

## Unapproved School Board Meeting Minutes

Dickinson Public Schools  
Regular Meeting

May 13, 2013; 5:00 p.m.  
Board Room, Central Office

The Dickinson Public School Board held a regular meeting on May 13, 2013, at the Central Administration Office. Board members present were: President Kris Fehr, Vice President Jason Hanson, Ms. Leslie Ross, and Mrs. Tanya Rude. Member absent was Dr. Morton Krieg. Administrators present were: Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Mrs. Melanie Kathrein, Mr. Jay Hepperle, Dr. Rebecca Pitkin, Mrs. Dorothy Martinson, Dr. Marcus Lewton, Mr. Calvin Dean, and Mr. Shawn Leiss, Mr. Ron Dockter, Mr. Henry Mack, and Mrs. Tamara Praus. Others present were: Mrs. Twila Petersen, and Miss Katherine Grandstrand from the Dickinson Press.

**Call to Order** - Board President Fehr 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** – Ms. Ross moved to add to the consent agenda under the Personnel Report the new certified hires for the 2013-2014 school year of Gregg Bertelsen, .27 PE instructor at Lincoln; Madelyn Ohene-Ntow, grade one instructor at Roosevelt; Cody Wolf, Vocational Agriculture instructor at DHS; and also for the 2013-2014 school year the transfer of Jane Cornell, to Elementary/Leveled Literacy Intervention; and the transfer of Dawn Sipma as grade four instructor. Mrs. Rude seconded the motion. The motion carried unanimously.

**Consent Agenda** - Mr. Hanson moved to approve the agenda including the revised consent agenda with the additional new hires and new transfers, consisting of the minutes from the April 8 regular board meeting; the bills for May 2013; the financial reports for May 2013; the pledged assets report for May 2013; the personnel reports; the student/staff recognitions; a tuition waiver request for a child of Wade Kline, and a tuition waiver request for two children of Scott Mack to attend Dickinson Public from South Heart School District; and the RACTC report; as presented. There was no RESP report received. Mrs. Rude seconded the motion. The motion carried unanimously.

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

- a. **Budget Committee Meeting Update** – At last week's Budget Committee Meeting the committee discussed a social worker position and an athletic trainer position. There were no decisions to approve any new positions. The committee heard information from Assistant Superintendent Reep regarding the funding formula and how it will impact the District next school year.
- b. **English Language Learners** – During the 2012-2013 school year, the Board approved an additional English Language Learners position providing a total of two positions in the District. The District has 62 English Language Learners students at the present time. The District will be re-evaluating the needs for ELL assistance after summer enrollment is received.
- c. **Recognize Early Childhood Center** – The Early Childhood Center/Head Start recently had a monitoring from the federal government. There were no findings in the monitoring report. Dr. Sullivan recognized and congratulated Dr. Sharon Hansen and her staff for the outstanding work they are doing and noted it is significant for there to be no findings considering the scrutiny in the monitoring. The review team that came and looked at the ECC and Head Start did site a strength. That strength is the ongoing relationship with the DPS.
- d. **Educator of the Year**- Recently the Chamber Education Committee presented Mrs. Sandra Schobinger at Berg Elementary with the Educator of the Year award.

President Fehr congratulated Dr. Hansen and Mrs. Schobinger and acknowledged the great effort from both those individuals.

**Business Topics**

**Prairie Rose Elementary School Update** – Assistant Superintendent Vince Reep has available on the website under Supporting Documents minutes from the April 3 and April 17 construction meetings. Mr. Reep noted that it was approximately one year ago that the Board accepted bids for the construction of Prairie Rose Elementary. A lot has happened since then. Progress is going well. The interior doors have been hung and the gymnasium has been painted. The only item that has come to his attention is that the carpet is on back order at the factory. The contractor is working on this. Mr. Reep noted that even if things are pushed back due to the carpet the school will still open this fall. Ms. Ross shared how she had driven a community member up to the new school and the individual was very moved by the new school's appearance. President Fehr inquired if a public open house was being planned. Mr. Reep responded there would be one scheduled in the fall. This agenda item was informational only. No action was requested.

**Major Summer Building Projects** - Assistant Superintendent Reep has available on the website a summary list for projects. This list is a work in progress. Mr. Reep noted the only change was that he finally received a bid for a chip seal in the west DHS parking lot at a cost of \$36,000. Mrs. Rude inquired about the projected balance in the fund after the projects are completed. Mr. Reep responded that the fund balance is adequate for the costs of the high priority building projects and some of the medium projects. Ms. Fehr asked Mr. Reep to comment on the restricted uses of the funds. He said that those funds are a result of a tax levy and are allocated specifically for building projects. The funds cannot be transferred out of that account into another account. This agenda item was informational only. No action was requested.

