

## Unapproved School Board Meeting Minutes

Dickinson Public Schools  
Regular Meeting

November 14, 2016; 5:00 p.m.  
Board Room, Central Office

The Dickinson Public School Board held a regular meeting 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, Ms. Sherry Libis, Mr. Guy Fridley, Mr. Ron Dockter, Mrs. Kristy Goodall, Mrs. Susan Cook, Mrs. Sara Streeter, Dr. Marcus Lewton, Mr. Henry Mack, Mr. Jay Hepperle, and Mr. Shawn Leiss. Others present were: Ms. Jarris Bergherr, Mrs. Twila Petersen, and Ms. Sydney Mook from the Dickinson Press.

**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 removal of agenda items from the Consent Agenda.

**Consent Agenda** – Mr. Seaks moved to approve the agenda including the consent agenda consisting of the minutes from the October 10 regular board meeting, the October 10 board workshop, the November 1 and 10<sup>th</sup> special board meetings; the bills for October 2016; the financial reports for November 1, 2016; the pledged assets report for November 1, 2016; the personnel reports; the student/staff recognitions; and a tuition waiver for a child of Joyell Binstock from South Heart to Dickinson; as presented. Mrs. Rude seconded the motion. Assuming a roll call vote the motion carried unanimously.

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

- a) **Teacher Evaluation Instrument Committee Meeting** – The next meeting is scheduled for Wednesday, November 16 at 4:00 p.m.
- b) **DHS Drama Production** – Dr. Sullivan reminded board members of the DHS drama production this week Friday and Saturday at 7:00 p.m. and Sunday at 2:00 p.m.
- c) **American Education Week** – American Education Week is celebrated this week, November 14-18. As in the past, the school board will be sending meat and cheese trays to all the buildings on Wednesday.
- d) **AdvancED** - Superintendent Sullivan explained AdvancED has reviewed its standards and will be revising them. The revised standards should be available early next year. Starting tomorrow, the buildings will begin administering the perception surveys to students.
- e) **Inclement Weather** – For the benefit of the new school board members, Superintendent Sullivan explained the procedure for early dismissal or closing of school due to inclement weather. He noted that whether or not the buses will run or whether or not school will be cancelled is a decision made by the superintendent and the director of Harlow's Bus Service. If for some reason the rural buses would need to run early they would need to pick up the rural students before 1:00 to have time to return and bus the in-city students. The buses are utilized for both in town and out of town transportation. Dr. Sullivan explained that school is not cancelled very often. Once the students are at school they are in the buildings and they are safe. If students were to be released early and sent home, in many cases they would be sent to unattended houses or locked houses. If the snow is going to end near the end of the school day, it would be more beneficial to release the students at the regular time. This also provides the City with some additional time to try and clear/move snow. Mr. Seaks inquired the process for extracurricular activities and decisions about teams leaving town. Dr. Sullivan responded

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

the decisions regarding activity buses are made by the activities director, Mr. Guy Fridley. Mr. Fridley works closely with the other activity directors at other school districts and monitors the weather and the road conditions. Once the bus is on the road, if the bus driver decides the conditions are not favorable, the driver may decide to turn the bus around. Mr. Seaks inquired if students are notified of the proper attire in case the bus would break down on a trip and where the responsibility falls. Dr. Sullivan responded that it is the parent's responsibility and the coach's responsibility to make sure the students are properly prepared for travel and conditions should service on the bus be interrupted.

**Business Topics**

**Southwest Community High School (SWCHS) Report** – Principal Kristy Goodall from SWCHS addressed the board. Available under Supporting Documents on the school board website a report is posted. Mrs. Goodall thanked the board members for this opportunity. Additionally, she thanked Mrs. Schwartz and Mrs. Rude for the visit to the school to see firsthand the accomplishments of SWCHS. Mrs. Goodall extended an open invitation for all board members to visit the school. SWCHS has been in operation for 15 years. The focus is on individual instruction for students, student by student or skill by skill. Students build character through responsibility and success. Students are academically responsible and accountable for behaviors. Currently SWCHS serves 23 students in the community. Students attend SWCHS due to a variety of risk factors, such as dropping out of school, students who are parents, or students that don't fit well in the traditional school setting. With the repurpose of Hagen Junior High to accommodate the SWCHS it is anticipated the student body will expand. At times, SWCHS can have a waiting list of 19 students. Currently there are seven on the waiting list. Due to staffing the enrollment maximum is 23. Students must be between the ages of 16-20 to attend. The seniors are processed first on the waiting list when there is an opening. The SWCHS teachers facilitate and instruct over 50 courses in a school year. The three core teachers are very dedicated to the students which builds on the success of keeping the students at SWCHS. Students have individualized pacing guides and daily self-checks to make sure they stay on track for graduation. Jefferson County E-School is the expanded course option at SWCHS. Mrs. Goodall explained the attendance successes with the communication system set up with the students. Board members thanked Mrs. Goodall for the update. This agenda item was informational only. No action was requested.

