Rude seconded the motion. Assuming a roll call vote, the motion carried unanimously.

Bank Depository Designation – State law requires the District designate all depositories at its annual meeting. The administrative recommendation was to designate American Bank Center as the official depository for the school district checking account and other investments and Wells Fargo Bank, Bank of the West, Dacotah Bank, Dakota Community Bank, and Cornerstone Bank as depositories for investments. Action was requested. Mr. Wilkie moved that American Bank Center be designated as the official depository for the school district checking account and other investments and further moved that Wells Fargo Bank, Bank of the West, Dacotah Bank, Dakota Community Bank, and Cornerstone Bank be designated as depositories for investments for the 2017-2018 fiscal year. Mrs. Schwartz seconded the motion. Assuming a roll call vote, the motion carried unanimously.

Committee Assignments – Mr. Seaks moved to designate for 2017-2018 Mrs. Sarah Ricks and Mrs. Kim Schwartz as primary Board representatives for teacher negotiations. He further moved to designate Mr. Brent Seaks and Mrs. Tanya Rude as Board representatives on the administrative negotiations with Mr. David Wilkie assigned as a secondary representative. Mr. Seaks moved to designate Brent Seaks as the primary school board representative on the Roughrider Area Career and Technology Center and Mrs. Sarah Ricks as the secondary representative and to designate Mrs. Tanya Rude as the primary school board representative on the Stark County Job Authority Development Committee and Mr. David Wilkie as the secondary representative. Mrs. Rude seconded the motion. Assuming a roll call vote, the motion carried unanimously.

Conflict of Interest – Copies of the school board member's most recent Statement of Interest forms are posted under Supporting Documents. President Ricks noted a change to her Statement of Interest form as she is now employed. Mr. Seaks moved to allow Sarah Ricks to participate and vote on the identified potential conflicts in accordance with N.D.C.C. § 15.1-07-17. Mr. Wilkie seconded the motion. A roll call vote was taken on the motion: ayes-4 (Schwartz, Seaks, Wilkie, Rude); nays-0; abstain-1 (Ricks). The motion carried unanimously.

Mrs. Rude stated she had no changes to her Statement of Interest form. Mr. Wilkie moved to allow Tanya Rude to participate and vote on the identified potential conflicts in accordance with N.D.C.C. § 15.1-07-17. Mr. Seaks seconded the motion. A roll call vote was taken on the motion: ayes-4 (Schwartz, Wilkie, Seaks, Ricks); nays-0; abstain-1 (Rude). The motion carried unanimously.

Mr. Seaks stated he had no changes to his Statement of Interest form. Mrs. Schwartz moved to allow Brent Seaks to participate and vote on the identified potential conflicts in accordance with N.D.C.C. § 15.1-07-17. Mrs. Rude seconded the motion. A roll call vote was taken on the motion: ayes-4 (Schwartz, Rude, Wilkie, Ricks); nays-0; abstain-1 (Seaks). The motion carried unanimously.

Mrs. Schwartz stated she had no changes to her Statement of Interest form. Mrs. Rude moved to allow Kim Schwartz to participate and vote on the identified potential conflicts in accordance with N.D.C.C. § 15.1-07-17. Mr. Seaks seconded the motion. A roll call vote was taken on the motion: ayes-4 (Seaks, Rude, Wilkie, Ricks); nays-0; abstain-1 (Schwartz). The motion carried unanimously.

Mr. Wilkie stated he had no changes to his Statement of Interest form. Mrs. Rude moved to allow David Wilkie to participate and vote on the identified potential conflicts in accordance with N.D.C.C. § 15.1-07-17. Mr. Seaks seconded the motion. A roll call vote was taken on the motion: ayes-4 (Schwartz, Seaks, Rude, Ricks); nays-0; abstain-1 (Wilkie). The motion carried unanimously.

School Board Regulation Additions, First Reading and Final Adoption – Board regulations BA-BR1–Board Ethics Regulation and BA-BR2–Board Member Internet and Social Media Use are posted on the website under Supporting Documents. These new regulations are recommended by NDSBA. Action was requested. Mr. Seaks moved to approve for first reading and final adoption for new Board regulation BA-BR1-Board Ethics Regulation and new Board regulation BA-BR2-Board Member Internet and Social Media Use, with the brackets removed. Mr. Wilkie seconded the motion. A roll call vote was taken on the motion: ayes-5 (Schwartz, Wilkie, Seaks, Rude, Ricks); nays-0; absent-0. The motion carried unanimously.

School Board Policy Addition, First Reading – NDSBA recommended the addition of policy BAB-Board Conflict of Interest. This new policy is posted on the website under Supporting Documents. Action was requested. Mrs. Rude moved to approve for first reading new Board policy BAB-Board Conflict of Interest, as presented. Mr. Wilkie 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.

School Board Policy Revisions, First Reading – There were several policies with recommended revisions. The revised policies are posted on the website under Supporting Documents. Changes noted in red text are recommended by NDSBA. Changes noted in purple text are recommended by the DPS administration or a School Board member. Policy ACEA-Bullying Prevention Policy has several revisions made at the request of Board members. NDSBA recommended amending this policy with one reading. Mrs. Schwartz moved to approve for first reading revised policy GDA-Graduation Requirements and amended policy ACEA-Bullying Prevention Policy, as presented, and to expedite the process, waive the second reading and recognize this as the final adoption. She further moved to approve for first reading revised policies BA-School Board Ethics, BCAD-Executive Session, CAAB-Superintendent Evaluation Procedure, DDA-Sick Leave, FACB-Student Transfer and Withdrawal Records, and revised policy FCAF-Concussion Management, as presented. Mrs. Rude seconded the motion. A roll call vote was taken on the motion: ayes-5 (Seaks, Wilkie, Rude, Schwartz, Ricks); nays-0; absent-0. The motion carried unanimously.

Other – Mrs. Rude inquired if there was any public relations being done to inform the patrons of the District regarding raising the mills. This information might help to minimize any challenges the Board may face at its August public hearing. She will be writing a Letter to the Editor.

Mrs. Rude thanked Mr. Anderson for accepting the position of business manager and welcomed him to the District.

Adjournment – At 6:11 p.m., President Ricks declared the meeting adjourned.

Sarah Ricks, Board President

Kent Anderson, Business Manager

Twila Petersen, Secretary