

Unapproved School Board Meeting Minutes

Dickinson Public Schools
Regular Meeting

August 12, 2013; After the Public Hearing
Board Room, Central Office

The Dickinson Public School Board held a regular meeting on August 12, 2013, at the Central Administration Office. Board members present were: President Kris Fehr, Ms. Tanya Rude, and Ms. Leslie Ross. Board members absent were: Vice President Jason Hanson and Dr. Morton Krieg. Administrators present were: Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Mr. Guy Fridley, Mr. Henry Mack, Ms. Dorothy Martinson, Ms. Melanie Kathrein, Dr. Becky Pitkin, Ms. Susan Cook, Mr. Shawn Leiss, Mr. Jay Hepperle, Mr. Ron Dockter, and Dr. Marcus Lewton. Others present were: Ms. Elizabeth M. Miller, Ms. Twila Petersen, and Miss Katherine Grandstrand from the Dickinson Press.

Call to Order - Board President Fehr called the meeting to order at 7:04 p.m.

Additional Agenda Items/Removal of Items from Consent Agenda – Ms. Rude moved to add to the consent agenda under the Personnel Report the new certified resignations of Kristal Fields, social studies instructor at Hagen Junior High and the resignation of Mary Kay Versen, Coordinator/Basic Computer Skills Instructor at the Adult Learning Center. Ms. Ross seconded the motion. The motion carried unanimously.

Ms. Ross moved to approve the agenda including the revised consent agenda consisting of the minutes from the July 8, 2013, annual meeting; the July 22, 2013, special meeting; the July 25, 2013 special meeting; the bills for August 2013; the financial reports for August 2013; the pledged assets report for August 2013; the personnel reports which includes the resignation of Miss Fields, social studies instructor at Hagen and Ms. Versen, coordinator at the Adult Learning Center; a tuition waiver request for a child of Darcie Dennis from Belfield to Dickinson; a waiver request for a child of Colleen Holm from Belfield to Dickinson; a waiver request for two children of Mariah Kistler from New England to Dickinson; a waiver request for a child of Corey Reeder from Richardton-Taylor to Dickinson; a waiver request for a child of Jolene Rod from Glen Ullin to Dickinson; a waiver request for two children of Jason Schmidt from South Heart to Dickinson; a waiver request for three children of Teresa Serafin from Killdeer to Dickinson; and a waiver request for two children of Natalie Wicklund, from Richardton-Taylor to Dickinson; and the RACTC report; as presented. There were no student/staff recognitions. Ms. Rude seconded the motion. The motion carried unanimously.

President Fehr inquired regarding open enrollment requests. She noted several tuition waiver requests listed on the consent agenda. Superintendent Sullivan said that was a topic he was going to discuss under his superintendent's report but would share information at this time. Due to some of the classroom sizes filled to capacity he has instructed the assistants at the Central Administration Office to close open enrollment for grades K-6. The District is no longer accepting applications for students in grades K-6 living outside the district.

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

- a. **Budget Committee Meeting Update** – The Budget Committee met on Monday, August 5. Items discussed at the meeting were staffing for the 2013-2014 school year and requesting permission to move forward with hiring an English Language Learners (ELL) instructor and providing the District administrators with flexibility should the need arise to hire additional licensed teachers due to increased enrollment. Another topic discussed at the meeting was the contract with

Superintendent's Report (cont.)

Harlow's Bus Service. The contract from Harlow's requests an increase in fees. Superintendent Sullivan has met with Mr. Hageness from Harlow's to discuss the fees and will be meeting again with him for further discussion.

- b. 2013-2013 Staffing – Due to some larger classroom sizes in some buildings, the administration is advertising for another ELL instructor and also for two elementary instructors. The District will be adding another first grade instructor and fourth grade instructor. The administration is also anticipating hiring about six teacher aides. The superintendent stated they are doing whatever they can to make sure the schools are properly staffed.
- c. Athletic Training- The Athletic Co-curricular Committee recently met to discuss the possibility of an athletic training service in the District. Proposals have been received from Sanford Health and St. Joseph's Hospital for this service. Available under Supporting Documents is a proposal comparison prepared by Activities Director Guy Fridley. There was a discussion regarding physicals and it was noted that Sanford Health does offer physicals for a fee. St. Joseph's will provide physicals at no charge. Sanford Health will handle all the physicals and medical release forms. St. Joseph's did not offer the same. President Fehr inquired if the athletic trainers will have the forms physically in their possession at a game. Mr. Fridley responded that copies would be available at all the practices. Mr. Fridley noted that having an athletic trainer is critical for the safety of the students.

