

## Unapproved School Board Meeting Minutes

Dickinson Public Schools  
Annual Meeting

July 8, 2013; 5:00 p.m.  
Board Room, Central Office

The Dickinson Public School Board held an annual meeting on July 8, 2013, at the Central Administration Office. Board members present were: President Kris Fehr, Vice President Jason Hanson, Ms. Leslie Ross, Dr. Morton Krieg, and Mrs. Tanya Rude. Administrators present were: Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Mr. Ron Dockter, Dr. Marcus Lewton, Mrs. Susan Cook, Mr. Shawn Leiss and Mrs. Melanie Kathrein. Others present were: Mr. Ron VanDoorne, Mrs. Diana Stroud, Mrs. Twila Petersen, and Miss Katherine Grandstrand from the Dickinson Press.

**Call to Order** – Chair Kris Fehr called the meeting to order at 5:00 p.m. Chair Fehr welcomed Mrs. Susan Cook to the District and thanked her for attending the meeting. Mrs. Cook is the new principal at Heart River Elementary.

**Election of Officers** – Chair Fehr conducted the election of a new Board president. Mrs. Rude nominated Mrs. Kris Fehr as president of the Dickinson Public School District. Dr. Krieg seconded the motion. There were no further nominations. The motion carried unanimously.

Board President Fehr conducted the election of a new Board vice-president. Ms. Ross nominated Mr. Jason Hanson as vice president of the Dickinson Public School District. Mrs. Rude and Dr. Krieg seconded the motion. There were no further nominations. The motion carried unanimously.

**Public Participation** - There were no requests for Public Participation.

**Additions or Deletions to the Consent Agenda** - There were no additions or deletions to the consent agenda.

**Consent Agenda** - Ms. Ross moved to approve the agenda including the consent agenda consisting of the minutes from the June 10, 2013, regular meeting; the June 24, 2013, special meeting; the bills for July 2013; the financial report for July 2013; the pledged assets report for July 2013; the personnel reports; and the RACTC Report, as presented. There were no tuition waiver agreement requests and no student/staff recognitions. Dr. Krieg seconded the motion. The motion carried unanimously.

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

- a. **21<sup>st</sup> Century Community Learning Grant** – Assistant Superintendent Reep has submitted an application for the 21<sup>st</sup> Century Community Learning grant, however Dickinson Public Schools (DPS) did not receive funding in the first round. Mr. Reep attended a WebEx training last week that provided information for rewriting and resubmitting the grant. Mr. Reep stated that DPS will have an after school program even if the District does not receive the 21<sup>st</sup> Century Community Learning grant.
- b. **Fall Registration and Open House Schedule** – These schedules are provided as a Supporting Document on the website.
- c. **North Dakota School Boards Association (NDSBA) Policy Services** – Available on the website under Supporting Documents is a copy of the NDSBA policy services agreement for the 2013-2014 year. The fees are the same as last year; membership is \$250 and maintenance is \$1,250. DPS will sign another one year agreement.

**Superintendent's Report (cont.)**

- d. Stark County Social Services Agreement – Available on the website under Supporting Documents is a copy of the agreement between DPS and Stark County Social Services. Superintendent Sullivan noted that the Cabinet will continue to monitor the possible need for additional social workers in the District and report back to the Budget Committee. President Fehr inquired if the positions are full time and how the salary schedule is developed. Superintendent Sullivan responded the positions are not full time and that the salaries for the positions are provided by Stark County Social Services.
- e. District and School's Program Improvement Plan – The District and various schools in the District have prepared program improvement plans which are posted on the District's website. Also posted on the School District's website are the recent Adequate Yearly Progress (AYP) reports.
- f. Long Range Facility Planner – This month Assistant Superintendent Reep will post qualifications for a long range facility planner. A School Board member may be requested to assist with the selection of a planner.
- g. Bargaining with Association – The attorney for the School District suggested a status report be shared with the School Board. This is an update for informational purposes. On June 19, the District received a copy of the North Dakota Education Commission's Factfinding report. The report recommended a two-year contract; the Board's final salary offer for an increase on the base of \$2,000 in year one and \$1,500 on year two; and the addition of one professional development day in year two of the contract. The report states that the negotiating team must meet at least once and attempt to come to an agreement within 20 days after receiving the report (on or before July 9). If these conditions are not met, the Factfinding Commission will publish a report and explain in the report the Commission's opinion of what compromised the possibility for an agreement. Attempts by the Board to schedule a negotiations meeting with the teachers association have been unsuccessful.

