

## Unapproved School Board Meeting Minutes

Dickinson Public Schools  
Special Meeting

November 10, 2016; 8:30 a.m.  
Board Room, Central Office

The Dickinson Public School Board held a special meeting on November 10, 2016, at the Central Administration Office. Board members present were: President Sarah Ricks, Mrs. Tanya Rude, Mrs. Kim Schwartz, and Mr. David Wilkie. Board member absent was Vice president Brent Seaks. Administrators present were: Superintendent Douglas Sullivan and Assistant Superintendent Vince Reep. Also present was Mrs. Twila Petersen.

**Call to Order** - Board President Ricks called the meeting to order at 8:30 a.m.

**Public Participation** – There were no requests for public participation.

**North Dakota School Board Association (NDSBA) Superintendent Evaluation System** – At the November 1 Special School Board Meeting Board members reviewed and adopted the NDSBA Superintendent Evaluation System. At that time consensus was to review the questions within the system and modify the questions to align with the District’s superintendent’s job description. Available on the website is a copy of the NDSBA Superintendent Evaluation System and CAAA-E—Superintendent’s Job Description. Board members reviewed each question in the superintendent’s evaluation system. Following are the revisions to the evaluation system based on the input from board members. Board members acknowledged the Board’s intent to revisit the evaluation in the spring and potentially add, remove, or revise items. Board members expect this process to evolve over time.

### 1. GOAL AND VISION SETTING

The superintendent ~~assists board with~~ oversees developing or updating a district-wide strategic plan that is based on district data, the district’s mission, other identified district needs; the plan outlines both short- and long-term goals.

Superintendent provides for regular reports to board on steps taken to accomplish ~~short and long term~~ goals and demonstrates progress toward accomplishing district goals.

### 2. BOARD RELATIONS

Board agenda, as set by board president and superintendent, contains more “big picture” items than minutia and each month at least some agenda items relate to district’s goals and strategic plan.

~~Superintendent executes all roles and responsibilities in the job description and in policy and reports to board on policy implementation and amendments as needed.~~ Superintendent advises board on need for new or revised policies and sees that all policies of board are implemented.

Superintendent ensures that ~~supporting documents board packets~~ contain information necessary for board decision making and ~~submits meeting packets to board~~ are generally posted on the website at least ~~three~~ days prior to ~~regular~~ board meetings.

Superintendent answers board questions in a timely manner.

Information superintendent provides to board, staff, and public is accurate.

Superintendent communicates with board throughout the month via updates—not just at monthly board meetings.

~~Superintendent complies with state and federal law.~~

Superintendent complies with district policy.

~~Superintendent upholds the ESPB Professional Code of Conduct.~~

~~Superintendent's decisions do not need review or reconsideration by the board. Board has confidence in superintendent's decision.~~

Superintendent takes final responsibility for execution of any duties that s/he delegated.

### 3. HUMAN RESOURCE MANAGEMENT

**Suggested evidence:** employee job descriptions, **portfolios**, personnel policies, board meeting minutes, list of staff training/professional development opportunities, staff evaluation forms, de-identified reports on plans of improvement, staff orientation checklists, negotiated agreement, staff newsletters, reports on trends from personnel evaluations (aggregated and de-identified), and staff meeting minutes

Superintendent ensures development of job descriptions **or portfolios** for district staff and ensures hiring policies, procedures, and laws are followed to select and retain qualified employees.

Superintendent's recommendations to the board to nonrenew for cause or discharge licensed staff and superintendent's reports to the board on ancillary staff dismissals occur infrequently, typically after efforts to help the employee improve.

Superintendent ~~plans and executes~~ **ensures** staff training/professional development **is planned and executed** as evidenced by reports to the board, including reports on the outcome of staff training/professional development.

~~Superintendent manages personnel evaluation system including developing and reviewing personnel evaluation forms and ensuring completion of evaluations by applicable deadlines in law and/or district policy.~~

~~Superintendent oversees system of employee remediation including ensuring that professional development is provided to teachers and principals who need to improve their instructional performance or administrative skills; superintendent reports to board on impact of coaching programs without referencing specific staff members.~~

Superintendent ensures that district administrators hold orientation for new staff to familiarize them with policies, procedures, and job duties.

Superintendent ~~recommends to the board~~ **oversees** programs to recognize ~~outstanding~~ staff members and to encourage staff engagement.

