

Unapproved School Board Meeting Minutes

Dickinson Public Schools
Regular Meeting

January 10, 2011; 5:00 p.m.
Board Room, Central Office

The Dickinson Public School Board held their regular meeting on January 10, 2011, at the Central Administration Office. Board members present were: President Kris Fehr, Mr. Jason Hanson, Ms. Leslie Ross, Dr. Becky Pitkin and Dr. Morton Krieg. Administrators present were: Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Mr. Ron Dockter, Mrs. Melanie Kathrein, Mr. Perry Braunagel, Mrs. Dorothy Martinson, Mr. Calvin Dean, Miss Sherry Libis, Mr. Shawn Leiss, Mrs. Becky Meduna, Mr. Henry Mack, and Mr. Mark Rerick. Others present were: Ms. Lisa Miller from the Dickinson Press and Mrs. Twila Petersen.

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

There were no requests for Public Participation.

There were no deletions to the agenda. Ms. Ross moved to add the Roughrider Education Services Program (RESP) Discussion to the agenda as item #13. Mr. Hanson seconded the motion. The motion carried unanimously.

Ms. Ross moved to approve the revised agenda including the consent agenda consisting of the minutes from the December 13, 2010, regular meeting; the bills for January 2011; the financial report for January 2011; the pledged assets report for January 2011; the personnel reports; the student/staff recognitions; dissolving the tuition waiver agreement for Mathias Becker; the RESP report; and the RACTC report. There were no new licensed hires or resignations. Mr. Hanson seconded the motion. The motion carried unanimously.

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

- a. **Collaborative Bargaining Meeting** – There will be a Collaborative Bargaining Team Meeting on Wednesday, January 19 at 4:30 p.m. in the Board room.
- b. **Southwest Night with the Legislatures** – The Southwest Night with the Legislatures will be held on Monday evening, January 24, at the Bismarck Ramkota. If Board members are interested in attending, they are asked to contact Mrs. Petersen to make arrangements for a ticket.
- c. **Budget Committee** – The Dickinson Public Schools Budget Committee met last week. Superintendent Sullivan, Assistant Superintendent Reep, Ms. Ross, and Mr. Hanson began the process of discussing the budget for the 2011-2012 school year. As they go further in the budgeting process, the committee will report back to the school board.

Lincoln Elementary and Jefferson Elementary Additions Update – Assistant Superintendent Reep gave an update to the Board members on the progress of the additions at Lincoln Elementary and Jefferson Elementary Schools. Copies of the January construction reports are available on the website under Supporting Documents. Several Board members and administrators did a walkthrough last week and viewed the additions at the two schools. This week, striping is being done on the floor at the Lincoln gymnasium. Principal Quigley may begin utilizing the new gymnasium and the new classrooms before the end of the school year.

Lincoln Elementary and Jefferson Elementary Additions Update (Cont.)

Classroom additions at both schools are progressing well and may be completed as soon as the end of March. The Jefferson Elementary kitchen updating is projected to be completed in June. Mr. Reep recommended inviting the public to view the additions at Lincoln and Jefferson once they are completed. These \$3.4 million projects were done without borrowing any money or raising tax dollars. This agenda item was informational only. No action was requested.

Bids for Audits – The school district advertised for bids for the Dickinson Public Schools annual audit. Assistant Superintendent Reep shared the amounts for the three bids received. The lowest bidder was James Wosepka, PC. The administrative recommendation was to accept the lowest bid. Action was requested. Ms. Ross moved the Board accept the low bid for the Dickinson Public Schools audit submitted by James Wosepka, PC, Certified Public Accountant for the fiscal year 2011 for \$10,500, fiscal year 2012 for \$11,000, and fiscal year 2013 for \$11,500, as presented. Dr. Krieg seconded the motion. The motion carried unanimously.

Bids for Busing Contract – The school district advertised for bids for contracted busing for rural busing and activity busing for the school district for the years 2011-2016. Harlow's Bus Service was the only company that submitted a bid. Harlow's is the current busing contractor for Dickinson Public Schools (DPS). Superintendent Sullivan said DPS and Harlow's have a good working relationship. A copy of Harlow's proposed busing contract is available on the website under Supporting Documents. Assistant Superintendent Reep explained the differences from the new proposed contract compared to the current contract with Harlow's. The new contract indicates an increase of approximately \$40,000 compared to previous years. Some areas on the contract discussed were identifying a short or long field trip, driver requirements, and the use of the bus for non-DPS activities. The administrative recommendation to the Board was to accept the bid submitted by Harlow's Bus Service. Action was requested. Dr. Pitkin moved to accept the bid submitted by Harlow's Bus Service, Inc. for rural busing and activity busing from 2011-2016. Mr. Hanson seconded the motion. The motion carried unanimously.

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 depositing in the Dickinson city landfill: the fiscal year 2002-2003 balance sheets; the fiscal year 2003-2004 budget listing; for fiscal year 2004-2005 the accounts payable, adjusted journal entries, timesheets, busing records, state bid records, bank deposit slips, bank and check reconciliations, bank statements, inventory records, and West Dakota Resource Center records; the year 2005 school census, flex medical, flex forms, and leave sheets. All other records from fiscal year 2005-2006 to present will be retained. Action was requested. Mr. Hanson 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 depositing them in the Dickinson city landfill. Dr. Krieg seconded the motion. The motion carried unanimously.