**Business Topics**

**Activities/Athletic/PAC Fundraising Update** – Available on the School Board website under Supporting Documents is a summary report of the activities and athletic fundraising and also a summary report for the PAC fundraising. DHS Principal Ron Dockter addressed the Board. He stated the fundraising from the past school year has been similar to the previous two or three years. Mr. Dockter explained the process for fundraising at the high school. There was discussion regarding club fundraising being different than school sponsored fundraising. Mr. Dockter noted there is less fundraising now than when he first started in the District and it is more closely monitored. President Fehr inquired how the elementary school's fundraiser requests are processed. Superintendent Sullivan responded the building principals submit the requests to him for review and approval. There was discussion regarding the balance in the Jefferson PAC account which has been set aside for additional playground equipment. President Fehr thanked the administrators for putting together the reports. This agenda item was informational only. No action was requested.

**School Resource Officer Report** – Officer Ron VanDoorne with the Dickinson Police Department addressed the Board providing an update to the areas the School Resource Officer has served within the District since December of last year. He discussed the security cameras in place and the District buildings all having a number for easier recognition in case of an emergency. There were various lock down drills at the junior and senior high schools. Officer VanDoorne explained the Southwest Tactical Team participated in an active shooter scenario training held at the junior high school. Next year he hopes to

**School Resource Officer Report (cont.)**

have lock down drills at the elementary schools. He also wishes to work with the schools regarding truancy, continue educating the DPS staff on new narcotics, and work on implementing the DARE program. Officer VanDoorne hopes a second resource officer can be brought into the school district in 2014. Officer VanDoorne explained different scenarios why students are truant. It is sometimes due to transient parents not realizing there is a compulsory attendance law. President Fehr thanked Officer VanDoorne for all he is doing for the students in the District and for providing information at the meeting. This agenda item was informational only. No action was requested.

**Prairie Rose Elementary School Update** – Assistant Superintendent Reep provided updated information regarding the progress on the construction of Prairie Rose Elementary. Available on the website under Supporting Documents are minutes from the June 5 and June 19 construction meetings. Mr. Reep reported the carpet had been delivered this morning. There are additional crew members assisting with the installation of the carpet. Mr. Reep projected a walk-through for July 24. The walk through is a week behind schedule. Exterior concrete is being poured along with landscaping and light poles. The luxury vinyl tile is installed in the cafeteria. Chair Fehr requested that Mr. Reep schedule a few walk-through times so board members may see the progress. Mr. Reep noted that Ms. Kirsti Craig with the Roughrider Electric Cooperative will be doing a feature story on Prairie Rose Elementary in the upcoming issue of the REC Magazine. Mrs. Fehr thanked Mr. Reep for keeping the Board updated on the progress of this project. This agenda item was informational only. No action was requested.

**2012-2013 Budget Statistics** – Business Manager Vince Reep reported the general fund ending balance was slightly over \$7 million. The interim fund balance was at 21%. There were additional funds received from the second year of the biennium state funding and oil and gas revenue. There was lower than anticipated property tax revenue. Mr. Reep noted several areas where the District under expended. Mr. Reep said that as many purchases as possible for Prairie Rose Elementary were made before the end of the fiscal year. The District lost money on the food services account due to lower federal reimbursements. President Fehr inquired where the District was at the end of the year. Mr. Reep reported the District overall under expended the budget. Ms. Ross thanked Mr. Reep and the staff for keeping on track and on target. This agenda item was informational only. No action was requested.

**Annual Financial Report** – Business Manager Vince Reep has available on the website under Supporting Documents a copy of the annual financial report. The report is a summary of 2012-2013 expenditures and revenue in DPI format. The average cost per pupil in 2011-2012 was \$8,584. This has increased in 2012-2013 to \$8,719 per pupil. Mr. Reep explained the breakdown of the cost per pupil by grade segments. Action was requested to approve the report so that it may be submitted electronically. Mrs. Rude moved to approve the Annual Financial Report for the fiscal year beginning July 1, 2012, and ending June 30, 2013, as presented. Dr. Krieg seconded the motion. The motion carried unanimously.

