

Unapproved School Board Meeting Minutes

Dickinson Public Schools
Regular Meeting

December 12, 2016; 5:00 p.m.
Board Room, Central Office

The Dickinson Public School Board held a regular meeting on December 12, 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, Mrs. Dorothy Martinson, Dr. Marcus Lewton, Ms. Sherry Libis, Mr. Ron Dockter, Mrs. Kristy Goodall, Ms. Tammy Praus, Ms. Casaundra Francis, and Mr. Henry Mack. Others present were: Mr. Jim Wosepka, Mr. Lyle Smith, Ms. Baelee Butts, Ms. Jarris Bergherr, Mr. Jim Steckler, Mrs. Twila Petersen, and Ms. Ellie Potter from the Dickinson Press.

Call to Order - Board President Ricks called the meeting to order at 5:00 p.m.

Public Participation – Mr. Smith requested to address the board regarding item “c” 2016-2017 School Calendar under Business Topics. President Ricks invited Mr. Smith to address the Board. Mr. Smith noted there was a Calendar Committee meeting on December 5 that he was unable to attend. On December 6 he visited with one of the Calendar Committee members and it was her understanding that the representatives were requested to get input regarding the proposed March 9 student contact day and report back to Dr. Sullivan by Wednesday. Mr. Smith sent an email to the DEA membership asking for their feedback. On December 8, Mr. Smith met with Superintendent Sullivan and shared the feedback he had received for and against the March 9 potential student contact day. Mr. Smith realized that the district cannot please everyone. He was willing to share the feedback he received. Due to another commitment Mr. Smith left the feedback for the board members to review. He noted that quite a few members had scheduled flight tickets for March 9. President Ricks thanked Mr. Smith for his time. There were no other requests for public participation.

Additional Agenda Items/Removal of Items from Consent Agenda – Mrs. Rude moved to add to the agenda under item ‘h’ of Business Topics the addition of revised Policy CAAA-Superintendent Recruitment and Appointment. Mr. Seaks seconded the motion. Assuming a roll call vote the motion carried unanimously.

Consent Agenda – Mrs. Rude moved to approve the revised agenda including the consent agenda consisting of the minutes from the November 14 regular board meeting, the November 14 board workshop, the December 1 special board meeting; the bills for November 2016; the financial reports for December 1, 2016; the pledged assets report for December 1, 2016; the student/staff recognitions; and the personnel reports; 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. They did not require board action.

- a. **Teacher Evaluation Instrument Committee** – This committee will meet on Wednesday, December 14 at 4:00 p.m.
- b. **School Improvement Leadership Team** – This committee will meet on Monday, December 19 at 4:00 p.m.
- c. **Attendance Areas** – Dr. Sullivan reported the administration continues to work on attendance areas for next school year. There are two avenues the district is reviewing. One alternative would

Superintendent's Report (cont.)

be to keep Berg Elementary open and limit the number of classrooms. Due to the slow down and the outward migration, another alternative would be to leave Berg Elementary closed for a year or more. Those two options will continue to be researched and presented to the Board at a future board meeting.

