

# Dickinson Public Schools

Unapproved School Board Meeting Minutes

November 13, 2017; 5:00 p.m.

Central Administration Office Board Room

The Dickinson Public School Board held a regular meeting on November 13, 2017, at the Central Administration Office. Board members present were: President Sarah Ricks, Vice President Brent Seaks, Board Member Tanya Rude, Board Member Kim Schwartz, and Board Member David Wilkie. Others present were: Superintendent Douglas Sullivan, Business Manager Kent Anderson, Director of Student Services Dorothy Martinson, Director of Instruction Melanie Kathrein, Dickinson High School Principal Ron Dockter, Dickinson High School Assistant Principal Jay Hepperle, Dickinson High School Assistant Principal Guy Fridley, Southwest Community High School Principal Kristy Goodall, Dickinson Middle School Principal Marcus Lewton, Dickinson Middle School Assistant Principal Shawn Leiss, Heart River Elementary Principal Susan Cook, Jefferson Elementary Principal Sara Streeter, Lincoln Elementary Principal Tammy Praus-Peterson, Prairie Rose Elementary Principal Sherry Libis, Roosevelt Elementary Principal Henry Mack, Mr. Korbin Soens, Mr. Emersyn Lee, Mr. Samuel Lewton, Mrs. Amber Fridley, Miss Evy Fridley, Mr. Lyle Smith, Mrs. Shary Smith, Mr. Tyler Kick, Ms. Danielle Fitzsimmons, Mrs. Stephanie Soens, Mr. Derek Soens, Mr. Leyman Tedford, Ms. Naomi Thorson, School Board Secretary 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 topics.

**Consent Agenda** - Mrs. Schwartz moved to approve the agenda including the consent agenda consisting of the minutes from the October 9 regular Board Meeting and the October 9 Board Workshop; the bills for October 2017; the financial reports for October 30, 2017; the pledged assets report for October 30, 2017; the personnel reports; the student/faculty/staff recognitions; and a tuition waiver for three children of Lucinda Touchine from Dickinson to Richardton-Taylor; as presented. Mrs. Rude seconded the motion. Discussion: Mrs. Rude thanked the administrators for submitting the numerous athletic, academic, and other recognitions. She noted it was nice to read how and what the students/faculty/staff are doing. Assuming a roll call vote, the motion carried unanimously.

**Superintendent's Report** – Superintendent Sullivan reported on the following topics which did not require Board action.

- a) **District-wide Technology Committee** – This committee will be meeting this week Wednesday at 4:00.
- b) **Dickinson High School Drama (DHS) Production** – O'Henry, the New York Story, will be presented at the DHS auditorium on Thursday, Friday, and Saturday, November 16-18 at 7:00 p.m. each evening.
- c) **American Education Week** – American Education Week is recognized this week. Meat and cheese trays from the School Board will be delivered to the schools on Tuesday morning. Superintendent Sullivan thanked all the volunteers who have contributed to the events this week and publicly thanked Baker Boy for providing treats for every employee in the District.
- d) **Rapid Enrollment Grant** – Dr. Sullivan referenced a couple of months ago when Business Manager Anderson shared information regarding the Rapid Enrollment Grant. This grant allocates \$3 million for the entire state. The District qualified for \$600,000 out of the grant; however, because of the number of other qualifying districts, Dickinson Public was actually receiving \$350,000.

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**Business Topics**

**Principal Reports** – This agenda item was informational only. No action was requested on the reports from the schools.

Lincoln Elementary Principal Tammy Peterson and three 5th grade students from Lincoln Elementary addressed the Board. The students were Korbin Soens, Emersyn Lee and Samuel Lewton. The three students represented the first Lincoln Elementary Student Council. The students explained a snap shot of a day in the life of a 5th grader at Lincoln. Mr. Soens described the morning schedule which begins with two students reading the morning announcements, followed by the Lincoln pledge, Eureka math, writing, and reading. Mr. Lewton continued the schedule of a school day and said after reading is lunch, a recess, then opportunity time, followed by social studies and science. Mr. Lee explained there are special classes such as music, physical education, and art. During physical education, they play different sports, games, and learn strategies to build teamwork. The students also have yoga, which provides lessons on curving emotions. He explained the 5th graders have learned from Mrs. Fridley, the Lincoln counselor, how to prevent bully and what to do if a student is bullied and how to use other words instead of action. Additionally, the 5th graders are learning how to type without looking at the keyboard. All three students then recited the Lincoln pledge for the Board members and audience. Board members shared how they were impressed and enjoyed the presentations by the students and noted they were done very professionally. They thanked the students and Principal Peterson for coming to the meeting.

