

Unapproved School Board Meeting Minutes

Dickinson Public Schools
Regular Meeting

June 12, 2017; 5:00 p.m.
Board Room, Central Office

The Dickinson Public School Board held a regular meeting on June 12, 2017, at the Central Administration Office. Board members present were: President Sarah Ricks, Vice President Brent Seaks, Mrs. Kim Schwartz, and Mrs. Tanya Rude (via telephone). Board Member David Wilkie was not present. Administrators present were: Assistant Superintendent Vince Reep, Mr. Shawn Leiss, and Mr. Henry Mack. Others present were: Ms. Jarris Bergherr, Mrs. Stacy Kilwein, Mrs. Beth Grandell Hurt, 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 – There were no requests for public participation.

Additional Agenda Items/Removal of Items from Consent Agenda – Mrs. Rude moved to add under item e. Personnel Reports on the Consent Agenda the new hire of Marilyn Larsen, Skills for Daily Living instructor at Dickinson Middle school, effective for the 2017-2018 school year. Mrs. Schwartz seconded the motion. Assuming a roll call vote, the motion carried unanimously.

Consent Agenda – Mrs. Schwartz moved to approve the agenda including the revised consent agenda consisting of the minutes from the May 8 regular board meeting, May 16 board workshop; the May 25 and 30th special board meetings; the bills for May 2017; the financial reports for June 1, 2017; the pledged assets report for June 1, 2017; the personnel reports including the hiring of Marilyn Larsen; and the students/teacher/staff recognitions; as presented. Mr. Seaks seconded the motion. Assuming a roll call vote, the motion carried unanimously.

Assistant Superintendent's Report – Assistant Superintendent Vince Reep reported on the following topics which did not require Board action.

Assistant Superintendent Reep noted contracts for administrators and teachers were due today at 4:30 p.m. There are six open positions to fill: grade one at Jefferson Elementary, two Early Childhood Center regular education teachers, Dickinson High School special education instructor, district-wide English Language Learner instructor, and Dickinson High School automotive technician.

Mr. Reep had sent an email to the Board representatives on the Budget Committee letting them know it is close to the end of the fiscal year and he may need to call a special board meeting to discuss the budget. The meeting would be to discuss exceeding the general fund spending over the \$43,365,000. The final payroll for the 2016-2017 fiscal year is being processed. He will have more information available after payroll is complete and bills are paid.

This meeting was the last regular Board meeting for Assistant Superintendent Reep before he retires the end of June. Mr. Reep expressed his gratitude to the Board and thanked them. He noted he has enjoyed his position and feels blessed to work for the District this many years and thanked the Board members and the previous Board members for all their assistance. Vice President Seaks expressed, on behalf of the Board and the District's stakeholders, his appreciation for the work Mr. Reep has done and the service provided over the more than 40 years. He wished him the best in his retirement.

Business Topics

Adult Learning Center Update – Mrs. Beth Grandell Hurt, Coordinator of the Dickinson Adult Learning Center, addressed the Board. She provided a report which is posted under Supporting Documents on the website. She noted this was the first year that the state set the goals for the learning center. They set seven goals. Mrs. Grandell Hurt was pleased with the work done at the Adult Learning Center to meet the goals and explained the learning center served 255 students and had 37 students graduate. The learning center received a \$25,000 grant to be used towards their move into the Hagen building. This will provide additional computers and replace some outdated furniture. They have plans to rebrand their program, energize, and modernize things. Mrs. Grandell Hurt noted a cut of \$1.1 million in funding for the satellite locations. Beulah is a major satellite for the Dickinson Adult Learning Center and they are doing as much as possible to keep it opened and hoping for more funding in the next legislative session. Mrs. Grandell Hurt said there would be an open house in the future and invited Board members to attend. President Ricks thanked Mrs. Grandell Hurt for providing information to the Board. She said she is always impressed with the life stories of the students and grateful for the work that is being done at the Dickinson Adult Learning Center. Vice President Seaks also thanked Mrs. Grandell Hurt and invited her to contact them if there is ever a need. Mrs. Grandell Hurt thanked Mr. Reep for his tremendous help over the past years and wished him well in his retirement. This agenda item was informational only. No action was requested.

Partners in Parenting Update – Mrs. Stacy Kilwein, Coordinator for Partners in Parenting which is a part of the West Dakota Parent and Family Resource Center. She provided a report which is posted under Supporting Documents on the website. Mrs. Kilwein noted this was the 13th year the program has been reaching out to assist families and parents. There were many sessions provided this past year in a variety of programs. She highlighted some of the programs provided including The Changing Program, infant massage, and Gearing Up for Kindergarten. The Changing Program is provided in cooperation with the nursing students and faculty at Dickinson State University and Southwest District Health Unit. There has been positive feedback from parents and students regarding the program. The Gearing Up for Kindergarten Program has been very powerful to the incoming kindergarten students and their parents. Parents attending the sessions have shared that their children were more prepared and the parents also felt more prepared. Mrs. Kilwein noted she has provided extra training for foster care workers and also training for RASP employees working with children and working with children with special needs. Mrs. Kilwein discussed the financial needs of the program and areas they have applied for funding through grants and non-profit organizations, such as United Way. President Ricks thanked Mrs. Kilwein for providing the updated information and said she has heard great things regarding the Gearing Up for Kindergarten Program. Mrs. Kilwein thanked Mr. Reep for the difference he has made for her children and others and has appreciated working with him as the business manager of the District. This agenda item was informational only. No action was requested.

