

## Unapproved School Board Workshop Minutes

Dickinson Public Schools  
Board Workshop

November 14, 2016; After Board Meeting  
Board Room, Central Office

The Dickinson Public School Board held a workshop on November 14, 2016, 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, Mrs. Melanie Kathrein, Mr. Shawn Leiss, Ms. Sherry Libis, Dr. Marcus Lewton, Ms. Casaundra Francis, Mr. Ron Dockter, Mr. Jay Hepperle, Mr. Guy Fridley, Mrs. Sara Streeter, Mrs. Kristy Goodall, Mr. Henry Mack, and Mrs. Susan Cook. Also present was Mrs. Twila Petersen.

**Call to Order** - Board President Ricks called the workshop to order at 6:12 p.m.

**Central Administration Office Reorganization** – Superintendent Sullivan explained the school board members and the Cabinet members were previously presented with a Central Administration Office handout. Within the handout were two options for a proposed organizational chart for the Central Office. Option 1 created a part-time business manager position and full time federal program coordinator. Option 2 provided a full-time business manager position and no federal program coordinator. Dr. Sullivan's recommendation to the board for consideration was option 2 with the full time business manager position and the additional human resources position. He further recommended option 2 be a phase-in with the business manager and human resources positions. A position would also need to be created for the curriculum coordinator. The curriculum coordinator title could change. Board policy requires the board to create a new administrator position. Mrs. Rude was in agreement with the full time business manager position and the full time human resource manager. She would like to see the curriculum position be split between K-6 and 7-12 and have a primary curriculum coordinator over each. Additionally, she felt the district needed a technology director or manager; someone that can manage people and talk to people and direct staff in the technology area. Dr. Sullivan concurred regarding a technology person and said that it had been a topic for discussion in prior years in the school district. Finding the right person might be difficult but not impossible. The first step would be to come up with a definition for that individual. Mr. Seaks said he appreciated the information that was put together. He knows the Central Office staff are overworked and understaffed. He supported Mrs. Rude's suggestion for a technology director and felt that person could implement many things and do a lot for the district. He would like to see a technology director box in the organizational chart. It would provide the district stakeholders a better picture of what the district needs in order to function at a certain level. Implementation may need to be done in stages as resources become available. President Ricks felt it was the boards' responsibility to approve the position and it was up to the administration to decide what titles and responsibilities go in the box. The board would need to rely on the expertise of the administration how best to divide that up and create the job descriptions. Mr. Seaks inquired what the budgetary implications would be for option 2. Dr. Sullivan responded this would depend on the final decision. Phase I could range from approximately \$75,000 for administrative positions to approximately \$40,000 for a Teacher on Special Assignment. Implementing phase I and II simultaneously would be more expensive. President Ricks explained that what she was hearing from the board members was they were more favorable if the organizational chart included a technology director. Mr. Wilkie, Mr. Seaks, and Mrs. Schwartz concurred. Mrs. Rude felt that it was the appropriate direction as long as there would be open discussions amongst all the district administrators and they all understood the big picture. She requested to see different parts that align with individuals to determine how many staff are needed.

She didn't care who the individual was and it didn't need to have names attached. That way 5-10 years down the road it could still be understood.

Superintendent Sullivan provided a handout with a recommended book for board members to consider regarding the PLC institute. President Ricks followed up that this would be a recommendation to the board to do a book study on professional learning communities.

**Adjournment** – President Ricks declared the workshop adjourned at 6:35 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