- d. **Safety Training** – Superintendent Sullivan explained the Cabinet received some safety training this morning. It was very instructive and helpful. A District-wide Safety and Security Committee will be formed in the second quarter. This committee will review on a quarterly basis the safety and security procedures.
- e. **Eureka Math** – Director of Instruction, Melanie Kathrein, addressed the Board and provided updated information regarding Eureka Math. She reported that Eureka Math is a pilot curriculum in the K-5 buildings. There are 24 classrooms participating in the pilot with representation from all grade levels. The pilot teachers have noted the program was very intense in the beginning for both the teachers and the students. The teachers themselves had an entirely new instruction to get used to. They reached out to the Devils Lake teachers for guidance and advice. The Eureka curriculum has different methods of presentation from concrete to pictorial to abstract. Teachers have noticed increased rigor from the students. Students are performing higher than normal. There was a parent night provided at two of the schools where teachers hosted 60 parents in the classroom. Mrs. Kathrein presented at one of the schools during the parent night. Parents were very appreciative of this opportunity and asked good questions. The teachers in the pilot program work extremely hard and are very dedicated. Mr. Seaks inquired if Mrs. Kathrein proposes full implementation of Eureka Math. Mrs. Kathrein responded that the NWEA scores should be available early next year and the committee will then make a decision and make plans for the next school year. President Ricks inquired regarding the costs associated with Eureka Math since there is an option of buying the material or photocopying the material. Mrs. Kathrein responded the committee is researching those options, including digital material. Mrs. Rude inquired if there was any discussion regarding planning for professional development if Eureka Math was launched. Mrs. Kathrein responded that there has been a discussion. The teachers doing the pilot feel that all the K-5 teachers and special education teachers would need to have training. It would require several days of training. The question would be when to provide the training. Some teachers prefer during the school year and some teachers prefer during the summer months. Board members thanked Mrs. Kathrein for the updated information.

Business Topics

Audit Report – Available under Supporting Documents on the website is the auditor's full report. Mr. James Wosepka, the school district's auditor, addressed the Board. Auditor Wosepka explained his office will be issuing a letter that references his office did not have any disagreements with management nor any suggestions. They have issued a non-modified opinion of the financials. The pension liability is a continuous moving target. Mr. Wosepka foresees the TFFR rates continuing to increase. He asked Board members for any questions. There were none. President Ricks thanked Mr. Wosepka for the report and for traveling to attend the meeting. Action was requested on the audit report. Mr. Seaks moved to approve the annual audit report for the year ending June 30, 2016. Mrs. Schwartz 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.

Dickinson Middle School Construction Update – Assistant Superintendent Reep addressed the Board. Mortenson Construction representatives were scheduled to attend the meeting but they had a conflict. Mr. Reep reported some rooms in the new middle school had the carpet and walls complete and just

Dickinson Middle School Construction Update (cont.)

needed some trim boards. Some of the acoustical panels were being installed in the area where concerts and plays will be held. He added that most of the interior work was done and the work was shifting to the kitchen area. Mr. Seaks inquired regarding the status of the recent damage done from the vandalism at Dickinson Middle School. Dr. Sullivan responded that there was approximately a little over \$50,000 in damage and the incident was still under investigation. Mr. Reep noted that the damage did not alter the construction schedule. This agenda item was informational only. No action was requested.