Dickinson Middle School Construction Update – Assistant Superintendent Reep provided updated information regarding the progress of the construction of the Dickinson Middle School. He noted there will be a construction meeting this week where they will do a walk through and create a punch list. More furniture will be arriving on the 19th, the ceiling tile and walk off carpets are being installed, and the locker room floors are being waxed. The installation of graphics will begin the week of June 19. The bleachers are done and the stage is set. There a few things left to complete outside. The administration is monitoring 29th avenue west which is scheduled to be

Dickinson Middle School Construction Update (cont.)

paved this week. There will be a bus-parking practice run on June 20. The track will receive eight coats of rubberized coating which could be completed by the end of the week. The Mortenson trailer will be moved off soon and they will relocate inside the Dickinson Middle School. Vice President Seaks inquired regarding training for employees on the building's intricate system. Mr. Reep responded there is continuous training scheduled. He noted the head custodian has been at the middle school many times. Mortenson has been working hard to make sure the employees know how to run the facility. This agenda item was informational only. No action was requested.

Budget Input and Development Committee Update – Board Vice President Brent Seaks and President Sarah Ricks are the representatives on the Budget Committee. The Budget Committee met on May 25. Topics discussed during the meeting were the Adult Learning Center Building, K-5 Embedded Technology Initiative, and the 2017-2018 Budget. A copy of the meeting minutes are available on the District's website under the District-wide Committee Meetings link. Vice President Seaks noted the District's Technology Committee devised a plan for the embedded technology where there would be one device for every three students in grades K-2 and one device for every two students in grades 3-5. The plan recommended devices in the hands of the teachers fall 2017 and accessible for student use in 2018. This agenda item was informational only. No action was requested.

Average Daily Membership Report – Assistant Superintendent Reep addressed the Board and noted the Average Daily Membership Report is due in July. It will take additional time to complete due to the Southwest Community High School class courses. Mr. Reep reported he anticipated an increase of 25 students compared to a year ago. That will generate \$250,000. He said once the report is available it does not require Board action, only a signature of President Ricks. This agenda item was informational only. No action was requested.

Fuel Bids – Assistant Superintendent Reep addressed the Board explaining Superintendent Sullivan requested he seek bids for fuel for 2017-2018. There was an advertisement for bids and two bids were received. One was from TriEnergy Cooperative (Cenex) and the other was from Tiger Discount. The administration recommended the Board accept the low bid for #1 and #2 diesel for \$.09/gallon below the posted cash price and the bid for unleaded gasoline for \$.09/gallon below the posted cash price from Tiger Discount, Inc. The bid will be for one year beginning August 21, 2017. Mrs. Rude asked why the District would go with Tiger Discount since it only has one location. Mr. Reep explained that bids are requested to keep it honest and the administration recommends accepting the lowest bid. He has contacted the Harlow's director and he has indicated they would make it work knowing there is only one location to fuel. Action was requested. Mr. Seaks moved that the Board accept the low bid for #1 and #2 diesel fuel for \$.09/gallon below the posted cash price and the bid for unleaded gasoline for \$.09/gallon below the posted cash price provided by Tiger Discount, Inc. Mrs. Rude seconded the motion. A roll call vote was taken on the motion: ayes-4 (Rude, Seaks, Schwartz, Ricks); nays-0; absent-1 (Wilkie). The motion carried unanimously.

2016-2017 Fiscal Year Audit Contract – Superintendent Sullivan requested Assistant Superintendent Reep communicate with Wosepka CPA regarding an audit of the District's 2016-2017 financials. Mr. Wosepka has agreed to do the 2016-2017 audit for a fee of approximately

2016-2017 Fiscal Year Audit Contract (cont.)

\$13,000. Available under Supporting Documents is a copy of a letter from Mr. Wosepka outlining the services he will be providing. Mrs. Rude moved to award the contract for auditing the Dickinson Public Schools 2016-2017 financials to James Wosepka, PC. Mrs. Schwartz seconded the motion. A roll call vote was taken on the motion: ayes-4 (Schwartz, Rude, Seaks, Ricks); nays-0; absent-1 (Wilkie).

School Board Policy Revisions-First Reading – Due to the reconfiguration of the grades serviced in the District’s buildings, administrative recommendation was to adjust policy ABAA-School District Organization Plan to accommodate the opening of Dickinson Middle School.

A Board member requested revising the title of policy ABBA-North Dakota’s Comprehensive Model School Policy for Tobacco Use to Dickinson Public School District’s Policy for Tobacco Use.

The two revised policies are available on the website under Supporting Documents. Dickinson Public Schools recommended revisions are noted in purple text. Action was requested. Mrs. Rude moved to adopt for first reading revised policy ABAA-School District Organization Plan and policy ABBA-Dickinson Public School District’s Policy for Tobacco Use, as presented, and to expedite the process waive the second reading and recognize this as the final adoption. Mrs. Schwartz seconded the motion. A roll call vote was taken on the motion: ayes-4 (Seaks, Schwartz, Rude, Ricks); nays-0; absent-1 (Wilkie). The motion carried unanimously.

2017-2018 Elementary Student Handbook – The elementary student handbook is posted on the School Board website under Supporting Documents. Administrative recommendation was to approve the elementary student handbook. Mrs. Rude thanked Mrs. Petersen and other employees for the work they have done on the student handbooks and thanked Mrs. Schwartz for the editing she had done on them. President Ricks concurred. Action was requested. Mr. Seaks moved to approve the 2017-2018 elementary student handbook, as presented. Mrs. Schwartz seconded the motion. Assuming a roll call vote, the motion carried unanimously.

Other – There were no other topics for discussion.

Adjournment – At 5:41p.m., President Ricks declared the meeting adjourned.

Sarah Ricks, Board President

Vince Reep, Business Manager

Twila Petersen, Secretary