Administrative Bargaining Recognition Petition – The administrators requested to meet formally with Superintendent Sullivan and the administrative bargaining Board members to engage in contract discussions. Mrs. Fehr and Mr. Hanson previously volunteered to serve on the administrative negotiations committee. A copy of the Petition to the Board is available on

Administrative Bargaining Recognition Petition (Cont.)

the website under Supporting Documents. Action was requested. Mr. Hanson moved that, pursuant to the provisions of Section 15.1-16-10 of the North Dakota Century Code, the school board of the Dickinson Public School District #1 recognize all certified administrators employed as administrators in the Dickinson District as an appropriate negotiation unit for the purpose of negotiations for the 2011-2012 contract. Dr. Pitkin seconded the motion. The motion carried unanimously.

Board Policy Revisions or Deletions—First Reading – The North Dakota School Board Association (NDSBA) has recommended revisions to most of the policies adopted by the Dickinson Public Schools. Copies of the proposed revisions or deletions are available on the school board website under Supporting Documents and the Policy Revisions-1st Reading link.

Following were the policies that have proposed revisions presented for first reading using the new descriptor code: policy DKBC—Early Resignation Notification, policy DFAA—Teacher Evaluation, policy GABBA—Programs for Students with Disabilities, policy ABBB—Community Use of School Facilities, policy GABDB—Federal Title Programs Dispute Resolution Policy, policy HCAE—Disbursement of Monies, and policy GAAD—Selection and Adoption of Instructional Materials. Following were the policies presented for first reading for deletion: policy FHBA—Interviews by Police, policy HEB—Expense Reimbursements, policy HEAB—Disbursement of Monies, and policy L—Organizational Relations. The administrative recommendation was to revise or delete the proposed policies. Action was requested. Dr. Pitkin moved to accept the first reading approval of the school board policy revisions and deletions, as presented. Dr. Krieg seconded the motion. The motion carried unanimously.

Board Policy Revisions and Deletions – Second Reading and Final Adoption – Copies of the policies presented for second reading approval and final adoption are posted on the school board website under Supporting Documents as Policy Revisions – 2nd Readings. Following were the policies with the proposed revisions presented for second reading and final adoption using the new descriptor code: policy DDDF - Educational Leave, policy DCAE—Continuance Pay, policy ABBC—Use of School District Owned Property, policy DDBD—Military Leave, policy DKBB—Resignation, and policy DDBH—Transfer of Leave. Following are the policies proposed for deletion presented for second reading and final adoption: policy CDBD—Evaluation of Administrators, policy DBGA—Professional Leave, policy DAHBA—Sanitary Cleanup and Disposal, and policy CBBA—Superintendent Job Description. The administrative recommendation was to revise or delete the proposed policies. Action was requested. Ms. Ross moved to accept the second reading and final approval of the school board policy revisions and deletions, as presented. Mr. Hanson seconded the motion. The motion carried unanimously.

Additions to the Agenda

Roughrider Education Services Program (RESP) Discussion – There have been some differences between the RESP and the DPS. The rates charged to schools by RESP is a per student fee. The RESP has been seeking legal advice from Mr. Thune regarding a reduced rate for private schools and maintaining the full rate to public schools. Attorney Thune generated a letter of response to the inquiry and noted there could be some legal ramifications if RESP provided reduced rates to private schools. Attorney Thune also suggested an attorney general's

Roughrider Education Services Program (RESP) Discussion (Cont.)

opinion on the matter. The RESP Governing Board approved to have a reduced rate for private schools participating in their program at an RESP Governing Board meeting.

President Fehr noted a request made to RESP the spring of 2010 for assistance with students that have English as a second language. The Director of RESP informed Superintendent Sullivan that because not enough schools were interested in this service, they would not be able to offer English language services. A request was again made in the fall of 2010 to the RESP Director. The RESP Director felt it was too short a notice and therefore was unable to fulfill the request. Because of the necessity of the service, Dickinson Public Schools proceeded to satisfy the need for an English language service.

Additional concerns were noted regarding the advertisement of an RESP Grant Coordinator, the funding for this position, and the impact it may have on the RESP budget. Dr. Pitkin inquired if Dickinson Public School's professional development needs and the needs of the students are being addressed. If the needs are being addressed, are they done in the most efficient manner?

Board members requested information about the school district's involvement in the RESP with regards to their finances, number of students served, administrative services used by DPS while keeping in mind that Dickinson Public Schools wishes to be good stewards of the taxpayers' funds. Administrators were requested to report back at the February Board meeting with their findings. This agenda item was informational only. No action was requested.

Other – Ms. Ross recommended contacting the Roughrider Area Career and Technical Center (RACTC) and request that copies of the RACTC minutes and agendas be posted on their website. Mr. Hanson, Board representative for RACTC, will contact the director. President Fehr thanked the principals for their hospitality during the recent tours at Jefferson and Lincoln Elementary Schools.

Adjournment – At 5:55 p.m., Ms. Ross moved to adjourn. Dr. Krieg seconded the motion. The motion carried unanimously.

The meeting was adjourned.

Kris Fehr, Board President

Vince Reep, Business Manager

Twila Petersen, Secretary