Heart River Elementary Principal Susan Cook and Mr. Leyman Tedford addressed the Board. Mrs. Cook commended Mr. Tedford for organizing and implementing the WatchDOGS (Dads of Great Students) at Heart River Elementary three years ago. WatchDOGS is a program that offers fathers time in their child's school setting providing a positive role model for the students. Mr. Tedford explained the process for a father to sign up for the program. He noted there is a good deal of paperwork involved and a background check is done on all of the applicants. There is a calendar where the men can sign up. The men enjoy coming to the school and high-fiving the students, along with supporting and encouraging the students. The WatchDOGS do anything from making sure the school building is secure, keeping an eye out for bullying, reading to the students, being an extra helping hand for the teachers, and learning alongside with the students. They teach the students about fair ways to win and loose with their primary role as school safety. The WatchDOGS carry radios and make sure there is no one around the building that should not be. They have helped move things and set up furniture. The dads communicate constantly with the principal. Board members thanked Principal Cook and Mr. Tedford for presenting information regarding the program.

Roosevelt Elementary Principal Henry Mack addressed the Board. He explained a couple of teachers approached him last year regarding implementing the Leader in Me program at Roosevelt Elementary. The teachers had a book study on the program last year and at the end of the book study they took a survey. The survey results were supportive of the program. The Roosevelt PAC has begun fundraising with a goal of sending five members to a symposium early next year. Mr. Mack explained some of the events that have transpired from the book study, such as students applying for jobs, delivering the newspapers, and assisting in the lunchroom. There are three communities within the Leader in Me program; leadership, culture, and academic. Mrs. Schwartz commended the staff at

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**Principal Reports (cont.)**

Roosevelt for the impressive painting project at the school. Board members thanked Principal Mack for sharing the information.

At 5:28 p.m., President Ricks declared a recess. At 5:30 p.m., the meeting reconvened.

**Hockey Agreement** - The agreement with the Dickinson Public Schools and Dickinson Youth Activities, Inc. for boys' and girls' hockey was due for renewal. A copy of the agreement for renewal is posted on the website under Supporting Documents. There are no changes to the agreement from last year. Mr. Wilkie requested clarification regarding payment for the transportation costs. Mr. Guy Fridley, district-wide activities director, was invited to address the Board and respond. Mr. Fridley explained the hockey club reimburses the District for the cost of the officials and transportation. Administrative recommendation was to renew the agreement. 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 2017-2018 school year, as presented. Mr. Seaks seconded the motion. Assuming a roll call vote, the motion carried unanimously.

**North Dakota School Boards Association (NDSBA) Convention** – President Ricks, Vice President Seaks, Board Member Rude, Board Member Schwartz, and Board Member Wilkie attended the recent NDSBA convention and school law seminar. Available under Supporting Documents are summary reports from the Board members. Board members shared their appreciation for the opportunity to attend the convention and school law seminar. Mrs. Rude distributed books to Board members that was a suggested reading by a presenter at the convention. Board members shared the positive and encouraging sessions they had attended. This agenda item was informational only. No action was requested.

**Open Enrollment Application** – Laura Krieger applied for open enrollment for her child to be admitted to Dickinson Public Schools from South Heart School District. This child is currently attending DPS and the family recently moved therefore the deadline waiver applies. The administrative recommendation was to approve the application. Action was requested. Mr. Seaks moved to approve the open enrollment request for a child of Laura Krieger from South Heart School District to be admitted to the Dickinson Public Schools as per the open enrollment application. Mrs. Schwartz seconded the motion. Assuming a roll call vote, the motion carried unanimously.

Mr. Seaks noted there was a workshop scheduled after the Board meeting with a long agenda. He moved to recess the Board meeting, table agenda item e), and reconvene Tuesday, November 14 at 6:00 a.m. Mrs. Rude seconded the motion. A roll call vote was taken on the motion: ayes-5 (Wilkie, Seaks, Rude, Schwartz, and Ricks); nays-0; absent-0. The motion carried unanimously.

At 5:39 p.m., President Ricks declared a recess.

