

## Unapproved School Board Meeting Minutes

Dickinson Public Schools  
Regular Meeting

January 11, 2010; 5:00 p.m.  
Board Room, Central Office

The Dickinson Public School Board held a regular meeting on January 11, 2010, at the Central Administration Office. Board members present were: President Dean Rummel, Ms. Leslie Ross, Mrs. Mitzi Swenson, Mrs. Kris Fehr, and Dr. Mort Krieg. Administrators present were: Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Mrs. Sherry Libis, Mrs. Tammy Praus, Mrs. Becky Meduna, Mrs. Dorothy Martinson, Mrs. Melanie Kathrein, Mr. Ron Dockter, Mr. Del Quigley, Mr. Calvin Dean, Mr. Henry Mack, and Mr. Perry Braunagel. Others present were: Mrs. Lynelle Urlacher, Mrs. Peggy Anderson, Mrs. Lidia Muckle, Mrs. Fern Pokorny, Mrs. Mary Ann Reisenauer, Mrs. Naomi Thorson, Mr. Lew Moormann, and Mrs. Twila Petersen.

President Rummel called the meeting to order.

There were no requests for Public Participation.

There were no additions or deletions to the agenda.

Mrs. Swenson moved to approve the consent agenda consisting of the minutes from the December 14, 2009, regular meeting; bills for January 2010; financial report for January 2010; the pledged assets report for January 2010; the hires of Randall Schantz, strategist at DHS; and Holly Morris, strategist at DHS; the RESP report; and the RACTC report. There were no resignations, student/staff recognitions, or tuition waiver agreements. Dr. Krieg seconded the motion. The motion carried unanimously.

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

- 1) **Kindergarten Eligibility Date** – The new date for a child to enroll in kindergarten is August first. The child must be five years old on this date of the year of enrollment, unless there are unique exceptions. Kindergarten registration will be held February 8 – 12, 2010, at the CAO.
- 2) **Negotiations Seminar** – Dr. Sullivan will be attending the NDSBA Negotiations Seminar in Bismarck February 4-6.
- 3) **Policy Recommendations** – Dr. Sullivan discussed the policy modifications recommended by the NDSBA. He has a suggested template posted under Supporting Documents on the website. Board members would like any major changes recommended by the NDSBA be reviewed by a Board member with the superintendent providing his recommendation. All policy revisions will need to go before the Board for their review as a first and second reading. The Board recommended Superintendent Sullivan proceed with the policy revisions using his template.

**RASP Report** – Project Coordinator Lidia Muckle and RASP Site Director Peggy Anderson provided the Board with information regarding the Regional After School Program. The RASP program currently has approximately 225 students enrolled. There are some locations partially funded by a grant (Heart River, Roosevelt, Hebron, and Beach) and two other locations funded through parent fees (Lincoln and Jefferson). During the summer of 2009, approximately 210 students were enrolled in RASP under the supervision of approximately 30 staff members. An updated report from RASP is available as a supporting document on the website.

**Lincoln and Jefferson Additions Update** – Assistant Superintendent Vince Reep gave a brief update to the Board on the progress of the proposed additions at Lincoln and Jefferson Elementary Schools. Background information on his update and a time line are included as supporting documents on the website. Mr. Reep feels the project is on target. This week, there will be additional meetings at both schools with the architect to discuss more details before the architect prepares the specifications. The projects will be put out as two separate bids. Bid opening on the proposed Jefferson project is set for February 18. Bid opening on the proposed Lincoln addition is set for February 25. Mr. Reep explained the contractors bidding on a project must meet certain conditions. When asked about enrollment, Mr. Reep projected approximately 186 kindergarten students will be enrolled the fall of 2010. Dickinson Public Schools will be two classrooms short next fall. Next year, Lincoln Elementary and Jefferson Elementary will each need to find another classroom. This agenda item was informational only. No action was required.

**Destruction of Old School Records** – Assistant Superintendent Vince Reep addressed the board. NDCC 21-06-05 and 21-06-06 describe the procedure for retention and destruction of school district documents. All district records must be saved for five years with the exception of the following items being retained permanently: governing Board proceedings, receipts and expenditure journals, and payroll records. The following records were recommended for destruction at the Dickinson City landfill:

**For Fiscal Year 2002-2003**

- Bank Statements & Cancelled Checks

**For Fiscal Year 2003-2004**

- Accounts Payable
- Timesheets
- Interview Records
- Busing Records
- State Bid Records

**Other Documents**

- West Dakota Parent & Resource Center bidders prior to 2004

All other records from fiscal year 2004-2005 to present will be retained. Action was requested. Ms. Ross moved to authorize the business manager to destroy the records presented in accordance with North Dakota Century Code 21-06-05 and 21-06-06 by depositing them in the Dickinson City landfill. Dr. Krieg seconded. Motion carried unanimously.

**Copy Machine Bid Consideration** - Assistant Superintendent Vince Reep addressed the Board. On December 29, 2009, the Dickinson Public School District received and opened four bids for the purchase and inclusive maintenance of eight copy machines. Maintenance costs include staples, toners, and repairs. The bid analysis is posted under Supporting Documents on the website. All of the minimum specifications were met with all four local vendors who submitted bids. The administrative recommendation was to accept the lowest responsible bid from Advanced Business Methods of Dickinson. Action was requested. Mrs. Swenson moved to accept the low bid of \$48,224 for eight Canon 5075 copiers and the five year inclusive

**Copy Machine Bid Consideration (Cont.)**

maintenance cost of \$.00425 per copy from Advanced Business Methods. Dr. Krieg seconded. Motion carried unanimously.

**Administrative Bargaining Recognition Petition** – The administrators have requested to meet formally with Superintendent Sullivan and the administrative bargaining Board members to engage in contract discussions. Action was requested. Mrs. Swenson moved that, pursuant to the provisions of Section 15.1-16-10 of the North Dakota Century Code, the school board of the Dickinson Public School District #1 recognize all certified administrators employed as administrators in the Dickinson District as an appropriate negotiation unit for the purpose of negotiations for the 2010-2011 contract. Dr. Krieg seconded. Motion carried unanimously.

**Discuss Math Course Addition at DHS** – Mr. Ron Dockter, Principal at Dickinson High School and Mrs. Melanie Kathrein, Director of Instruction, addressed the Board. A summary and flowchart are posted under Supporting Documents on the website. A few years ago, the Dickinson High School administrators and teachers developed a plan to encourage students to take more math courses. As a result, there has been great support from the students and math scores have improved. Mr. Dockter and Mrs. Kathrein recommend adding another Algebra course offering beginning the 2010-2011 school year. This additional course is an option if students are not ready for Algebra II. President Rummel recommended tracking students P-16. Action was requested. Ms. Ross moved that an additional Algebra II course be added as an offering at Dickinson High School for the 2010-2011 school year. Dr. Krieg seconded. Motion carried unanimously.

Dr. Krieg departed the meeting at 6:05 p.m.

**Other**

Ms. Ross recommended Board members read the minutes from the recent RACTC meetings. They are available on their website for review. There was discussion regarding this developing into a possible agenda item in the future.

At 6:07 p.m., Mrs. Fehr moved to adjourn. Mrs. Swenson seconded the motion. Motion carried unanimously.

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Dean Rummel, Board President

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Vince Reep, Business Manager

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Twila Petersen, Secretary