Superintendent recommends to the board **any** policies and negotiated agreement amendments designed to promote a fair, equitable, safe, and productive workplace, including policies on employee conduct, benefits, safety, and workload distribution.

Superintendent seeks input from and regularly communicates with staff on district goals, needs, issues, and changes to programs/policies/procedures.

Superintendent encourages and empowers principals to make decisions on behalf of their buildings and to implement innovative programs and services in their buildings.

#### 4. CURRICULUM AND STUDENT SUPPORT SERVICES

Superintendent presents the board with data on indicators of student achievement and post-secondary preparation (e.g., graduation rates, remedial coursework enrollment trends, college acceptance rates, grade remediation trends, number of scholarship recipients, etc.) to help identify curricular needs and inform the district's strategic plan.

Superintendent brings curriculum changes to the board for approval as needed, explaining how these changes support the district's mission, strategic plan, and goals.

Superintendent regularly meets or corresponds with building administrators to discuss implementation of curriculum, including instructional strategies and challenges associated with implementation. ~~the superintendent shares these discussions with the curriculum committee.~~

~~Superintendent recommends to the board for approval programs that allow for research-based instruction and course offerings; such programs include plans of implementation.~~

Superintendent ensures that all school buildings have and use intervention programs to identify students in need of additional assistance academically, socially, and emotionally.

~~Superintendent ensures that academic enrichment programs are available, as necessary.~~

~~Superintendent recommends to the board for adoption policies and programs designed to make the overall educational environment safe and to encourage student engagement including policies and programs on safety, conduct, recognition programs, and extracurricular activities.~~

~~Superintendent schedules annual board review of district policies on student support services for special categories of students including disabled, migrant, English Language Learners, and homeless students to ensure these policies are meeting these students' needs.~~

~~State assessments are completed in accordance with law, and required data are reported in Powerschool at the time and in the manner required by law.~~

Superintendent reports aggregated student assessment results and other student achievement indicators to board, staff, and community as available.

#### 5. COMMUNITY RELATIONS

Superintendent attends the meetings of, or is involved in the activities of, community and civic organizations ~~as directed by the board.~~

Superintendent oversees implementation of a community communication plan, which includes a district newsletter issued to parents and posted on the website ~~[and community members]~~; regularly speaks to the news media about school activities, successes, and events; and uploads information about district schools and initiatives on the district's website ~~[and social media]~~.

~~Superintendent works with key community stakeholders to help further the district's mission and support district schools (e.g., law enforcement and social service agencies).~~

Superintendent recommends to the board, as needed, public ~~hearings forums~~ to receive input on district issues.

~~Superintendent identifies ways to invite the community into district schools for programs, activities, and events.~~

## 6. OPERATIONS AND RESOURCES MANAGEMENT

Superintendent's budget recommendations take into account ending fund balance requirements in NDCC 15.1-07-29 and 15.1-27-35.3.

Superintendent ensures that the special reserve fund does not exceed limitations in NDCC 57-15-14.2; superintendent assists the business manager to ensure that these funds are invested in accordance with restrictions in law and in a manner meant to maximize return.

During board discussions of budget, superintendent explains how it supports the district's strategic plan and goals.

Superintendent's mill levy recommendations are based on actual needs as clearly explained to the board during budget discussions.

Superintendent's recommendations related to the building levy are based on justified needs, including long-term demographic information and/or a deferred maintenance plan.

Superintendent assists the business manager and board with ensuring that the budget is approved and mill levies are certified in accordance with deadlines in laws.

~~Superintendent oversees a district wide system of purchasing that helps the district stay on budget and brings cost savings recommendations to the board.~~

~~Superintendent seeks and recommends to the board new sources of revenue (e.g., grants, loans, donor contributions) appropriate for the district.~~

School buildings, grounds, and equipment are well maintained and typically in proper working order.

~~Superintendent ensures that insurance carrier has up to date information on all district owned buildings, equipment, and supplies, and insurance coverage is adequate to cover potential loss.~~

Superintendent has developed, or assisted the business manager with developing a deferred maintenance plan for school buildings and requires building administrators to perform a risk management assessment to determine facilities and equipment that need repair, which is discussed with the board.

Superintendent has established a process for administrators to request needed equipment and supplies and developed timelines for submitting these requests consistent with budget cycles.

**Adjournment** – At 10:38 a.m. President Ricks declared the meeting adjourned. The meeting adjourned at 10:38 a.m.

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Sarah Ricks, Board President

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Vince Reep, Business Manager

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Twila Petersen, Secretary