

# **Dickinson Public Schools**

Unapproved Annual School Board Meeting Minutes

July 16, 2018; 5:00 p.m.

Central Administration Offices Board Room

The Dickinson Public School Board held its annual meeting on July 16, 2018, at the Central Administration Offices. Board members present: President Brent Seaks, Vice President Kim Schwartz, Board Member David Wilkie, Board Member Jason Rodakowski, and Board Member Michelle Orton. Others present were: Superintendent Shon Hocker, Assistant Superintendent Keith Harris, Director of Instruction Melanie Kathrein, Director of Student Services Dorothy Martinson, Business Manager Kent Anderson, Dickinson High School Principal Kevin Hoherz, Dickinson High School Assistant Principal Jay Hepperle, Dickinson High School Assistant Principal Tad Schye, Dickinson Middle School Principal Marcus Lewton, Dickinson Middle School Assistant Principal Shawn Leiss, Dickinson Middle School Assistant Principal Cassie Francis, Heart River Elementary Principal Susan Cook, Jefferson Elementary Principal Sara Streeter, Prairie Rose Elementary Principal Nicole Weiler, Assistant Principal Prairie Rose Elementary Richard Smith, School Board Secretary Twila Petersen, The Dickinson Press Reporter Iain Woessner, Mr. Clint Streeter, JE Dunn Senior Project Manager Brian Stark, JE Dunn Operations Coordinator Marc Mellmer, Mrs. JoAnn Coates, Mr. Lyle Smith, Mrs. Shary Smith, Mrs. Amanda Fisher, Mrs. Alicia Hutzenbiler, Mrs. Megan Morey, Mrs. Rachael Sisson, Mrs. Dana Price, Ms. Leann Mehrer, and Mrs. Naomi Obrigewitch.

**Call to Order** - Board President Seaks called the meeting to order at 5:00 p.m.

**Election of Officers** – Chair Seaks opened the floor for the election of office for the position of president of the school board. Mrs. Schwartz nominated Brent Seaks as president of the Dickinson Public School Board. Mr. Wilkie seconded the motion. Chair Seaks made three calls for additional nominations. There were no further nominations. A roll call vote was taken: ayes-4 (Rodakowski, Orton, Wilkie, Schwartz); nays-0; abstain-1 (Seaks); absent-0. The motion carried. President Seaks thanked the Board members for their support.

Board President Seaks conducted the election for the position of vice president of the school board. He opened the floor for nominations. Mr. Wilkie nominated Kim Schwartz as vice president of the Dickinson Public School Board. Mr. Rodakowski seconded the motion. President Seaks made three calls for additional nominations. There were no further nominations. A roll call vote was taken: ayes-4 (Wilkie, Rodakowski, Orton, Seaks); nays-0, abstain-1 (Schwartz); absent-0. The motion carried.

**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 agenda.

**Consent Agenda** – Mrs. Schwartz moved to approve the agenda including the consent agenda consisting of the minutes from the June 18 regular board meeting, the bills for June 2018; the personnel reports; a tuition waiver request for a child of Kara Cannady from Dickinson Public to South Heart Public, a tuition waiver request for two children of Melissa Heinert from Bowman Public to Dickinson Public, a tuition waiver request for a child of Lori Dvorak from Richardton-

**Consent Agenda (cont.)**

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Taylor Public to Dickinson Public, and a tuition waiver agreement for a child of Melinda Bray from New England Public to Dickinson Public; and the students/faculty/staff recognitions, as presented. Mr. Wilkie seconded the motion. A roll call vote was taken on the motion: ayes-5 (Rodakowski, Schwartz, Wilkie, Orton, Seaks); nays-0; absent-0. The motion carried unanimously.

**Superintendent's Report** – Superintendent Hocker reported on the following topics which did not require Board action. He noted he has been here a week and it has been a great first week. Dr. Hocker explained to the Board members there would be a back-to-school breakfast for all staff on August 21. It will be held shortly before 7:00 a.m. until about 8:00 followed by a meet and greet. All Board members and staff are invited to attend.

### **Business Topics**

**Safety and Student Discipline Grievance from Jefferson Elementary Teachers** – Board President Seaks declared this topic had been removed from the agenda.