**Dickinson Middle School Construction Update** – Assistant Superintendent Reep updated board members on the progress of Dickinson Middle School. He noted the favorable weather has been a reflection on the exterior as much of that work has been completed. Even some of the landscaping has been done to include seeding and shrubs. A fence has been built around the retention pond and light poles are being installed. Interior painting continues and some areas are seeing carpet installed. There is tile being installed in the kitchen area. Most of the mechanical, electrical, and plumbing is done. Everything is on progress. He noted that Mortenson Construction and the DLR Group have been very professional to work with and meeting the goal of the July 1 completion date. President Ricks thanked Mr. Reep for the update. This agenda item was informational only. No action was requested.

**School Board Workshop** – President Ricks noted there would be a board workshop following today's meeting. The agenda for the workshop is posted on the website. Topics discussed at the workshop may become future Board meeting agenda items. This agenda item was informational only. No action was requested.

**North Dakota School Boards Association (NDSBA) Convention** – Available under Supporting Documents are summary reports posted from those individuals that attended the convention and/or seminars at the recent NDSBA fall convention. President Ricks noted that all five board members attended the annual convention and the three new board members attended the new board member seminar. Board members expressed their gratitude for being able to attend the convention and also complimented the NDSBA for a great, informational convention. This agenda item was informational only. No action was requested.

**Budget Development and Input Committee Update** – Board representatives on the Budget Committee are Board President Ricks and Board Vice president Seaks. This committee held a meeting on November 3. Minutes from the meeting are posted on the DPS main webpage under District-Wide Committee Minutes. Topics discussed at the meeting included middle school staffing, 2017-2018 classified staff salaries, 2017-2018 enrollment projections, 2017-2018 budget, and 2017-2018 transportation services. Vice president Seaks commended the administration for their foresight and planning. Both Mr. Seaks and Mrs. Ricks were impressed the district was in a good financial position. Mr. Seaks explained Hagen Junior High Principal Marcus Lewton attended the Budget Committee meeting and explained the history and lengthy planning process for the new middle school. Superintendent Sullivan referenced the elementary staffing topic that was discussed at the meeting and said the district was currently reviewing its attendance areas and looking at the number of students that were misassigned. During the boom, some students were placed in a school outside their attendance area due to full classrooms. This agenda item was informational only. No action was requested.

**Open Enrollment Applications** – Brittany Pelling applied for open enrollment for her children to be admitted to the Dickinson Public Schools from New England School District. Her children currently attend DPS. She recently moved and therefore the deadline waiver applied. The administrative recommendation was to approve the applications. Action was requested. Mrs. Rude moved to approve the request for two children of Brittany Pelling from New England to Dickinson to be admitted to the Dickinson Public Schools as per the open enrollment requests. Mrs. Schwartz seconded the motion. Assuming a roll call vote the motion carried unanimously.

**Hockey Agreement** - Dickinson Youth Activities requested to enter into a one-year agreement with DPS. Available on the website under Supporting Documents is a copy of the Memorandum of Understanding. There were no changes to the agreement from last year. Action was requested. Mrs. Rude moved to approve the Memorandum of Understanding between the Dickinson Public Schools and Dickinson Youth Activities, Inc./Dickinson Hockey Club for boys' and girls' hockey for the 2016-2017 school year, as presented. Mr. Wilkie seconded the motion. Assuming a roll call vote the motion carried unanimously.

**Special Education Eligibility Requirements Document**—The purpose of the Dickinson Special Education Unit Eligibility Requirements Document is to determine unit eligibility for federal IDEA funding. It also provides the foundation for the district's local procedures manual. The Eligibility Requirements Document is posted under Supporting Documents. It was made available for public comment through public notices in the local newspaper and also on the district's website. No verbal or written comments were received. Action was requested. Mr. Wilkie moved to approve the Dickinson Public Schools Special Education Eligibility Requirement Document, as presented. Mr. Seaks seconded

**Special Education Eligibility Requirements Document (cont.)**

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.