Business Topics

Prairie Rose Elementary School Update – Assistant Superintendent Vince Reep provided updated information regarding the opening of the new elementary school. He noted a lot of work has been completed in the last three weeks. Landscaping and seeding is in progress. The teacher work stations are on backorder. There is a backup plan to have tables brought in. If the school were to open tomorrow there would be 281 children enrolled. Ms. Ross and President Fehr requested to be at Prairie Rose on the first day of school. This agenda item was informational only. No action was requested.

Health Insurance Committee Report – Business Manager Vince Reep reported the Health Insurance Committee recently met. There was a bid received from Blue Cross/Blue Shield and also one from Sanford Health. Mr. Reep was concerned about the bid from Sanford Health not including a bid for stop loss. The Health Insurance Committee recommends an increase of 8% to the premiums for employees to be effective October. This is the same increase as last year. The District pays 80% of the total premiums for the full-time employees. The employee portion of a family premium will increase by approximately \$16.00 per month. The employee portion of a single premium will increase by approximately \$7 per month. Mr. Reep noted these rates are well below the North Dakota rates. The committee is trying to build up the fund. This agenda item was informational only. No action was requested.

Budget and Tax Levy - The Certificate of Levy is due in the County auditor's office August 15. It may be amended until October 15 and the rest of the budget may be changed at any time by Board action. A copy of the school district's Certificate of Levy for the year 2013-2014 is posted under Supporting Documents on the website. A public hearing was held prior to the Board meeting to provide an opportunity for the public to present oral or written comments regarding the property tax levy. Action was requested to approve the expenditure fund levels for 2013-2014. The administrative recommendation was to approve the budget as presented. Superintendent Sullivan reported the enrollment is 236 higher than one year ago. This is prior to receiving Hagen Junior High and Dickinson High School registrations. He felt the District will qualify for the rapid growth grant funded by the state. Assistant Superintendent Reep

Budget and Tax Levy (cont.)

said this may help with hiring a facility master planner, or if there is a need to redo the heating and cooling system at Heart River Elementary, or if the District needs to purchase land for a future school site. Mr. Reep was confident the District would end the year in the black. This is not a move to “store house” money. Ms. Ross moved to approve the general fund expenditures of \$32,144,155, the capital projects fund expenditures of \$2,513,000, the debt services fund expenditures of \$765,853, and the food services fund expenditures of \$1,428,198 for the 2013-2014 school term. Ms. Rude seconded the motion. Discussion on the motion: Ms. Rude stated at the last school board meeting there was discussion regarding Title I funding. She inquired if the District is still receiving that income. Mr. Reep responded that the District will receive approximately \$100,000 less in revenue than one year ago for Title I. Those Title I programs will continue as before and will be subsidized from the general fund. Ms. Ross called for a vote. The motion carried unanimously.

The administrative and budget committee recommendation was to levy for 60 mills in the general fund, 10 mills for the building fund, 2.16 mills for the remodeling bonding levy, and 1.20 mills for the HVAC levy. This is an anticipated mill levy reduction of 45.49 mills. The total amount requested for all levies was \$8,365,000. Action was requested. Ms. Rude moved to approve the Certificate of Levy for \$8,365,000 for the fiscal year ending June 30, 2014. Ms. Ross seconded the motion. The motion carried unanimously.

Fuel Bids – Dickinson Public Schools advertised for bids for fuel (diesel and gasoline) for the transportation department for the 2013-2014 school year. The bids were due on or before August 7. Two bids were received. The lower of the bids for diesel and unleaded gasoline was received from Farmers Union Oil Company. Following is the information from their bid:

- #1 diesel at bidders’ pump-\$.086 /gallon below the posted cash price
- #2 diesel at bidders’ pump-\$.086 /gallon below the posted cash price
- Unleaded gasoline at the bidders’ pump-\$.086 /gallon below the posted cash price.

