

Unapproved School Board Meeting Minutes

Dickinson Public Schools
Regular Meeting

December 9, 2013; 5:00 p.m.
Board Room, Central Office

The Dickinson Public School Board held a regular meeting on December 9, 2013, at the Central Administration Office. Board members present were: President Kris Fehr, Vice President Jason Hanson, Ms. Leslie Ross, Mrs. Tanya Rude, and Dr. Morton Krieg. Administrators present were: Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Mrs. Dorothy Martinson, Mrs. Susan Cook, Ms. Sherry Libis, Mr. Jay Hepperle, Dr. Becky Pitkin, Mr. Henry Mack, Dr. Marcus Lewton, and Mrs. Melanie Kathrein. Others present were: Ms. Lee Mehrer, 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 the Consent Agenda – There were no additions or deletions to the consent agenda.

Consent Agenda - Mrs. Rude moved to approve the agenda including the consent agenda consisting of the minutes from the November 12 regular board meeting and board workshop; the bills for December 2013 the financial reports for December 2013; the pledged assets report for December 2013; the personnel reports; the student/staff recognition; a tuition waiver request for a child of Nichole Morel from Dickinson to South Heart, and a tuition waiver request for a child of Amber Hellickson from South Heart to Dickinson, as presented. Dr. Krieg seconded the motion. The motion carried unanimously. Mr. Hanson reported the December RACTC meeting had been cancelled, therefore there was no report.

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

- a. **Budget Committee** – The Budget Committee met on November 25. Dr. Sullivan summarized the topics discussed at that meeting. Topics discussed were the possibility of the school district purchasing some land for building a school; the food services dietician hours and making sure the menus are properly designed; and the 2014-2015 budget, including revenue, expenditures, and staffing projections.
- b. **AdvancED Exit Report** – Available on the website under Supporting Documents is portions of the AdvancED Exit Report. This has been posted since some school board members were unable to attend the exit report meeting. Superintendent Sullivan noted page six included powerful practices. Page eight of the report lists some recommended required actions that the school district will need to address. One action requires stakeholder input in district-wide committees. Board representative for participation on the evaluation committee was requested. Superintendent Sullivan commented that he was overall pleased with the report. He thanked the administrators and the School Improvement Leadership Team members for their hard work in preparing for the visitation. President Fehr inquired if there would be a follow up report. Superintendent Sullivan stated that a full report would be sent to the district in approximately 6-8 weeks. Ms. Ross inquired if there was a comparison of Dickinson Public Schools (DPS) to other similar districts. The lead evaluator did visit with Superintendent Sullivan and Assistant Superintendent Reep regarding the demographics of the school district including the inward and outward migration student mobility and the lead evaluator said she sees these levels in the inner city schools. She said that DPS is not suppose to be as good as it is in dealing with the demographic challenges. Mrs. Rude commended the staff and administrators for their work in

Superintendent's Report (cont.)

getting ready for the review. She asked if anyone knew why the low rating in technology showed up on the exit report. Dr. Sullivan responded that he has some speculation and is trying to get more facts. There may be more details in the final report. President Fehr said that a comment was made about the technology working satisfactorily. She requested more information be researched on this comment to find out if this was targeted towards technology in the classroom. President Fehr noted there was a requirement to adopt an evaluation tool for all certified staff. She explained there had been lengthy discussions during the teacher negotiations regarding this topic. It would be beneficial if these discussions could be outside of negotiations.