On Tuesday, November 14 at 6:01 a.m., the meeting reconvened and President Ricks called the meeting back to order.

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**Superintendent's Formative Evaluation** – In 2016, Dickinson Public Schools implemented an online superintendent's evaluation. All Board members submitted their input online before November 9. Following are the six areas of performance in the evaluation system: Goal and Vision Setting, Board Relations, Human Resource Management, Curriculum and Student Support Services, Community Relations, and Operations and Resources Management.

President Ricks explained the process that would be utilized. The Board members and superintendent would review each broad area, have discussion, make any edits or changes, and then the Board would rate the category by taking a roll call vote. Business Manager Anderson would call the roll.

President Ricks noted there were preliminary comments and requested any edits to the comments. There were no changes noted.

**A. Goal and Vision Setting** – Mr. Wilkie said he was a member of the School Improvement Leadership Team. He has sat through the meetings where the goals and visions of the strategic plan have been discussed. He noted that one of the questions he has asked is where the SMART goals are on the strategic plan and it was explained to him that it was up to the building supervisors to develop a timeline. Mr. Wilkie inquired once Principal Ron Dockter retires, who is going to continue the work Mr. Dockter started especially if that person is new to the District when there are no timelines and no SMART goals. He added it is good in the aspect of bringing things up and bringing technology into the schools and preventing bullying in the schools, but there are no SMART goals. He said it bothers him but it does not seem as if it is a question that is ever brought up or answered. Mr. Seaks noted when the evaluation tool was adopted, they noted how important the strategic plan was and how everything ties into the strategic plan. Mr. Seaks felt that the goals needed to have a timeline to help everyone understand what the goals are. Mr. Seaks reported the strategic plan posted on the website is still from 2015. President Ricks felt the strategic SMART goals are not being set.

Superintendent Sullivan requested a clarification regarding the rating on the preliminary evaluation. President Ricks responded that the preliminary was done the beginning of October with a response of satisfactory. Mrs. Rude said that one reason for the unsatisfactory was at the state convention the Board members had an opportunity to listen to other schools and discuss with other schools how those school's goals are done and also realized that they are working on getting SMART goals as well. She explained another issue is that the Board members have had more time to think about this evaluation and to be able to clearly think through what they would like to do, what they have been asked to do. Mr. Wilkie added another reason for the changes in the score is he personally scored too broad. In the last evaluation that Mr. Wilkie did, he noticed a lot of 2s (partially effective). He added, even using a 2, with the intention of scoring on the negative side, it still came out satisfactory. In a couple of the areas, Mr. Wilkie was not feeling it should be satisfactory, the difference was changing the score from a 2 to a 1. He also explained because of the convention in a couple of the classes he attended, the only way that the Board can effectively communicate to the superintendent how things are going is through this evaluation process. If he was giving the superintendent all partial effective scores and still coming out as satisfactory he was not really telling the truth. He felt there are areas that need improvement. Superintendent Sullivan said he agreed that there are areas where the school district has to be improved. Dr. Sullivan said when comparing this school district to another school district, he did not know how long the strategic plan had been in place in the other

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A. Goal and Vision Setting (cont.)

districts. Mr. Seaks said that for him personally, it wasn't his plan to compare this school district to other school districts. His scoring was based on looking at the evaluation a year ago, that evaluation noted the SMART goals and yet there still are no SMART goals. He added it is a process and he wasn't expecting it to be done perfect. He explained how the strategic plan is referenced or tied into things and the importance of getting the strategic plan updated with SMART goals and then referencing back to them. Superintendent Sullivan explained that the only part that doesn't exist in the strategic plan would be the reference to time. He felt the strategic plan was strategic, measurable, attainable, and results oriented. He added he felt the discussion needs to be, what is the role of the School Board as a policy making entity.

Mr. Seaks felt the strategic plan had vague statements and is not explaining what is being done. The progress on the plan cannot be monitored. He gave an example of a statement that could be monitored. If there was a statement that the free and reduced lunch will be done by 2017 and the cost to the District will be \$5,000; that is a measurable statement and it can be celebrated when it is completed. Those are the types of changes in statements he would appreciate in the strategic plan.