The administrative recommendation was to accept the low bid from Farmers Union Oil Company (Cenex). The bid will be for one year beginning August 21, 2013. Action was required. Ms. Ross moved that the Board accept the low bid for #1 and #2 diesel fuel for \$.086/gallon below the posted cash price and the bid for unleaded gasoline for \$.086/gallon below the posted cash price provided by Farmers Union Oil Company. Ms. Rude seconded the motion. The motion carried unanimously.

Consolidated Grant Application Approval for 2013–2014 - A copy of the summary print out of the application for the Consolidated Grant is posted under Supporting Documents on the school board website. The District has received notification of the amounts for several Federal grants. Those amounts are:

Title I	<u>\$632,532.00</u> + <u>\$77,818.06</u> carryover
Title IIa	<u>\$322,074.00</u> + <u>\$37,221.83</u> carryover
Total	<u>\$954,606.00</u> + <u>\$115,039.89</u> carryover

The Board is required to approve the grant application annually prior to submittal. Action was requested. Ms. Rude moved to approve the Consolidated Grant Application for Federal grants which includes Title I and Title IIa, as presented. Ms. Ross seconded the motion. The motion carried unanimously.

Extracurricular Cooperative Agreement with Hope Christian Academy in Girls' Tennis – Hope Christian Academy requested a cooperative agreement in girls' tennis for the 2013-2014 school year. A copy of the agreement is posted under Supporting Documents on the web site. Mr. Guy Fridley, activities director, recommends approval of the extracurricular agreement. Action was requested. Ms. Ross moved to approve the extracurricular cooperative agreement with Hope Christian Academy in girls' tennis for the 2013-2014 school year. Ms. Rude seconded the motion. The motion carried unanimously.

Extracurricular Cooperative Agreement with Hope Christian Academy in Boys' Hockey – Hope Christian Academy requested a cooperative agreement in boys' hockey for the 2013-2014 school year. A copy of the agreement is posted under Supporting Documents on the web site. Mr. Guy Fridley, activities director, recommends approval of the extracurricular agreement. Action was requested. Ms. Rude moved to approve the extracurricular cooperative agreement with Hope Christian Academy in boys' hockey for the 2013-2014 school year. Ms. Ross seconded the motion. The motion carried unanimously.

Extracurricular Cooperative Agreement with Trinity High School in Speech – Trinity High School requested a cooperative agreement in speech for the 2013-2014 school year. A copy of the agreement is posted under Supporting Documents on the web site. Mr. Guy Fridley, activities director, recommends approval of the extracurricular agreement. Action was requested. Ms. Rude moved to approve the extracurricular cooperative agreement with Trinity High School in speech for the 2013-2014 school year. Ms. Ross seconded the motion. There was discussion regarding the speech coach being housed at Trinity High School. Ms. Schiff has coached the Trinity team for many years and has been successful. The motion carried unanimously.

Board Policy Addition – ACBD-School Medication Program, First Reading and Final Adoption – The North Dakota School Boards Association (NDSBA) has recommended the addition of board policy ACBD-School Medication Program. A copy of this new policy is available on the website under Supporting Documents. Based on direction from the NDSBA, in the fall of 2011, DPS rescinded its administering medication policy and relied on past practices. During the 2013 legislative session, HB 1276 was passed with an effective date of August 1, 2013. This bill allows school districts to establish a program for administering medication to students. There are several exhibits that accompany this policy. Due to the necessity to expedite this policy to be implemented at the start of the school year, administration presented this policy for first reading and final adoption. Board policy BDA-Procedure for Adopting Board Policy provides the Board an option of requesting a waiver of two readings by a 2/3rds majority vote. Two motions are required. President Fehr clarified that the administration is requesting to waive the two meeting requirement. Superintendent Sullivan reported that the District received the model policy on July 24. Ms. Ross inquired if concerns would arise once the policy was approved, could the policy be brought back to the table for review. Superintendent Sullivan responded affirmative. Ms. Ross was not opposed to the expedited process. She recommended the policy be placed on the agenda for review in the future and suggested the January or February School Board Meeting. Ms. Rude moved to utilize an expedited process and further moved to waive the two readings requirement for the addition of board policy ACBD-School Medication Program. Ms. Ross seconded the motion. President Fehr called for discussion. Ms. Rude called for a vote. The motion carried unanimously. Ms. Rude moved to accept for first reading and final adoption the addition of board policy ACBD-School Medication Program, as presented. Ms. Ross seconded the motion. Discussion: Ms. Rude noted that previously the District has worked with the Southwest District Health Unit (SWDHU) to train individuals and inquired which individuals are trained. Superintendent Sullivan noted that the District will continue to have SWDHU staff provide the training. The staff trained in the District are primarily administrators, administrative