2016-2017 DPS School Calendar –As of today, Dickinson Public Schools has utilized both allocated storm days. Since it is early in the school year and it has been an extraordinary fall, Dr. Sullivan proposed a storm day on March 9. At the December 5 Calendar Committee meeting, members of the committee were given an opportunity to provide feedback regarding an option for a storm day added on March 9 for the 2016-2017 school year. Calendar Committee members were favorable to the suggestion. Superintendent Sullivan addressed the Board. He noted there were many days ahead where the District could be required to utilize another storm day. The City has worked diligently in removing snow but if there would be another 3-4 inches of snow and some wind the streets and roads could again be challenging. When he met with the Calendar Committee the members felt the importance of providing 175 student contact days. Following discussion, the consensus in the room was that March 9 be submitted to the school board as a student contact day in the 2016-2017 school calendar. Dr. Sullivan said he had a lot of respect for the Calendar Committee and appreciated the comments made by Mr. Smith. Mrs. Rude inquired what the process was with regards to the state. Dr. Sullivan responded the North Dakota Century Code requires that all school districts must make every effort to provide 175 student contact days. If the District is unable to provide 175 student contact days then it could apply for forgiveness and justify why those days were not provided. Mr. Seaks inquired if the District could require extra student contact days at the end of the school year. Superintendent Sullivan responded that the negotiated agreement specifically provides the school board final authority regarding the determination of the school calendar. Mr. Seaks said there was mention of teachers having plane tickets. He inquired what has been done in the past as far as reimbursement. Dr. Sullivan responded there is no reimbursement; if the teachers have travel plans they can request substitutes for their classroom. President Ricks reported that this was a difficult decision. She has read through the minutes from the Calendar Committee meetings last year and this year and the discussions. No matter what dates are picked there will be individuals that will not approve. She noted DPS was not alone in this dilemma; other school districts are also struggling and individuals have had to use personal days. Mrs. Rude asked for clarification that the negotiated agreement allows for the school board to change the calendar mid-year. Dr. Sullivan responded that the language in the negotiated agreement gives the board final authority over the school calendar. Mrs. Schwartz inquired if there was any discussion regarding the early release day. Superintendent Sullivan responded there was discussion. Having March 9 as an early release date would put it within two weeks of another early release date. He further explained the application from the Department of Public Instruction for a waiver for the early release days. Mrs. Schwartz clarified that if a teacher already has a ticket for somewhere on the 9th of March there would be no repercussions. President Ricks responded that the only negative ramification would be that teacher would need to use a personal day or a day deduct. She said it was important to note that the March 9 date was discussed last year when the Calendar Committee was putting together the calendar. At that time, it was requested to have three snow days and the committee ultimately decided not to do that. She believed Dr. Sullivan stated at a committee meeting that the day off from school would be designated as a storm day. President Ricks did not know if that was communicated back to the buildings but it was discussed. Mrs. Rude said she did recall that conversation. Mrs. Schwartz asked if the superintendent had consulted with any other districts on how they were handling the storm days or if they were waiting for the grace of

2016-2017 DPS School Calendar (cont.)

the governor. Dr. Sullivan responded he had not consulted with other school districts. Mrs. Rude said that she also knows this is a difficult decision and knows that Superintendent Sullivan would not come before the Board without contemplating all of the inconveniences of the teachers and the families. If March 9 was designated a storm day and if it was necessary to utilize a third storm day there would still be another one available at the end of the school year. Mrs. Rude moved to designate March 9, 2017, as a storm/student contact day in the 2016-2017 school calendar. Mr. Seaks seconded the motion. A roll call vote was taken on the motion: ayes-3 (Rude, Seaks, Ricks); nays-2 (Schwartz, Wilkie); absent-0. The motion carried. Mrs. Rude said it was a hard decision, even for the Board. She had read through all the comments that Mr. Smith brought forward. President Ricks noted she had also read through the comments. President Ricks was compelled to do what was best for the students and to follow the law.

Copy Machines Bid Consideration - On November 29, 2016, the Dickinson Public School District received and opened three bids for the purchase and inclusive maintenance of three copy machines for Dickinson Middle School. The bid analysis is included as a Supporting Document on the website. All of the minimum specifications were met with all three local vendors who submitted bids. Assistant Superintendent Vince Reep addressed the Board and said the administrative recommendation was to accept the lowest bid from Marco Technologies of \$22,110 for the three copiers at Dickinson Middle School and a five-year inclusive maintenance rate of \$.0038 per copy. Marco's total bid was \$60,110. Mrs. Rude inquired if the District was moving away from using copiers since it costs a lot of money. She wanted to also know if the Marco representative would be available if needed since it appears they are based out of Bismarck. Mr. Reep responded that the copy machine at the Central Office was serviced by Marco and the repair person is out of Dickinson. Action was requested. Mr. Wilkie moved to accept the low bid of \$22,110 for three Konica Minolta copiers and the five-year inclusive maintenance cost of \$.00380 per copy from Marco Technologies, LLC. Mrs. Rude seconded the motion. A roll call vote was taken on the motion: ayes-5 (Schwartz, Seaks, Rude Wilkie, Ricks); nays-0; absent-0. The motion carried unanimously.