President Ricks clarified that Dr. Sullivan's question was whether or not it was appropriate for the Board to determine that SMART goals were needed as part of the District's strategic plan. Board policy states that the board establishes goals and objectives via the strategic plan. The Board must be accountable to the public for those goals and objectives so she couldn't see any way in which it was inappropriate for the board to ask for SMART goals in the strategic plan. Dr. Sullivan responded that he did not disagree that it is appropriate to ask. President Ricks responded that the board is asking. Superintendent Sullivan did not recall the Board asking for this in the past. He did recall one Board member mentioning SMART goals. He did not recall a discussion about that desire and added if that is the Board's desire, it is appropriate for the superintendent to take the questions back to the committee. Dr. Sullivan inquired what if the School Improvement Committee does not think that it is necessary? Does the District disregard the committee's input? Mr. Seaks suggested bringing it to the committee and getting their thoughts. Mr. Seaks would be surprised if the committee would feel it was a bad idea. He added it would be hard to know any progress without timelines. If the committee does disagree, then it should be brought back to the Board. Mr. Seaks said the school board is in charge of the strategic plan.

Superintendent Sullivan explained he did feel there was a role for the school board in the conversation, he did not disagree with that. He did not know if the Board had clearly defined it. Mrs. Rude said that she knew at the national conference the Board was clear on wanting SMART goals and smarter goals for the District's Strategic Plan.

Superintendent Sullivan explained he did not think he had heard the answer regarding the comment of comparing this District to other districts and he would like some clarification so he can get information on how long those other Districts have had their strategic plan in place and the support behind those strategic plans. Mrs. Rude responded that her discussion at the state convention was a general discussion and she could not remember which district(s) or how long those district's strategic plan had been in place. Her concern was that she had served on the school improvement team years ago. At that time, she had brought up the SMART goals and she was the only one in the room with

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A. Goal and Vision Setting (cont.)

that desire to have it on the strategic plan. SMART goals are really necessary to obtain and achieve and celebrate those accomplishments.

Dr. Sullivan explained the District's strategic plan that existed when he started was not nearly the level of the current plan. He added every strategic plan is a work in progress. Mrs. Rude agreed, she said she came on board in 2013 and was assigned to the committee. She felt a little time has gone by and the strategic plan has set idle for awhile. Mrs. Rude noted that AdvancED did the accreditation in 2013 and she assumed some changes had been made. Dr. Sullivan responded that he felt it was not an accurate statement that there has not been any progress on the strategic plan. He noted there were areas that have progress that he could pull out. As an example, the implementation of evaluation tools for the teachers and administrators. He added on October 31 he listed seven different things that are a work in progress on various components of the strategic plan. Mrs. Rude agreed there have been advances made on the strategic plan.

Mr. Seaks referenced the evaluation under Goal and Vision Setting item 1-a, "Superintendent provides for regular reports to board on steps taken to accomplish goals and demonstrates progress toward accomplishing district goals." Mr. Seaks felt that step 1 was to develop the plan and step 2 was regularly reporting. He added that all of the weight should be that every board meeting is referencing the strategic plan and how the District is accomplishing those goals in the strategic plan.

Superintendent Sullivan referenced the unfavorable comment regarding the 360 survey. He addressed the Board president and asked if that had not been resolved. President Ricks responded she thought it had been resolved and would edit that information. Superintendent Sullivan referenced the comment regarding an unfavorable survey that was sent out to the District. He noted the survey was sent out in conjunction with the North Dakota Lead Center which is a reputable organization in the State of North Dakota.

Superintendent Sullivan referenced a discussion in July where there were six different goals for the superintendent. Those were sent to the entire school board for their input. He felt the document demonstrated progress on each of the goals that were established in July. President Ricks responded that was accurate. She agreed that he should be given credit for those and agreed those goals should be somehow put into the evaluation. Dr. Sullivan appreciated the comment and said as a superintendent of schools he operates at a macro level towards the progress on the goals. He read a section from the evaluation and felt he would have to operate at a macro level for accomplishing district goals. President Ricks said she couldn't disagree the criteria might have some bearing on goals and the steps taken to accomplish goals but it did not address the specific overseeing of the strategic plan outlining both short term and long term goals. Dr. Sullivan responded he would agree with her assessment. He noted there has been a Board workshop every month since April and information is provided to the school board. Recently the workshops have included discussion regarding the opening of Berg and he noted the recent securing of the property as the District plans for its future. Mr. Seaks suggested those goals be somehow connected to the strategic plan. He noted some of those do correlate and he thought it could remedy a part of it and felt it was great some of those things were being done and to him it solved some issues. Dr. Sullivan felt it might be problematic that the strategic plan is development by the School Improvement Leadership team and