Board Policy Addition – ACBD-School Medication Program, First Reading and Final Adoption (cont.)

assistants, paraprofessionals, teachers and those individuals chosen by the principals. There is not a standard list of individuals at each building. Usually there are 3-4 individuals at each building. Ms. Rude noted within the policy that medication is to be brought by the parents to the school personnel. She inquired what would happen if a student brought vitamins or Tylenol to school and didn't turn it into the school personnel. What will be the appropriate procedure or punishment for not following the procedure? Superintendent Sullivan responded that a variety of things would be taken into consideration, such as the substance, conduct, age of the student, etc. The punishment has to fit the crime. Ms. Rude noted that she carried an epi-pen with her continually. The repercussions of not having it available are severe. Ms. Rude noted that within the exhibits the epi-pen and inhalers would be locked up. Ms. Rude said that was not acceptable. Emergency medications need to be readily accessible. Superintendent Sullivan responded that would be one of the things that would need to have immediate access in order to respond better. President Fehr suggested that parents in those situations need to make sure to visit with the building principal. Ms. Rude inquired on one exhibit pertaining to student self administering of medication. Students would be presented with a pass with an expiration date. Would a five and six year old remember when passes expire and need to be renewed? At what age are they held accountable? Superintendent Sullivan responded that he was not sure that the District can establish an age limit. The Century Code does allow young children to carry their inhalers with them. A first grader cannot be told they cannot take the haler with them. Superintendent Sullivan said this is one of those areas the principals will need to assess over the course of the year. Ms. Ross said these policies are a direct result of the State of North Dakota not funding for school nurses. Ms. Rude inquired regarding the exhibit for errors reporting. She shared her concern with the form not following through and explaining what happens after the form is completed so that the incident doesn't happen again. Superintendent Sullivan noted this was a great point. There would be discussion with the staff at SWDHU to have a proper procedure in place. President Fehr inquired if this policy reflects the current process in the buildings. Superintendent Sullivan responded that this policy is more regimented, there are much better procedures for keeping records but it is also more time consuming and more hours spent on providing the same service. Ms. Ross called for the question. The motion carried unanimously.

Board Policy Addition – FCC Restraint or Seclusion, Second Reading and Final Adoption – The NDSBA has recommended the addition of Board Policy FCC-Restraint or Seclusion. A copy of this new policy is available on the website under Supporting Documents. The administrative recommendation was to add the policy. Ms. Ross moved to accept for second reading and final adoption the addition of board policy FCC-Restraint or Seclusion, as presented. Ms. Rude seconded the motion. The motion carried unanimously.

Other – President Fehr inquired when the enrollment numbers would be available on the website. She was curious what grades were seeing the increase. Superintendent Sullivan responded the increase appeared to be across the board. Mr. Reep reported the enrollment numbers would be available at the September School Board Meeting. President Fehr inquired when the District would have the student mobility report available. Mr. Reep stated that the student mobility report will be completed after September 15. President Fehr reminded Board members of the Special School Board Meeting on Tuesday, August 13 at 5:00 p.m.

Adjournment – At 8:04 p.m., Ms. Ross moved to adjourn. Ms. Rude seconded the motion. The motion carried unanimously. The meeting was adjourned at 8:04 p.m.

Kris Fehr, Board President

Vince Reep, Business Manager

Twila Petersen, Secretary