**Berg Elementary School Update** – Business Manager Anderson addressed the Board. He noted the construction is still on target for August 10. The lockers will not be in by then but the building will be operational. He added there are no new charges from the general contractor in regards to the budget for the building. This agenda item was informational only. No action was requested.

**Average Daily Membership Report** – Business Manager Anderson addressed the Board and explained the Average Daily Membership report provides information that drives the foundation aid funding from the state. There is a year lag in the pupil count. The report is posted on the website under Supporting Documents. Mr. Anderson referenced the report and noted that it shows an increase of 239 students from the year before. This is an estimated impact of a \$3.2 million increase in foundation aid. Mr. Anderson noted there were many expenses incurred in the last school year, such as hiring additional teachers, which is a direct reflection of the increase in the student enrollment. This agenda item was informational only. No action was requested.

**Transportation Report** – Available on the website under Supporting Documents is a copy of the 2017-2018 Dickinson Public Schools Transportation Report. Business Manager Anderson addressed the board summarizing the report and noted it had an impact of an additional \$90,000 in transportation costs. This agenda item was informational only. No action was requested.

**Bus Bids for Consideration** – Business Manager Anderson addressed the Board. He stated the District advertised for bids for three buses and the bid opening was last week. The reason for the request for three buses was to replace one bus and to add two routes with the goal of eliminating a waiting list for student busing. One bid was received during the bid opening. That bid was from Harlow's Bus Sales and is as follows: 2019 International IC 77 passenger school bus, \$95,650 each or \$286,950 for the three buses. Option prices included for review. Mrs. Schwartz moved to purchase three (3) 2019 International IC 77 passenger school buses at a cost of \$95,650 each for a total of \$286,950. Mr. Wilkie seconded the motion. A roll call vote was taken on the motion: ayes-5 (Orton, Rodakowski, Wilkie, Schwartz, Seaks); nays-0; absent-0. The motion carried unanimously.

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**Adjust Milk Break Prices and Grades 9-12 Lunch Meal Prices** – Business Manager Anderson addressed the Board and recommended increasing the monthly milk break prices from \$5.00 per month to \$6.00 per month. The student lunch prices at the high school also needed to be adjusted. Mr. Anderson stated he did not realize the required \$.65 spread between the adult and student meal prices. Mr. Wilkie moved to increase the monthly milk break prices from \$5.00 per month to \$6.00 per month and also moved to approve a fee of \$3.35 for student lunch prices for grades 9-12 effective fall of 2018. Mrs. Schwarz seconded the motion. A roll call vote was taken on the motion: ayes-5 (Schwartz, Wilkie, Rodakowski, Orton, Seaks); nays-0; absent-0. The motion carried unanimously.

**Self-funded Health Insurance Committee Report** – Business Manager Anderson addressed the Board. He stated the Self-funded Health Insurance Committee met on June 25. At the meeting, the committee met with Hays Company representatives and went through the claims costs. At this time, the committee was not recommending any increase in costs to the premiums and recommended aligning the tiers. Overall, there would not be an increase passed to the employees but aligning of the tiers. Mrs. Schwartz moved to set the 2018-2019 health insurance rates as follows: single (\$537.14); single/spouse (\$1,342.86); single/children (\$1,181.71), and family (\$1,611.43). Mr. Rodakowski seconded the motion. Discussion: Mr. Wilkie stated he is a member on the committee and the District's health plan appears to be in good shape. The way the tiers are set up, if there is going to be an increase in insurance, the percentage will be the same across the package. A roll call vote was taken on the motion: ayes-5 (Wilkie, Rodakowski, Orton, Schwartz, Seaks); nays-0; absent-0. The motion carried unanimously.

**Meeting Day and Time** – The Board will need to establish its regular meeting day and time. It is currently the second Monday of the month at 5:00 p.m. Due to legislative action regarding tax levy notification, the August meeting may not begin before 6:00 p.m. and should be scheduled before August 10. There is a proposed calendar for Board meetings for 2018-2019 posted on the website under Supporting Documents. Action was requested to schedule the Board meetings. President Seaks explained that the Board meetings have traditionally been the second Monday of the month. This year the tax levy meeting may need to be as early as August 6. President Seaks requested input from the Board members. Mrs. Schwartz 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 6 meeting which is scheduled to begin at 6:00 p.m., the October Board meeting scheduled for Tuesday, October 9 at 5:00 p.m., and the November Board meeting scheduled for Tuesday, November 13 at 5:00 p.m. Mrs. Orton seconded the motion. Assuming a roll call vote, the motion carried unanimously.

