

Unapproved School Board Meeting Minutes

Dickinson Public Schools
Regular Meeting

January 9, 2012; 5:00 p.m.
Board Room, Central Office

The Dickinson Public School Board held a regular meeting on January 9, 2012, at the Central Administration Office. Board members present were: President Kris Fehr, Vice-president Leslie Ross, Dr. Becky Pitkin and Mr. Jason Hanson. Board member absent: Dr. Morton Krieg. Administrators present were: Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Mr. Perry Braunagel, Mr. Ron Dockter, Mrs. Dorothy Martinson, Mrs. Melanie Kathrein, Mr. Shawn Leiss, Mr. Henry Mack, Mr. Del Quigley, Miss Sherry Libis, Mrs. Becky Meduna, Mrs. Tamara Praus and Mr. Calvin Dean. Others present were: Miss Rachel Lantz, Miss Megan Arneson, Miss Kelsey Lafond, Mr. Troy King, Miss Courtney Haugen, Miss Mariah Jorda, Mrs. Deb Conlon, Mrs. Twila Petersen and Ms. Ashley Martin from the Dickinson Press.

President Fehr called the meeting to order at 5:00 p.m.

There were no requests for Public Participation.

There were no additions or deletions to the agenda.

Ms. Ross moved to approve the agenda including the consent agenda consisting of the minutes from the December 12, 2011, regular Board meeting; the bills for January 2012; the financial reports for January 2012; the pledged assets report for January 2012; the RACTC report; the RESP report; the student/staff recognitions; and the personnel reports which included the hiring of Christy Beck, social studies instructor at Hagen Junior High effective December 12, 2011; the early resignations of Janet Bauer, grade four instructor at Jefferson Elementary, Susan Biesiot, kindergarten instructor at Roosevelt Elementary, Lois Christensen, grade three instructor at Jefferson Elementary, Alice Karn, grade one instructor at Jefferson Elementary, and Patricia Klein, district-wide school psychologist; the early resignation and retirements of Debra Rising, grade four instructor at Jefferson Elementary and Olivia Wellenstein, business and physical education instructor at DHS; and the tuition waiver agreement for Devin Houser from Dickinson to Richardton-Taylor and the tuition waiver agreement for Kellee Martin from Dickinson to Richardton-Taylor. The effective date for all resignations and retirements are May 25, 2012. Mr. Hanson seconded the motion. The motion carried unanimously.

Superintendent's Report – Superintendent Sullivan reported on the following:

- a. Stark County Infrastructure Grant Application – DPS was awarded \$12,300. This money will be used for costs incurred for transportation.
- b. EduTech Grant Application – DPS was not awarded any funds from this grant. DPS applied for \$70,000 to be used for iPads at Hagen Junior High.
- c. School Board Election - 2012 is election year for two positions on the school board.
- d. District-wide Technology Committee – This committee will have a meeting this week Thursday, January 12 at 4:00 p.m.
- e. Budget Committee Meeting Update – Last week the Budget Committee met and discussed the following topics:
 - i. After the bid openings for the new school, there may be a need to propose an amended budget to the capital projects account.
 - ii. Classified salaries were discussed and will be presented for approval at tonight's meeting.

Superintendent's Report (cont.)

- iii. Title I funding was discussed. Mrs. Martinson has been required to revise her budget several times due to federal government funding changes. These adjustments may affect classified staff. There is a possibility there will be less funding for remedial reading and remedial mathematics next school year.
 - iv. The district has created a needs assessment priority list. The top five possible projects or programs within the district are to improve our technology infrastructure for a dependable wireless connection, additional district-wide social workers, adding a technology integration specialist, in-town busing and district technology development.
 - v. The Budget Committee approved funding of \$18,000 for a resident teacher for students with disabilities and/or autism.
 - vi. A preliminary budget for the 2012-2013 school year was discussed. The budget includes funding for three additional teaching positions and start-up funds of \$700,000-\$900,000 for equipment at the new elementary school.
- f. Superintendent Sullivan and President Fehr recognized and welcomed the DHS student council representatives attending the meeting. President Fehr welcomed input from the student council members.