**Superintendent's Formative Evaluation** - The three areas evaluated from the superintendent's job description were: recruitment and retention of staff, financial management skills, and relationship with students and parents. Superintendent Sullivan had responded to the topics in writing. Board members completed their portion of the evaluation. Board President Ricks and Board Vice President Seaks reviewed the documents with Superintendent Sullivan prior to the meeting. President Ricks noted her superintendent's evaluation summary was available on the website under Supporting Documents. All five board members completed the evaluation. Most ratings were satisfactory and she added that Dr. Sullivan does many things very, very well. He has a multifaceted job which the board continues to appreciate and respect. President Ricks read some of the board member comments from all three categories. Dr. Sullivan appreciated the time and effort that went into the evaluation and the consideration as the district moves forward. Mrs. Rude moved to approve the superintendent's evaluation, as presented. Mr. Wilkie seconded the motion. A roll call vote was taken on the motion: ayes-5 (Rude, Wilkie, Seaks, Schwartz, Ricks); nays-0; absent-0. The motion carried unanimously.

**School Board Policy Revisions, First Reading** – NDSBA recommended revisions to the following policies: DBBA-Drug and Alcohol Testing Program for Employees, DBD-Classified Staff Intent to Rehire, DCB-Definition of Workweek, Overtime, and Compensatory Time; and DED-Administrative Leave and Suspension. The proposed revised policies are available on the website and posted under Supporting Documents. Text noted in red are the NDSBA recommended changes to the policies. Mrs. Rude noted that policy DBBA was labeled testing program for employees but it also applies to the bus drivers who are hired through Harlow's. Dr. Sullivan explained this is a required policy and the label on the policy was proposed by the NDSBA. There was discussion regarding policy DBD-Classified Staff Intent to Rehire. Mr. Reep explained close to the end of the school year classified staff are notified through a work agreement the district's intent for rehire for the following fall. He added the work agreement is not a contract. Mrs. Rude noted the policy had proposed to change the word "will" to "may" in the sentence "the employee has chosen not to return will be deemed to be a resignation from district employment." Mr. Reep responded that he personally thought the word "will" was a bit strong. Sometimes the agreements are not returned because they are lost or they are returned late. Action was requested. Mrs. Rude moved to complete the first reading of revised policy DBBA-Drug and Alcohol Testing Program for Employees; DBD-Classified Staff Intent to Rehire; DCB-Definition of Workweek, Overtime, and Compensatory Time; and DED-Administrative Leave and Suspension. Mr. Seaks seconded the motion. A roll call vote was taken on the motion: ayes-5 (Schwartz, Wilkie, Rude, Seaks, Ricks); nays-0; absent-0. The motion carried unanimously.

**School Board Policy Revision, Second Reading and Final Adoption** –DPS administrative recommendation was to revise policy KACA-Patron Complaints. The proposed revised policy is available on the website and posted under Supporting Documents. Text noted in purple are the administrative recommended changes to the policy. Action was requested. Mrs. Rude stated there was a policy in place for students and staff that allow their concerns to be brought before the school board. Policy KACB-Patron Complaints Against Personnel ends with the superintendent. Mrs. Rude felt that the two policies (KACA and KACB) should be in alignment. Superintendent Sullivan explained policy KACB-Patron

**School Board Policy Revision, Second Reading and Final Adoption (cont.)**

Complaints about Personnel requests the complaints come to the superintendent for final resolution. The proposed changes to policy KACA would be in alignment with KACB. It would be the same in terms of the process when concluded. This would also solidify the board's philosophy regarding distinguishing between an administrative and policy making responsibility. He felt the school board should have a conversation regarding what they would do if there was a patron complaint that would arise to the level of the school board and what is the role of the school board in that instance. How does the board perceive its role? Mr. Seaks moved to table the agenda topic of the revision of school board policy KACA-Patron Complaints. Mrs. Rude seconded the motion. Discussion: Mr. Seaks suggested this topic be put back on the table for a vote either at the December or January board meeting. A roll call vote was taken on the motion: ayes-5 (Rude, Schwartz, Seaks, Wilkie, Ricks); nays-0; absent-0. The motion carried unanimously.

**Other**- Mrs. Rude and Mrs. Schwartz thanked the administrators at SWCHS, DHS, and Roosevelt Elementary for allowing them to come to their building and spend time visiting and getting to know the buildings. President Ricks thanked the students that were recognized under the Consent Agenda.

**Adjournment** – At 5:58 p.m. President Ricks declared the meeting adjourned. The meeting adjourned at 5:58 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