**Board Workshops** – It has been past practice to schedule the workshops following the October and November Board meetings. President Seaks felt the workshops were a great opportunity for the Board to meet and do some planning. He added that the Board had several options, including a day workshop or an overnight retreat. Mrs. Schwartz moved to schedule the Board workshops after the School Board Meetings on October 9 and November 13, 2018, at the Central Administration Offices. Mr. Wilkie seconded the motion. Assuming a roll call vote, the motion carried unanimously.

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**School Board Authorized Representative** – Many federal programs require official Board minutes declaring the designation of the authorized representative for the District. Action was requested. Mrs. Schwartz moved that Superintendent Shon Hocker be named the authorized representative of the Dickinson Public School District that shall include and not be limited to the Department of Public Instruction and the legislature. She additionally moved that Superintendent Shon Hocker 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 III, Title IV, E-rate and Job Service programs. She also moved that Director of Instruction Melanie Kathrein be named the authorized representative for the District Title Iia program. Mr. Wilkie seconded the motion. Assuming a roll call vote, the motion carried unanimously.

**Special Education Authorized Representative** – Many 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. Wilkie moved that Dorothy Martinson be named the authorized representative for the Dickinson Public School's VI-B and other special education grants. Mrs. Schwartz seconded the motion. Assuming a roll call vote, the motion carried unanimously.

**Authorized Representative for the 21<sup>st</sup> Century Community Learning Centers (CCLC) Program** – When the 2018-2019 21<sup>st</sup> Century Grant is submitted to the Department of Public Instruction, it must include verification that the school board of the fiscal agent for the grant appointed an authorized representative for the grant. Administrative recommendation was to appoint Assistant Superintendent Keith Harris as the representative. Action was requested. Mrs. Schwartz moved to appoint Assistant Superintendent Keith Harris as the authorized representative for the 21<sup>st</sup> Century Community Learning Center grant for the 2018-2019 school year. Mrs. Orton seconded the motion. Assuming a roll call vote, the motion carried unanimously.

**Designate Homeless Liaison** – Dickinson Public Schools is required to provide services to individuals considered homeless. Administrative recommendation was to designate Mrs. Stacy Kilwein, Coordinator for Partners in Parenting, as the District's Homeless Liaison. Action was requested. Mr. Wilkie moved to designate Stacy Kilwein as the Dickinson Public School District's Homeless Liaison for the 2018-2019 school year. Mrs. Schwartz seconded the motion. Assuming a roll call vote, the motion carried unanimously.

**Title I Look-Alike Program** – Mrs. Schwartz moved to table the topic of the Title I Look-Alike Program until the next school board meeting. Mr. Wilkie seconded the motion. Discussion: President Seaks explained that some numbers needed to be checked and verified. Assuming a roll call vote, the motion carried unanimously.

**Designate Official Newspaper** – North Dakota Century Code requires that the school district designate an official newspaper. Action was requested. Mrs. Schwartz moved to designate the Dickinson Press as the official newspaper of the Dickinson Public School District. Mrs. Orton seconded the motion. Assuming a roll call vote, the motion carried unanimously.

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**Bank Depository Designation** – State law requires the District to designate all depositories at its annual meeting. The administrative recommendation was to designate American Bank Center as the official depository for the school district checking account and other investments and Wells Fargo Bank, Bank of the West, Dacotah Bank, Dakota Community Bank, and Cornerstone Bank as depositories for investments. Action was requested. Mrs. Schwartz moved that American Bank Center be designated as the official depository for the school district checking account and other investments and further moved that Wells Fargo Bank, Bank of the West, Dacotah Bank, Dakota Community Bank, and Cornerstone Bank be designated as depositories for investments for the 2018-2019 fiscal year. Mr. Rodakowski seconded the motion. Assuming a roll call vote, the motion carried unanimously.