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A. Goal and Vision Setting (cont.)

the goals were established in July. He questioned if dropping from 2.8 to 1.6 in 1-b was appropriate given the information that he had provided. Mr. Seaks responded that the goals that the board is setting with the superintendent do not correspond with the strategic plan. A line item could be added, such as 1-c, with the superintendent goals and accomplishing those goals established by the Board and something to suggest to the future to specifically reference and have that connected. President Ricks inquired if the additional information provided any edits for the Board or if they thought it was appropriate. Mr. Seaks responded that on his behalf it did not change anything in that area. He added there would be changes between the preliminary and the final evaluation. It was his hope that the preliminary would spark some dialogue. Mrs. Rude suggested maybe adding a 1-c or something similar to include the accomplishment or the direction that has been given for the superintendent as far as the Board would like to see. She added it should go hand in hand with the strategic plan as well.

President Ricks requested final edits for the Goal and Vision Setting section. There were no additional responses. Mr. Seaks moved to rate Superintendent Sullivan with an overall rate of unsatisfactory in the area of Goal and Vision Setting. Mrs. Rude 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.

B. Board Relations – President Ricks referenced item 2-b under this category. She said she gave it a rating of 4 because she feels the District's policies are updated. She has talked to other Boards and they struggle with the policies as those Boards have spent many hours going through them and have a hard time keeping policies up-to-date. President Ricks said she was curious about the rating on that item from the other board members. Mr. Wilkie responded he thought DPS was on top of the curve. President Ricks inquired if there was something the Board members felt would be above and beyond that should be done better. Mrs. Rude agreed with President Rick's statement and requested the scoring from her be changed to a 4. Mrs. Schwartz made the same request to change her score to a 4. Mr. Seaks rated the superintendent effectively (3) and said it could be rated highly effective (4) as he appreciated the great job that the superintendent has done with proposing new policies and explained he thought the recommendations regarding the policies are coming from the NDSBA. He questioned if the superintendent was bringing policies to the Board above and beyond what NDSBA was recommending. He inquired if there were policies that DPS was proposing to implement that were not brought forward by the NDSBA. He said it would not change his rating, he was curious if the District is being proactive. He gave an example of maybe a policy on free and reduced lunches. To clarify, he asked if there were policies that have come before the Board, in addition to the state recommended policies. Dr. Sullivan responded that when polices are received from the NDSBA, which is the services the District is contract with, those policies are provided in three categories. Those categories are required, recommended, and supplementary. He noted the required policies very rarely go back to NDSBA for debate as those have been drafted by NDSBA and are usually required due to federal or state mandates. He trusts that the NDSBA and their legal counsel are complying with the laws when those required policies are sent to the District. When a policy is proposed that is recommended, he will review it thoroughly and if needed, will request the rationale or explanation for the recommended policy. President Ricks recommended following the advice from NDSBA and added that she felt the District would only want policies that are absolutely

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B. Board Relations (cont.)

necessary. Given that information, Mr. Seaks requested to change his score from a 3 to a 4. President Ricks noted 2-b now had a scoring of 4 out of 4.

Superintendent Sullivan requested clarification on the comments under 3. In reviewing the minutes from the November 2016 meeting, he stated at that time he was not sure of the board's expectations of the "big picture". Dr. Sullivan listed what he thought were the big picture items. He felt the big picture items could be increasing enrollment, very large birth rates at the hospital with stagnant funding from the state and the District having exhausted its bonding capacity. He noted he has explained to the Board leadership that within 5-7 years it will need to consider another elementary school while trying to come up with millions of dollars to address the needs at Dickinson High School. He added he did not know if there are any other big picture items and added he did not understand what "big picture" items means. Mr. Seaks responded if the sentence had been different where it ended with: "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" he felt he would have given it a completely different rating. He explained some agenda items relate to the strategic plan. Mrs. Rude concurred.