**Legislative Update** - The legislature recently adjourned the 63<sup>rd</sup> Legislative Assembly after eighty days. There were numerous bills in the legislature that were important to the Dickinson Public Schools. Assistant Superintendent Reep provided an update for the school board regarding the legislative session and the implications of various bills on the school district. Mr. Reep reported that House Bill 1319 was defeated. It was rewritten which decreased the revenue generated to DPS apparently by \$1 million. There is ongoing discussion how much levying authority the school district will have. Depending on interpretation, the District may receive more. The certificate of levy is filed in August. Mr. Reep noted there is a lot of uncertainty; however, the number of mills will decrease. House Bill 1013 reduces the tax levy. House Bill 1358 provides funding for impact; however, the funding provided to a District is from the County and therefore funds from the State level will be reduced. Senate Bill 2036 provides a property tax credit. This Bill requires some school districts to send notifications to property owners that received an increase in assessed values. House Bill 1261 is a rapid enrollment bill. There is a possibility the District may receive funds from this Bill but all the details have not been finalized. Senate Bill 2267 provides partial funding for increased security and safety with matching funds required. The Board heard from Assistant Superintendent Reep regarding the new school funding formula approved by the state legislature. President Fehr inquired if there were limits on the school funding bill. Mr. Reep responded there are no limitations. Mr. Reep further explained that the requirement to spend 70% on teacher salaries has been dissolved. Salaries include classified staff, teacher salaries and administrative salaries. President Fehr inquired if the salary amounts the District is paying is shared with the legislators and Mr. Reep confirmed that information is shared. President Fehr thanked Mr. Reep for tracking the legislative bills. This agenda item was informational only. No action was requested.

Mrs. Rude moved that the handbooks agenda item be moved up on the agenda to allow Dr. Lewton to address the Hagen Junior High handbook changes prior to leaving for an activity at the school. Ms. Ross seconded the motion. The motion carried unanimously.

**2013-2014 Student Handbooks** - Copies of the 2013-2014 elementary, Hagen Junior High, Dickinson High School, and Southwest Community High School Student Handbooks and summaries of the recommended changes for the handbooks are posted under Supporting Documents on the school board web site. Principals explained to the Board members the major changes in the handbooks. Most changes were clarification or inclusion of required policy information. Hagen Principal Marcus Lewton noted that the length of the school day at Hagen will increase by ten minutes. The Hagen handbook also included a behavior matrix. DHS Principal Dockter shared with Board members data regarding the attendance policy change that went into effect with the 2012-2013 handbook. The data indicated a dramatic change in the absences and tardies and also a large increase in the number of perfect attendances. President Fehr asked Mr. Dockter what he attributed this positive information. Mr. Dockter responded the change was due to the attendance and final examination exemption. There was discussion regarding the exemption's affect on the number of ill children coming to school and Mr. Dockter explained he had not seen a change with more ill children attending school. President Fehr thanked the principals for all their hard work in preparing the handbooks in time for the Board meeting. Administrative recommendation was to approve the student handbooks, as presented. Action was requested. Ms. Ross moved to approve the 2013-2014 elementary, Hagen Junior High, Dickinson High School, and Southwest Community High School student handbooks, as presented. Mr. Hanson seconded the motion. The motion carried unanimously.

**Roughrider Area Career and Technical Center (RACTC) Update** – Available on the website is an RACTC cost analysis spreadsheet. Mr. Hanson is the Board representative on the RACTC Governing Board. Mr. Hanson explained that the District is saving money by remaining a member of the RACTC. The spreadsheet reflected the cost to the District if it would withdraw from membership. President Fehr inquired how many students were participating in the courses offered through RACTC. DHS Principal Dockter responded that the courses draw enough students to fill the classes. This agenda item was informational only. No action was requested.

**Report on National School Board Association Convention** – Board Member Tanya Rude and Superintendent Sullivan gave highlights from the National School Board Convention they recently attended in San Diego. Available on the website are summary reports prepared by Mrs. Rude and Dr. Sullivan. Also available on the website is some information shared by Mrs. Rude from some of the sessions she attended. Mrs. Rude provided during the meeting a video clip regarding Flipping in the Classroom. The video demonstrated students in a math class viewing material electronically at home in the evenings with more time spent in the classroom doing math problems and having the ability to ask questions as they worked through the problems. This agenda item was informational only. No action was requested.

**Prairie Rose Elementary – Furniture, Equipment, and Fixtures Bids** – Assistant Superintendent Reep discussed the bid opening held on May 2 at 1:30 p.m. where bids were received for furniture, equipment and supplies for Prairie Rose Elementary. Three vendors submitted bids: School Specialty, Accent Workplace & Learning Environments, and Southwest Business Machine, Inc. Mr. Reep noted a change on the bid from School Specialty and an adjustment on the bid from Accent Workplace. There are plans to hold a pre-installation meeting on July 8 with Accent Workplace and School Specialty to let the vendors know when they may go into the school. All prices noted on the bids were FOB destination.

**Prairie Rose Elementary – Furniture, Equipment, and Fixtures Bids (cont.)**

Mr. Reep said the price did change for the total of all the items to \$259,000. This new price is still under budget. Ms. Ross inquired where the companies are based out of. Mr. Reep responded that School Specialty has been around for a long time. They have a local sales representative out of Bismarck. Accent Workplace does business in Canada and U.S. and they have a representative out of Pembina. On the School Board website under Supporting Documents is a spreadsheet listing the items that were bid and the price quotes. Mr. Hanson moved to accept the furniture, equipment, and fixtures for Prairie Rose Elementary as recommended by the administration. Ms. Ross seconded the motion. The motion carried unanimously.