- c. Department of Public Instruction (DPI) Child Nutrition Review – Available on the website under Supporting Documents is a letter from DPI with a response to the recent review of the district's child nutrition program. The letter commends staff for the accurate record keeping and food services operations in the schools. The district's lunch program was reviewed for proper handling and assessment. The menus were reviewed for the necessary components to validate the state requirements. Dr. Sullivan commended and thanked Assistant Superintendent Reep and all the staff for the remarkable work on this program. Assistant Superintendent Reep also thanked the staff. He also noted that the dietician for the district plays an important role in making sure the components for the state and federal requirements are followed. There was discussion regarding a possible salad bar at the high school. Mr. Reep noted that available space in the DHS lunch room is a concern and the additional costs associated with salad bars.
- d. State Mandated Planning – Superintendent Sullivan has available under Supporting Documents information regarding the state mandated planning which is required to be completed before June 30, 2014. The plan includes the effects of the demographics in the district. He has visited with President Fehr and they suggest utilizing the long range facilitator, DLR Group, to assist with the planning. The board felt this would be appropriate.
- e. Strategic Plan – During the board workshop in November, Superintendent Sullivan distributed a draft strategic plan. In the past few weeks, there have been some requests for clarification in how the plan was developed. Dr. Sullivan distributed a handout which explained how the plan was drafted and provided information regarding the goals. The handout also explained how the technology plan was incorporated into the strategic plan, the required parent survey response rate from the parent survey early 2014, and the stakeholder involvement. President Fehr asked the board members if they had a time frame in mind for review and adoption of the strategic plan. Ms. Ross recommended receiving feedback from the DLR Group after the public input meeting tonight. This may give some background for short term and long range planning. Ms. Ross suggested incorporating all the district's components, including the AdvancED exit report, into the strategic plan with a recommended date of January. Feedback from the DLR Group would be a work in progress.

Business Topics

Audit Report – Due to the inclement weather, Mr. James Wosepka, the school district's auditor, was unable to attend the board meeting. A copy of Mr. Wosepka's report was mailed to the Board members prior to the meeting for their review. Assistant Superintendent Reep explained the auditor's summary at the back of the report indicated no deficiencies and no findings. President Fehr inquired where the district was in the cycle. Mr. Reep responded that the district received bids a few years ago.

Audit Report (cont.)

This audit is the last year from that bid. Mr. Reep requested and received a letter of engagement from Wospeka CPA. Mr. Wospeka's rates were reasonable and he has been secured by the district for an additional three years. The administrative recommendation was for the Board to take action to accept the report. Action was requested. Ms. Ross moved to approve the annual audit report for the year ending June 30, 2013. Dr. Krieg seconded the motion. The motion carried unanimously.

Amend 2013-2014 Capital Projects Fund Budget - Assistant Superintendent Reep addressed the Board. He provided information regarding the status of the Capital Projects Expenditure Budget. This budget should be amended due to the delayed completion of the construction of Prairie Rose Elementary. Construction was not completed until August. Mr. Reep explained the few items remaining on the punch list. There is approximately \$600,000 being retained until the district is satisfactory with some concerns. Many of the contractor's bills were rolled over to the 2013-2014 year. Administrative recommendation was to amend the capital projects fund budget for the expenditures for the 2013-2014 school year. Action was requested. Ms. Ross moved to approve the amended budget of the Capital Projects Fund Budget for the 2013-2014 school year and increase the Capital Project Expenditure budget from \$2,513,000 to \$3,738,000. Dr. Krieg seconded the motion. The motion carried unanimously.

Superintendent Evaluation - The three areas evaluated from the superintendent's job description were: Recruitment/Retention of Staff (licensed and non-licensed), Financial Management Skills (including development and implementation of budget), and Relationship with Students and Parents. Board members were to rate the superintendent either satisfactory or unsatisfactory. Available on the website under Supporting Documents is a summary of the evaluations submitted. President Fehr noted that all five board members submitted evaluations and Superintendent Sullivan received satisfactory marks in all areas. President Fehr met with Superintendent Sullivan and reviewed the evaluation summary prior to the board meeting. She read a portion of the responses from each of the three areas. The board member responses along with the compilation of the comments will be placed in Dr. Sullivan's personnel file. President Fehr thanked Dr. Sullivan and encouraged him to continue to bring issues to the school board and continue the path for forecasting the future of the district. Dr. Sullivan thanked the board for the opportunity. He extended his appreciation for the people he works with and noted the great quality of faculty, staff, and administrators. Action was requested. Mrs. Rude moved to approve the superintendent's evaluation, as presented. Dr. Krieg seconded the motion. The motion carried unanimously. President Fehr thanked the board members for participating in the evaluation process.