New Elementary School Update – Assistant Superintendent Reep addressed the Board and provided information regarding meetings with the architect, a developer of property adjacent to the new school, and administrators. Mr. Reep also explained there are upcoming meetings with the engineers for the new school, a visit to Sunrise Elementary in Bismarck, a meeting with City administrators, and the first meeting for the newly created planning committee. The planning committee consists of Central Office administrators, an elementary principal, several elementary teachers, several specialist teachers (such as physical education, music and special education), classified staff, parents, and a Board member. Ms. Ross volunteered to also serve on the committee. Board members recommended a student in a drafting class also be invited to attend the meetings. Other areas discussed were a timeline for the bidding and groundbreaking for the project along with selection and placing of students, teachers and staff at the new school. Mr. Reep has a budget for the new school posted on the website under Supporting Documents. This agenda item was informational only. No action was requested.

Professional Learning Communities Update – Principal Henry Mack from Roosevelt Elementary and Principal Del Quigley from Lincoln Elementary addressed the Board presenting information regarding the newly implemented Professional Learning Communities (PLC) at their schools. Mr. Mack reported the teachers at Roosevelt meet often to discuss common assessments, analyze data, etc. Planning for intervention and implementing intervention consume a great deal of time for the teachers. The PLC has promoted leadership and collaboration amongst the teachers at the school. Mr. Quigley also reported the teachers at Lincoln meet quite often with most meetings occurring outside the school day. There is limited area in Lincoln for meetings to be held during the day. Mr. Quigley noted that with the large influx of students arriving and even more leaving, it is very demanding on the teachers. The guided writing program at Lincoln has increased the writing skills of the students. Mr. Quigley also noted the presentation from Mike Mattos last fall was beneficial to the teachers. A copy of summary reports from Mr. Mack and Mr. Quigley are available on the website under Supporting Documents.

President Fehr thanked the principals in the district for presenting information to the Board regarding PLCs at the schools. This agenda item was informational only. No action was requested.

Destruction of Old School Records – Assistant Superintendent Vince Reep explained NDCC 21-06-05 and 21-06-06 describes the procedure for retention and destruction of school district documents. He explained all material with sensitive information would first be shredded before taken to the landfill. Following are the documents Mr. Reep recommended for deposit in the Dickinson city landfill: for fiscal years 1983-1993 MIS03s; the fiscal year 2000-2001 outdated new student registrations; for fiscal years 2003-2006 busing trip sheets, busing receipts and employee leave reports; the fiscal year 2005-2006 accounts payable, interview files, school registration, adjusted journal entries, flex forms, leave sheets, purchase orders and West Dakota Parent and Family Resource Center/Partners in Parenting records. All other records from fiscal year 2006-2007 to present will be retained. Action was requested. Dr. Pitkin moved to authorize the business manager to destroy the records presented in accordance with North Dakota Century Code 21-06-05 and 21-06-06 by shredding and/or depositing them in the Dickinson city landfill. Mr. Hanson seconded the motion. The motion carried unanimously.

2012-2013 Classified Staff Salaries Proposal – Superintendent Sullivan addressed the Board and reported the budget committee had met last week. One of the topics discussed was the classified staff salaries and the need for DPS to have competitive wages. The budget committee recommends approval of a 6.5% increase for classified staff receiving a satisfactory performance evaluation. The administrative recommendation was to approve the classified staff salaries proposal. Action was requested. Mr. Hanson moved to approve the Classified Salary and Benefit package with an effective date of July 1, 2012, and to authorize a 6.5% salary increase for the 2012-2013 school year for those classified staff receiving a satisfactory performance evaluation, as presented. Dr. Pitkin seconded the motion. The motion carried unanimously.