Skid Steer Loader Consideration – The school district advertised for a request for bids for a skid steer loader, with an angle broom, low profile bucket, snow bucket, and snow blower attachments. At the November 29, 2016, bid opening three bids were received from Butler CAT and West Plains, Inc. Available under Supporting Documents are copies of the bids. The administrative recommendation was to accept the low bid from Case IH for the 2016 Bobcat S450 skid steer loader for a total price of \$33,762.88. Assistant Superintendent Reep addressed the Board and explained he had previously incorrectly identified the recommendation for bid acceptance. There was some confusion regarding pages 3 and 4 of the bids. After additional research, the Case IH Bobcat skid steer loader had more power and the dealer provided a government discount. He noted the price was better than the initial \$50,800 recommendation. President Ricks inquired if this machine was replacing or adding to the District machinery. Mr. Reep responded that it was a new piece of machinery for the District. It will be identified for the new middle school but if it is purchased now it could be put to good use if there are additional snow storms this winter. Mr. Seaks inquired if staff are trained to use the machine. Mr. Reep responded that the dealer will train the key individuals in the District. Mrs. Schwartz moved to accept the low bid submitted by West Plains, Inc. Case IH and purchase a 2016 Bobcat S450 Skid Steer Loader for \$33,762.88. Mrs. Rude seconded the motion. Discussion: Mr. Seaks thanked Dr. Sullivan and Mr. Reep for their work with the City in getting snow removed around the school buildings after the recent storms. A roll call vote was taken on the motion: ayes-5 (Wilkie, Seaks, Schwartz, Rude, Ricks); nays-0; absent-0. The motion carried unanimously.

Central Administration Office Restructuring – The School Board has had multiple discussions regarding the recommendation from AdvancED to review the organization of the Central Administration Office. Several options have been presented to the Board. At its most recent discussion, Superintendent Sullivan recommended option #2 for consideration of the board. Option #2 provides for a designation of several full time positions. These positions are: a full time position for an Assistant Superintendent of Teacher and Learning, a full time position for a Business Manager, a full time position for a Human Resources Director, a full time position for a Curriculum Coordinator, and a full time position for a Special Education Coordinator. Administrative recommendation was to implement Organizational Chart #2 in two phases. Phase I would be implemented during the 2017-2018 school year, with the exception of the full time Special Education Coordinator. The full time Special Education Coordinator position would be implemented at such time as funds became available and after review from the Budget Committee members. The administrative recommendation was for the Board to adopt Organizational Chart #2 which is posted on the website under Supporting Documents. Also available on the website is an Option #2 Organizational Chart Applied to District Administrative Positions. Action was requested. Mr. Seaks appreciated the technology director position listed on the organizational chart. He inquired if that position should also be included in the motion. Superintendent Sullivan responded it could be included in the motion and added he thought more discussion on the topic would provide clarity what type of position the Board was seeking so that administration could prepare. Mrs. Rude inquired if the superintendent was asking the Board to approve the organizational chart that lists all the administrators and drills down to the faculty/staff. Superintendent Sullivan responded he was asking the Board to consider Option 2 in terms of the boxes that were available in the Central Office. He added he further recommended the Board consider phasing in the process in two stages. Mrs. Rude inquired if the technology director would be part of phase I. She felt it was important for the teachers, administrators, and Central Administration Office that there was a department they can depend upon. That is not how it is envisioned now. There was discussion regarding when the technology director would be implemented and the role of the technology director. Dr. Sullivan suggested if that position is implemented in stage I then there would need to be a conversation administratively for alternatives and work with the school board on how to structure the position. This could be done in a board workshop. Mrs. Rude inquired if along with the Board providing input on the technology director position would the Board also be providing input in the other positions. Superintendent Sullivan responded that he was still trying to figure out the “big picture idea”. When he understands that he can move forward with putting the smaller pieces together. Mrs. Rude moved to adopt Dickinson Public Schools Organizational Chart #2 with the knowledge of adding the technology director position in phase I, and further move to implement in two phases as per the administrative recommendation. Mr. Seaks 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 Additions, First Reading – The North Dakota School Board Association (NDSBA) recommended adding policy IDC-Data Protection and Security Breaches. The policy is posted on the website under Supporting Documents. Administrative recommendation was to add the policy. Mr. Wilkie moved to complete the first reading of adding policy IDC-Data Protection and Security Breaches, as presented. Mrs. Schwartz seconded the motion. A roll call vote was taken on the motion: ayes-5 (Schwartz, Seaks, Rude, Wilkie, Ricks); nays-0; absent-0. The motion carried unanimously.