**Bid for Two Buses** – The school district advertised for and provided specification sheets (bus chassis and bus body) for bids for two 65-passenger school buses. Only one company, Harlow's Bus Sales, submitted bids. Harlow's bid is posted under Supporting Documents on the website. The administrative recommendation was to accept the bid from Harlow's Bus Sales, Inc. to purchase buses #1 and #2 in the bid for a total price of \$166,782. Action was requested. Mr. Hanson moved to accept the bid submitted by Harlow's Bus Sales, Inc. and purchase the two 2014 stock International 71 seated 65 passenger route

**Bid for Two Buses (cont.)**

school buses for a combined total of \$166,782. Dr. Krieg seconded the motion. The motion carried unanimously. Mr. Reep stated the buses were bid \$7,000 under budget.

**Meeting Day and Time** – The Board needed to establish its regular meeting day and time for the upcoming fiscal year. Action was requested to schedule the Board meetings. Mr. Hanson moved that the regular meeting of the Dickinson Public School District be set for the second Monday of each month beginning at 5:00 p.m., with the exception of the August 12 meeting to begin at 6:00 p.m. and the November meeting to be held on November 12, 2013, at 5:00 p.m. Dr. Krieg seconded the motion. The motion carried unanimously.

**Board Workshops** – After discussion, Ms. Ross moved to schedule the Board workshops following the October 14, 2013, Board meeting and also following the November 12, 2013, Board meeting. Dr. Krieg seconded the motion. The motion carried unanimously.

**School Board Authorized Representative** – Mrs. Rude moved that Superintendent Douglas W. Sullivan be named the authorized representative of the Dickinson Public School District which shall include and not be limited to the Department of Public Instruction and the legislature. Also, Superintendent Sullivan shall be the authorized representative for the District for all federal programs, including but not limited to: all school lunch programs, vocational programs, the Energy Infrastructure and Impact Office, Title I, Title IIA, E-rate and Job Service programs. Dr. Krieg seconded the motion. The motion carried unanimously.

**Special Education Authorized Representative** – Many special education grant programs require an authorized representative from the District be designated. Administrative recommendation was to designate Mrs. Dorothy Martinson, Director of Student Services, as the authorized representative for VI-B and other special education grants. Action was requested. Mr. Hanson moved that Dorothy Martinson be named the authorized representative for the Dickinson Public School's VI-B and other special education grants. Dr. Krieg seconded the motion. The motion carried unanimously.

**Title I Look-Alike Program** – Jefferson Elementary and Prairie Rose Elementary do not qualify for Title I funding due to the free and reduced lunch ratio in the buildings. Title I Look-Alike Programs may be funded by supplemental local funds specifically set aside for this purpose. Action was requested. Ms. Ross moved to designate supplemental funds in the amount of \$74,670 be set aside by the school district for at-risk students at Jefferson Elementary and \$86,513 be set aside by the school district for at-risk students at Prairie Rose Elementary, for the 2013-2014 school year, to provide supplemental services to support those student's achievement toward meeting the state's student academic achievement standards. Dr. Krieg seconded the motion. The motion carried unanimously.

**Authorized Representative for the 21<sup>st</sup> Century Community Learning Centers (CCLC) Program** – The 2013-2014 21<sup>st</sup> Century Grant submission to the Department of Public Instruction (DPI) must include verification that the school board of the fiscal agent for the grant appointed an authorized representative for the grant. Action was requested. Mrs. Rude moved to appoint Assistant Superintendent Vince Reep as the authorized representative for the 21<sup>st</sup> Century Community Learning Center grant for the 2013-2014 school year. Dr. Krieg seconded the motion. The motion carried unanimously.

Assistant Superintendent Reep departed from the meeting.

**Designate Official Newspaper** – North Dakota Century Code requires that the school district designate an official newspaper. Action was requested. Mr. Hanson moved to designate the Dickinson Press as the official newspaper of the Dickinson Public School District. Dr. Krieg seconded the motion. The motion carried unanimously.

**Bank Depository Designation** – State law requires the District to designate all depositories at its annual meeting. Action was requested. Mr. Hanson moved that American Bank Center be designated as the official depository for the school district checking account and other investments and he further moved that Wells Fargo Bank, Bank of the West, Dacotah Bank, and Dakota Community Bank be designated as depositories for investments for the 2013-2014 fiscal year. Dr. Krieg seconded the motion. The motion carried unanimously.