President Ricks inquired if there are other items in this section to address. Superintendent Sullivan responded referring to item 3-a and 3-b, he inquired how he could improve on providing supporting documents for board meetings and regarding decision making of agenda topics. Mrs. Schwartz responded referencing 3-a and her own personal experience. She referenced an agenda topic with a snow day issue. Being married to a former teacher, she knows how important the calendar is when it comes out. She can see from the teacher's point of view of adding just another snow day just in case. She felt if another snow day needed to be added, then add it at the end of the school year. It is her personal opinion that the other school board members did not have that experience as she has being married to a teacher and they did not understand. Dr. Sullivan responded that he appreciated the comment. He referenced 3-a regarding board documents. Mrs. Schwartz said in order to make a decision, that information needed to be conveyed to the board ahead of time. Mrs. Rude concurred that something in the supporting documents relating to the topic. Some board members requested to make sure their score was a 3 in this area and not lower.

Mr. Seaks referenced the area in the evaluation regarding board relations and the confidence of the Board. He was concerned how it was weighted. If that section was unsatisfactory, it is paramount to the whole section. He noted if the item "The board has confidence in the superintendent" is not effective, then that is an important piece. It concerned him that it would have the same effect as other less important items on the cumulative score. Mr. Seaks commented that this might be a question to ask Rocky Mountain Evaluation. If someone would ask him how to rate this category, it would not be satisfactory. It seems conflicting to him that it is coming out satisfactory even though that item has a low score. President Ricks said she thought Mrs. Schwartz talked to the representative from Rocky Mountain Evaluation at the convention. Perhaps there should be a rubric similar to what is utilized for the teacher evaluation. Moving forward, maybe that is something they could consider using. This is still a work in progress and they could continue to look at how it could be better. Mr. Seaks inquired if he was the only Board member that felt that way regarding the weight and what does that mean. Mrs. Rude responded that she thought it was a lot better than what they had before, the

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B. Board Relations (cont.)

communication is better, better than what they had. Mr. Wilkie said that he always has an issue with this because a person would have to reach the bottom of the rubric to make a change. He added that he was not saying that it couldn't be weighted heavier towards the top. He agreed with Mr. Seaks, if the score is low, it should not have the same weight as the rest of the section, it should have a greater importance. President Ricks said they were going to have to figure out the program. The changes to item 2-b rating to a 4 and the numerical value in 3-b will change it to a satisfactory overall rating. She requested a motion. Mr. Wilkie moved to rate Superintendent Sullivan with an overall rate of satisfactory in the area of Board Relations. Mrs. Rude seconded the motion. Discussion: Mr. Seaks said he was conflicted because based on the discussion and based on how the document is set up, it is showing up as satisfactory and he would say it is not satisfactory. President Ricks responded that there are individual evaluations for each category. She did not know how to read the document above and beyond that. A roll call vote was taken on the motion: ayes-4 (Rude, Schwartz, Wilkie, Ricks); nays-1 (Seaks); absent-0. The motion carried.

C. Human Resource Management – Superintendent Sullivan referenced 5-1 and inquired what job descriptions the Board was referencing. President Ricks responded with an example that the social workers do not have job descriptions. Superintendent Sullivan explained the information given to him by Human Resources is that social workers are treated the same as other certified employees who do not have job descriptions either. Mrs. Rude said that in the general professional world there is some kind of job description or portfolio of things required in a position. She felt the teachers should have that. She added teachers are teachers. There should be some expectations of what the teachers should be doing. She inquired how does the District know if the teacher is improving with the evaluation scoring the District has and if that shouldn't be in the evaluation tool, portfolio, or job description. Mr. Seaks said he thought the job description was brought forward to the Cabinet with no feedback. President Ricks asked, given this information, was it the other Board members feelings that scoring should be changed. Mrs. Schwartz concurred with Mr. Seaks. Mr. Seaks said he wanted to understand correctly and inquired if everyone that is required to have a job description has one and it is up to date and accurate. Superintendent Sullivan responded, to the best of his knowledge, they were. Mr. Seaks said he would change his score to a 3. Mrs. Schwartz also changed her score to a 3. Mr. Seaks moved to rate Superintendent Sullivan with an overall rate of satisfactory in the area of Human Resource Management. Mr. Wilkie seconded the motion. Discussion: none. A roll call vote was taken on the motion: ayes-5 (Rude, Schwartz, Wilkie, Seaks, Ricks); nays-0; absent-0. The motion carried unanimously.