Early Resignation Incentive Applications – The following individuals have submitted their early resignation incentive applications effective May 25, 2012: Janet Bauer, grade four instructor at Jefferson Elementary, 37 years of service; Susan Biesiot, kindergarten instructor at Roosevelt Elementary, 29 years of service, Lois Christensen, grade three instructor at Jefferson Elementary, 38 years of service; Alice Karn, grade one instructor at Jefferson Elementary, 39 years of service; and Patricia Klein, district-wide school psychologist, 18 years of service. The early resignation incentive application deadline is March 1, 2012, for licensed staff and April 1, 2012, for classified staff. Dickinson Public Schools may receive additional applications. The administration will evaluate all of the vacancies that these positions may or may not create and will post any openings at a later time. The administrative recommendation was to approve the early resignation incentive applications. Action was requested. Ms. Ross moved to approve the early resignation incentive applications for Janet Bauer, grade four teacher at Jefferson Elementary; Susan Biesiot, kindergarten teacher at Roosevelt Elementary; Lois Christensen, grade three teacher at Jefferson Elementary; Alice Karn, grade one teacher at Jefferson Elementary; and Patricia Klein, district-wide school psychologist, all with an effective date of May 25, 2012. Dr. Pitkin seconded the motion. The motion carried unanimously. President Fehr offered congratulations on their upcoming retirements and thanked them for their many years of dedicated service to students and to the district.

Early Resignation and Retirement Applications – The following individuals have submitted their early resignation and retirement application effective May 25, 2012: Debra Rising, grade four instructor at Jefferson Elementary, 31 years of service and Olivia Wellenstein, business and physical education instructor at DHS, 31 years of service. President Fehr offered congratulations on their upcoming retirements and thanked them for their many years of dedicated service to students and to the district. All teachers that will be retiring on May 25 will be greatly missed. Administrative recommendation was to approve the early retirement incentive applications and to accept their resignations. Action was requested.

Early Resignation and Retirement Applications (cont.)

Ms. Ross moved to approve the early retirement incentive applications for Debra Rising, Jefferson grade four teacher and Olivia Wellenstein, business and physical education teacher at DHS, effective May 25, 2012, and to accept their resignations. Dr. Pitkin seconded the motion. The motion carried unanimously. It was noted these seven positions are equivalent to 228 years of service to the district. The deadline for early retirement applications is March 1, 2012; therefore, additional applications may be received. The administration will evaluate the vacancies these positions may or may not create and will post any openings at a later date.

Board Policy Revision–First Reading – A committee was formed to review the proposed revisions from the North Dakota School Boards Association (NDSBA) to the Bullying Prevention Policy ACEA. Members of the committee included parents, school counselors, school social workers, school principals, student representatives, parent volunteers, law enforcement, school board members, and a representative from the Domestic Violence and Rape Crisis Center. The committee thoroughly reviewed the proposed policy and provided many questions for the NDSBA. After receiving responses from the NDSBA, the committee provides the proposed policy posted on the website under Supporting Documents. Implementation date of the revised policy would be July 1, 2012. President Fehr thanked the committee members for their time and attention devoted to reviewing the policy. The administrative recommendation was to approve the proposed Bullying Prevention Policy ACEA. Action was requested. Ms. Ross moved to approve the revised Bullying Prevention Policy ACEA for first reading, as presented. Mr. Hanson seconded the motion. The motion carried unanimously.

Board Policy Deletion–Second Reading and Final Adoption – Board policy FCAB-Administering Medication to Students was proposed for deletion at the request of the NDSBA. A copy of this policy is available on the website under Supporting Documents. Administrative recommendation was to delete the policy. Action was requested. Mr. Hanson moved to delete policy FCAB-Administering Medication to Students for second reading and final adoption, as presented. Dr. Pitkin seconded the motion. The motion carried unanimously.

Board Regulation Deletion–First Reading and Final Adoption – Board regulation FCAB-BR Procedure for Administering Medication was proposed for deletion at the request of the NDSBA. A copy of the regulation is available on the website under Supporting Documents. Administrative recommendation was to delete the regulation. Action was requested. Ms. Ross moved to delete regulation FCAB-BR Procedure for Administering Medication for first reading and final adoption, as presented. Mr. Hanson seconded the motion. The motion carried unanimously.

Other – There were no other topics for discussion.

Adjournment - At 6:07 p.m., Ms. Ross moved to adjourn. Dr. Pitkin seconded the motion. The motion carried unanimously. The meeting was adjourned.

Kris Fehr, Board President

Vince Reep, Business Manager

Twila Petersen, Secretary