**Committee Assignments** – Board members are recommended to establish Board representatives for teacher collaborative bargaining, administrative negotiations, and Roughrider Area Career and Technology Center (RACTC) for 2013-2014. Mrs. Kris Fehr and Ms. Leslie Ross have served as Board representatives on the teacher collaborative bargaining team. Mrs. Kris Fehr and Mr. Jason Hanson have served as Board representatives for administrative negotiations. Mr. Jason Hanson and Mrs. Tanya Rude have been recommended to serve on the Roughrider Area Career & Technology Center (RACTC) Governing Board. Other committee assignments are listed under Supporting Documents. Ms. Ross moved to designate for 2013-2014 Mrs. Kris Fehr and Ms. Leslie Ross as Board representatives on the teacher collaborative bargaining team, Mrs. Kris Fehr and Mr. Jason Hanson as Board representatives on the administrative negotiations, and to designate Mr. Jason Hanson as the primary school board representative and Mrs. Tanya Rude as the secondary school board representative on the Roughrider Area Career & Technology Center. Dr. Krieg seconded the motion. The motion carried unanimously. President Fehr indicated if any Board members wish to change committee assignments to let her know.

**Conflict of Interest** – Board members declared changes and updates to their Statement of Interest forms. Mrs. Fehr requested to change on page one that her husband is now self employed. Mrs. Rude moved to allow Mrs. Kris Fehr to participate and vote on the identified potential conflicts in accordance with NDCC 15.1-07-17. Dr. Krieg seconded the motion. Aye-Ross, Rude, Krieg, Hanson. Naye-none. Mrs. Fehr abstained. Motion carried unanimously.

Ms. Ross requested Atlas Cartel, LLC be deleted from Item B and Item D on her Statement of Interest form. Mrs. Rude moved to allow Ms. Leslie Ross to participate and vote on the identified potential conflicts in accordance with NDCC 15.1-07-17. Dr. Krieg seconded the motion. Aye–Fehr, Rude, Hanson, Krieg. Naye–none. Ms. Ross abstained. The motion carried unanimously.

Dr. Krieg stated he had no changes or updates to his Statement of Interest form. Mr. Hanson moved to allow Dr. Mort Krieg to participate and vote on the identified potential conflicts in accordance with NDCC 15.1-07-17. Mrs. Rude seconded the motion. Aye–Fehr, Ross, Rude, Hanson. Naye–none. Dr. Krieg abstained. The motion carried unanimously.

Mr. Hanson stated he had no changes or updates to his Statement of Interest form. Ms. Ross moved to allow Mr. Jason Hanson to participate and vote on the identified potential conflicts in accordance with NDCC 15.1-07-17. Dr. Krieg seconded the motion. Aye–Fehr, Ross, Rude, Krieg. Naye–none. Mr. Hanson abstained. The motion carried unanimously.

**Conflict of Interest (cont.)**

Mrs. Rude requested KLJ Solutions Holdings Co. be deleted under Item B. Ms. Ross moved to allow Mrs. Tanya Rude to participate and vote on the identified potential conflicts in accordance with NDCC 15.1-07-17. Dr. Krieg seconded the motion. Aye–Fehr, Krieg, Hanson, Ross. Naye–none. Mrs. Rude abstained. The motion carried unanimously.

**Board Policy Addition – FCC Restraint or Seclusion – First Reading** – A copy of this new policy recommended by the North Dakota School Boards Association (NDSBA) is available on the website under Supporting Documents. At the May School Board Meeting this agenda topic was tabled until further interpretation could be received from the NDSBA. The administrative recommendation was to add the policy. Ms. Ross moved to accept for first reading the addition of board policy FCC-Restraint or Seclusion, as presented. Dr. Krieg seconded the motion. The motion carried unanimously.

**Other** – There were no other topics for discussion.

**Adjournment** - At 6:27 p.m., Ms. Ross moved to adjourn. Dr. Krieg seconded the motion. The motion carried unanimously. The meeting was adjourned at 6:27 p.m.

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Kris Fehr, Board President

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Vince Reep, Business Manager

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Twila Petersen, Secretary