D. Curriculum and Student Support Services – Superintendent Sullivan referenced item 8-c and said he did not know the interpretation of the statement "Superintendent regularly meets or corresponds with building administrators to discuss implementation of curriculum, including instructional strategies and challenges associated with implementation." Dr. Sullivan noted he meets individually with each principal once a month. During that meeting, they talk about curriculum and also Professional Learning Communities. Included in the discussion is a variety of things. He said in addition, once a month the principals divide into K-5, 6-8, 9-12 for Cabinet leadership meetings. During those meetings, the K-5 group has looked at their data to make sure it is in the same format to be better assess and to work collaboratively in their buildings. He noted there is also another Cabinet

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D. Curriculum and Student Support Services (cont.)

meeting each month. They may not always talk about curriculum or test scores every month but they are discussed. He summarized that he meets with the administrators at least three times a month. He did not know how he could do more. Mr. Wilkie responded knowing that information, he would rate the superintendent higher. He added, part of the problem with this particular evaluation, without information given to the board now, he would not have known that the superintendent meets on three different occasions each month which would include discussions of curriculum and strategy. He would have thought during those meetings with the principals they would have touched on those subjects. He added this was one of those questions that unless something is said, the Board would not know what happens and it is very hard to give it a numeric value when they need to take into consideration that they don't know the information and yet they are supposed to evaluate even though this is something the superintendent does on a regular basis. He requested to increase his rating to a 3. Mrs. Rude also requested to change her rating to a 3.

Superintendent Sullivan inquired what more he would need to do to make it a 4. Mr. Seaks responded that from his point of view, reporting to the board as highly effective would be updates that the superintendent gives to the Board similar to what he just provided. The communication piece to him would need to be done on a regular basis. He rated the superintendent as effective. Mr. Seaks felt in order to be highly effective would be doing better than most, such as 90%. He thought the superintendent was doing it well and doing it above and beyond. He requested the superintendent provide comments back to the board between the preliminary and the final evaluation otherwise the board members are speculating. Mrs. Schwartz requested to change her rating to a 3.

President Ricks noted the time and that there were two sections still to go through. President Ricks inquired if there was anything else in this section. Mrs. Schwartz moved to rate Superintendent Sullivan with an overall rate of unsatisfactory in the area of Curriculum and Student Support Services. Mrs. Rude 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.

E. Community Relations – Mrs. Rude requested to make a comment and felt that communication on community relations could be great. She also felt that the Board calendar that the Board is reviewing to implement would perhaps be an area a board member or two could go once a year to attend community meetings and see how the conversation is leading in the meetings and help the community in some of those areas. President Ricks responded she did not know if that was the role of a board member. Mr. Seaks commended the community leaders that helped partner with the opening of the new middle school. This was very important and encouraging as the District moves forward. Mrs. Rude moved to rate Superintendent Sullivan with an overall rate of satisfactory in the area of Community Relations. Mr. Seaks 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.

F. Operations and Resources Management – President Ricks requested to address item 13-b and noted the District does not have a special reserve fund and the District has not levied for it. She added there should not be any ratings less than effective. Mr. Seaks, Mrs. Schwartz, and Mr. Wilkie requested to change their rating to a 4. Mrs. Schwartz inquired if this was something that needed to

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F. Operations and Resources Management (cont.)

be edited on the evaluation. President Ricks responded that this section might be more pertinent in Mr. Anderson's evaluation than Dr. Sullivan's evaluation. She thought it could be revised to reflect the interim fund dollars which is different than the special reserve fund. She added that school finance is complicated. Mr. Wilkie moved to rate Superintendent Sullivan with an overall rate of satisfactory in the area of Operations and Resources Management. 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.

President Ricks was having difficulty with the program recalculating and said she would have to go back home and change the ratings of each individual board member and make edits. She would then have the documents printed for the Board members to stop in the next day to sign.

Superintendent Sullivan suggested having some type of rubric for the evaluation as it would be beneficial. President Ricks agreed. Superintendent Sullivan said he would be seeking some clarification since there was a lot of discussion and he did not understand how he was being rated and did not know how to provide information. Mr. Seaks suggested a workshop as soon as possible.

**Other** – Mrs. Rude said she appreciated seeing the school newsletters when they come out with the student council representatives listed. She knows how important it is for the students to see their names listed.

**Adjournment** – At 7:38 a.m., President Ricks declared the meeting adjourned.

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Sarah Ricks, Board President

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Kent Anderson, Business Manager

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Twila Petersen, Secretary