**Committee Assignments** – Board members were recommended to establish representatives for teacher negotiations, administrative negotiations, Stark County Job Authority Development, and the Roughrider Career and Technical Center (RACTC) for 2018-2019. Action was requested. Mr. Wilkie moved to designate for 2018-2019 Kim Schwartz and Michelle Orton as primary Board representatives for teacher negotiations. He further moved to designate Brent Seaks and Jason Rodakowski as Board representatives on the administrative negotiations with David Wilkie assigned as secondary representative. Mr. Wilkie moved to designate Brent Seaks as the primary school board representative on the Roughrider Area Career and Technology Center and Kim Schwartz as the secondary representative and to designate David Wilkie as the primary school board representative on the Stark County Job Authority Development Committee and Jason Rodakowski as the secondary representative. Assuming a roll call vote, the motion carried unanimously.

Board President Seaks appointed the following Board members to designated committees. President Seaks volunteered to serve on the Budget Input and Development Committee and the District-wide Technology Committee. President Seaks appointed Kim Schwartz to the Self-funded Health Insurance Committee, the Professional Development Leadership Team, and the Roughrider Education Services Program (RESP). President Seaks appointed David Wilkie to the Self-funded Health Insurance Committee and the School Improvement Leadership Team. President Seaks appointed Jason Rodakowski to the Budget Input and Development Committee, the Activity Director's Advisory Committee, and the District-wide Technology Committee. President Seaks appointed Michelle Orton to the Wellness Committee, the Activity Director's Advisory Committee, and the Teacher Evaluation Instrument Committee.

**Statement of Interests** – Copies of the school board member's most recent Statement of Interests forms are posted under Supporting Documents. Kim Schwartz reported she had no changes or revisions to her statement of interest form. Mr. Wilkie moved to allow Kim Schwartz to participate and vote on the identified potential conflicts in accordance with NDCC 15.1-07-17. Mrs. Orton seconded the motion. A roll call vote was taken on the motion: ayes-4 (Orton, Rodakowski, Wilkie, Seaks); nays-0; abstain-1 (Schwartz); absent-0. The motion carried.

Mr. Rodakowski stated he had no changes or revisions to his statement of interest form. Mr. Wilkie moved to allow Jason Rodakowski to participate and vote on the identified potential conflicts in accordance with NDCC 15.1-07-17. Mrs. Schwartz seconded the motion. A roll call

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**Statement of Interests (cont.)**

vote was taken on the motion: ayes-4 (Orton, Schwartz, Wilkie, Seaks); nays-0; abstain-1 (Rodakowski); absent-0. The motion carried.

Michelle Orton stated she had no changes or revisions to her statement of interest form. Mr. Rodakowski moved to allow Michelle Orton to participate and vote on the identified potential conflicts in accordance with NDCC 15.1-07-17. Mr. Wilkie seconded the motion. A roll call vote was taken on the motion: ayes-4 (Schwartz, Wilkie, Rodakowski, Seaks); nays-0; abstain-1 (Orton); absent-0. The motion carried.

President Seaks stated he had no changes or revisions to his statement of interest form. Mrs. Schwartz moved to allow Brent Seaks to participate and vote on the identified potential conflicts in accordance with NDCC 15.1-07-17. Mr. Wilkie seconded the motion. A roll call vote was taken on the motion: ayes-4 (Rodakowski, Wilkie, Schwartz, Orton); nays-0; abstain-1 (Seaks); nays-0. The motion carried.

**Roughrider Education Services Program (RESP) Proposal** –Mrs. Schwartz moved to authorize Dickinson Public Schools to become a member of the Roughrider Education Services Program for the 2018-2019 school year. Mrs. Orton seconded the motion. Discussion: Superintendent Hocker addressed the Board explaining he had been approached by RESP representatives. A copy of their proposal is posted on the website under Supporting Documents. This would open up some avenues for professional development for the staff. RESP has agreed to waive the \$1,500 membership fee for the 2018-2019 school year. Services offered provide \$10,000 in professional development usage. Assuming a roll call vote, the motion carried unanimously.

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

**Adjournment** – At 5:31 p.m., President Seaks declared the meeting adjourned.

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Brent Seaks, Board President

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Kent Anderson, Business Manager

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Twila Petersen, Secretary