Open Enrollment Applications – Amanda Orozco had applied for open enrollment for her four children to be admitted to the Dickinson Public School District from South Heart School District. They had recently moved and therefore the deadline waiver applied. The administrative recommendation was to approve the applications. Action was required. Ms. Ross moved to approve the requests for the four children of Amanda Orozco to be admitted to the Dickinson Public School District under the open enrollment policy. Dr. Krieg seconded the motion. The motion carried unanimously.

School Facility Discussion – Available on the website under Supporting Documents is a spreadsheet document pertaining to classroom sizes. The spreadsheet lists December 2013 enrollment and projected 2014 enrollment with 5% roll forward. The spreadsheet also indicates how these student

School Facility Discussion (cont.)

enrollments would utilize the rooms available in the schools. Dr. Sullivan explained the September 2013 enrollment report showed 3,175 students with 285 students enrolled in kindergarten. The December 2013 enrollment report lists the enrollment of the school district at 3,221. Superintendent Sullivan notes this represents an increase of 46 students or 1.5% since the September report was prepared. This is the highest enrollment in the school district since 1985-1986 school year when the enrollment was 3,271. The December enrollment report also lists the kindergarten enrollment as 309 or an increase of 24 students from the September report. Since the beginning of the school year, the kindergarten enrollment has increased by 8.6%. The net increase of students since the start of the school year is 46, this includes those children that have transferred out. The board recommended classroom size for kindergarten and first grade students is 20. Currently there are 13 sections of kindergarten students with an average of 24 in the classroom. There are 14 sections of first grade with an average classroom size of 21. At the November 25 Budget Committee meeting enrollment numbers were shared with the committee. Since that meeting additional students have enrolled. The numbers on November 25 were not as profound as they are at this time. Assistant Superintendent Reep explained there would be classroom space available next fall but it will create some additional challenges for specialists. He anticipates Hagen Junior High will need some classroom space at Berg Elementary. He is projecting 512 students at Hagen Junior High next fall and 860-900 at Dickinson High School. Dr. Sullivan added that the administrators know what has been happening with the enrollment and how it affects the school. Administrators did what they could in terms of hiring two additional teachers at the start of the school year. There has been a suggestion to hire a teacher during the semester time. Dr. Sullivan shared his past experience with hiring at semester time and how this was detrimental to the students. President Fehr noted she is not comfortable with 24 students in a kindergarten classroom and understands the administrators are doing what they can. She commended the teachers and aides in the classroom. President Fehr inquired regarding the 2015-2016 school year and projections. Dr. Sullivan said there have been some discussions but not as in depth as the 2014-2015 school year. He hopes the faculty and board understand the work being done by the DLR Group will help the district better prepare for the future. Mr. Reep added the process with the facility master planner needs to run its course. President Fehr thanked the administrators for the valuable information. This agenda item was informational only. No action was required.

Other – Mrs. Rude inquired when the broken window would be replaced at Southwest Community High School. Mr. Reep responded that the window and entire frame needed to be ordered. Hopefully it will be replaced over the Christmas break. Mrs. Rude inquired if the driver of the vehicle that crashed into the building had been found. Mr. Reep responded that it is up to the police to find the driver and the district has not received more information from the police at this point.

President Fehr thanked the teachers and administrators at the schools for letting her and other community members come into the schools during American Education Week as guest readers. She enjoyed the experience.

Adjournment – At 6:12 p.m. Mr. Hanson moved to adjourn. Dr. Krieg seconded the motion. The motion carried unanimously. The meeting adjourned at 6:12 p.m.

Kris Fehr, Board President

Vince Reep, Business Manager

Twila Petersen, Secretary