School Board Policy Revisions, First Reading – NDSBA recommended revisions to the following policies: Policy BCAD-Executive Sessions, Policy CAAA-Superintendent Recruitment and Appointment, Policy CAAB-Superintendent Evaluation Procedure, Policy FAAA-Open Enrollment, and Policy FAAD-Tuition Agreements. The proposed revised policies are available on the website and

School Board Policy Revisions, First Reading (cont.)

posted under Supporting Documents. Text noted in red are the NDSBA recommended changes to the policies. Administrative recommendation was to revise the policies. Action was requested. Mrs. Rude moved to complete the first reading of revised policies BCAD-Executive Sessions, CAAA-Superintendent Recruitment and Appointment, CAAB-Superintendent Evaluation Procedure, FAAA-Open Enrollment, and FAAD-Tuition Agreements, as presented. Mr. Wilkie seconded the motion. A roll call vote was taken on the motion: ayes-5 (Seaks, Wilkie, Schwartz, Rude, Ricks); nays-0; absent-0. The motion carried unanimously.

School Board Policy Addition and Revisions, Second Reading and Final Adoption

– NDSBA has 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 which are available on the website and posted under Supporting Documents. Text noted in red are the NDSBA recommended changes to the policies. Administrative recommendation was to add and revise the noted policies. Action was requested. Mr. Seaks moved to complete the second reading and final adoption of new policy DBD-Classified Staff Intent to Rehire and final adoption; and revised policies DBBA-Drug and Alcohol Testing Program for Employees; DCB-Definition of Workweek, Overtime, and Compensatory Time; and DED-Administrative Leave and Suspension, as presented. A roll call vote was taken on the motion: ayes-5 (Rude, Schwartz, Wilkie, 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. Mr. Seaks requested Superintendent Sullivan share his rationale for the revisions to the policy. Dr. Sullivan responded that the revisions would be in alignment with other similar policies in making the superintendent the avenue for final resolution. Mrs. Rude noted the policy for consideration before the board only pertains to patron complaints, not staff or student. She added that the Board answers to the patrons. Dr. Sullivan said that he had no ownership to the policy. The important part of the process is for the school board to discuss the process if a patron complaint comes to the board and is the Board conducting business as a policy-making Board. He added that a parent complaint was an important conversation for the Board to clarify amongst themselves. Mr. Seaks thanked Dr. Sullivan for the response. Mr. Seaks described that the Board's role in a patron complaint would be to determine if policy had been followed by the administration and then if the Board was not happy with the outcome to consider how policy might be altered for future situations. He noted that he had confidence in the administration, that their decisions would reflect policy. If a patron was displeased with the superintendent's decision regarding a matter this would provide an additional level. The individual could take five minutes and present to the board and say a few words. President Ricks inquired if the Board members were comfortable with that understanding. Consensus was the board members had that understanding. Mr. Wilkie moved to complete the second reading and final adoption of revised policy KACA-Patron Complaints, as presented. President Ricks called for a second on the motion three times. There was no second to the motion and therefore the motion was lost.

Other – There were no other topics for discussion. President Ricks reminded Board members to review the training opportunity listed under announcements on the background agenda.

Adjournment – President Ricks declared the meeting adjourned at 6:14 p.m. The meeting adjourned at 6:14 p.m.

Sarah Ricks, Board President

Vince Reep, Business Manager

Twila Petersen, Secretary