**2013-2014 Classified Salary and Benefit Package Proposal** – Assistant Superintendent Vince Reep has posted under Supporting Documents the proposed 2013-2014 Classified Employee Salary and Benefit Package. The salary increase reflected in this document was approved at the April School Board meeting, but the entire document was not available at that time. Action was requested. Mr. Reep explained there were very few changes to the proposal from last year. Mrs. Rude moved to approve the Classified Salary and Benefit Package with an effective date of July 1, 2013, as presented. Ms. Ross seconded the motion. The motion carried unanimously.

**Annual Meeting Day and Time** – Typically the Board has held its annual meeting on the second Monday in July. This year that date would fall on Monday, July 8. President Fehr asked Board members to check their schedules to find out if they were available for a meeting on July 8. Board members did not have any noted conflicts. Ms. Ross moved to schedule the annual school board meeting for Monday, July 8, 2013, at 5:00 p.m. Mrs. Rude seconded the motion. The motion carried unanimously.

**Administrative Bargaining Recognition of Representative Organization** - The administrators requested to recognize the administrative council as the exclusive representative for negotiations for the 2013-2014 contract. Action was requested. Ms. Ross moved that, pursuant to the provisions of Section 15.1-16-11 of the North Dakota Century Code, the school board of Dickinson Public School District #1 recognizes the Dickinson administrative council as the exclusive representative of the appropriate negotiation unit for the purpose of negotiations. Mrs. Rude seconded the motion. The motion carried unanimously.

**Open Enrollment Applications** – Scott Mack submitted an open enrollment application for his two children to attend Dickinson Public from South Heart School District. These two children currently attend school in the Dickinson Public School District. Administrative recommendation was to accept the open enrollment applications. Action was requested. Mr. Hanson moved to approve the requests for two children of Scott Mack to be admitted to the Dickinson Public Schools under the open enrollment policy. Ms. Ross seconded the motion. The motion carried unanimously.

**Board Policy Additions or Revisions–First Reading** - The North Dakota School Board Association (NDSBA) has recommended the addition of some policies or revisions to some policies. Copies of the proposed additions and revisions are available on the school board website under Supporting Documents using the First Reading link. Action was requested. Mrs. Rude moved to accept the first reading approval of the addition of board policies BGA-Board Communication with the Public, policy DKBD-Teacher Discharge for Cause; and also moved to revise school board policy BCAA-Board Meeting Agenda and

**Board Policy Additions or Revisions–First Reading (cont.)**

Pre-Meeting Preparation, policy BCBA-Public Communication at Board Meetings, and policy DJA-Substitute Teachers, as presented. Mr. Hanson seconded the motion. Discussion included a clarification requested by Mrs. Rude regarding policy GBA-Board Communication with the Public. President Fehr responded that inquiries by parents are to be referred back to the building principal or Superintendent Sullivan. They need to follow the proper chain of command. If there is a complaint received from a community member, the District must follow the proper complaint procedure. President Fehr noted that due to open meeting laws, some topics may not be discussed with other Board members. President Fehr inquired if Board members were comfortable with the new board meeting format. Ms. Ross responded she thought the new format was working well and would not entertain any changes. The motion carried unanimously.

**Board Policy Revision–Second Reading and Final Adoption** – Board policy DKBC-Early Resignation Notification was originally adopted in 1989. It provided employees with an incentive for notifying the District if they were going to be resigning or retiring before the next school year. The recommendation was to increase the daily benefit from \$10 per day to \$20 per day. Final reading on the policy will be pending approval of the teacher negotiated agreement. A copy of the proposed revised policy is available on the website under Supporting Documents Second Reading link. Administrative recommendation was to revise the policy. Action was requested. Ms. Ross moved to approve for second reading and final adoption the revisions to Board policy DKBC-Early Resignation Notification, with an effective date of July 1, 2013, as presented. Mr. Hanson seconded the motion. The motion carried unanimously.

**Other-** President Fehr had sent out an email today asking Board members to check their schedules and note any conflicts with scheduling a special Board meeting in the near future. The special meeting would be to discuss the teacher and administrative contracts. A minimum of three Board members would need to be in attendance. Those meetings could be held over lunch. President Fehr asked Board members to email Mrs. Petersen any dates they had a conflict.

Ms. Ross said she would not be available to attend the Adult Learning Center graduation. President Fehr also would not be able to attend as she will be attending her daughter's graduation.

Mrs. Rude noted that at a session at the NSBA convention, it was suggested the Board review the technology policies every six months.

**Adjournment** – At 6:29 p.m., Mr. Hanson moved to adjourn. Ms. Ross seconded the motion. The motion carried unanimously.

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Kris Fehr, Board President

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Vince Reep, Business Manager

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Twila Petersen, Secretary