

**TO:** School Board Members  
**FROM:** Douglas W. Sullivan, Superintendent  
**SUBJECT:** Agenda Background  
**DATE:** March 14, 2016

- I. Call to Order** – President Ricks will call the meeting to order.
- II. Public Participation** - Any person wishing to address the Board may do so by completing a written request prior to the meeting. The request must be within the guidelines of Board Policy BCBA, Public Participation at Board Meetings.
- III. Additional Agenda Items/Removal of Items from Consent Agenda** – Items which require Board action may be placed on the agenda by approval of a majority of the Board members present. Board members may request that an item on the consent agenda be removed for consideration by itself.
- IV. Consent Agenda**
- a. Minutes – February 8 regular Board Meeting. The minutes are posted under Minutes on the school board web site.
  - b. Bills – The bills are posted under Financial Reports on the school board web site.
  - c. Financial Report – The Financial Report is posted under Financial Reports on the school board web site.
  - d. Pledged Assets Report – The Pledged Assets Report is posted under Financial Reports on the school board web site.
  - e. Personnel Reports – The personnel reports are posted under Supporting Documents on the school board website.
  - f. Student/Staff Recognitions – The student/staff recognitions are posted on the Consent Agenda.

**Sample motion: “I move to approve the agenda (or revised agenda) including the consent agenda consisting of the minutes from the February 8 regular board meeting; the bills for March 2016; the financial reports for March 2016; the pledged assets report for March 2016; the personnel reports; and the student/staff recognitions; as presented.”**

- V. Superintendent’s Report** – Superintendent Sullivan will report on topics which do not appear elsewhere in the agenda.
- VI. Business Topics**
- a. **Patron Complaint Appeal** – School Board Policy KACA-Patron Complaints provides an opportunity for a complaint that has been reviewed at every level whereby the complainant requests the School Board to review an appeal. Complainant Brent Jordheim has made a request to the Board to hear his complaint and request for appeal. Mr. Jordheim has been banned from entering any Dickinson Public Schools property nor may he attend any DPS activity whether in Dickinson or another location outside of Dickinson. These restrictions were imposed due to an incident last fall based on comments Mr. Jordheim directed at Mr. Guy Fridley. Mr. Jordheim requested an appeal by the DHS principal and was denied and he requested an appeal by Superintendent Sullivan. Superintendent Sullivan would not overturn the decision of Mr. Dockter. Mr. Jordheim is appealing to the School Board.

Available under supporting documents is a copy of the request from Mr. Jordheim to be placed on the School Board agenda. Also posted is the appeal denial letters from Superintendent Sullivan and Principal Dockter. The incident last fall was investigated by the Dickinson Police Department with statements taken from the administrator and a witness to the incident. The police report and supplemental reports are also posted under Supporting Documents. Board policy KACA-Patron Complaints and Administrative Regulation-KAAA-AR Parent Standards of Conduct are also posted on the website. Superintendent Sullivan, Principal Dockter, Administrator Fridley and Corporal Monson will be available for any questions. Action by the Board is requested.

- b. **Attorney Consultation (Executive Session Anticipated)** – This topic is placed on the agenda as it may be necessary for the School Board to consult with an attorney regarding a patron complaint appeal.
- c. **Conflict of Interest** – A copy of Mr. Seak’s Statement of Interest form is posted under Supporting Documents. Any changes or updates will need to be done orally at the meeting. Action is requested. A roll call vote is required with Mr. Seaks abstaining. **Sample motion: “I move to allow Mr. Brent Seaks to participate and vote on the identified potential conflicts in accordance with NDCC 15.1-07-17.”**
- d. **Dickinson Middle School Construction Loan** – Assistant Superintendent Reep will explain the process for a school construction loan for the new middle school. Available under Supporting Documents is a resolution and copy of the Bank of North Dakota loan. The resolution authorizes issuance of a General Obligation Bond in the amount of \$10,000,000. The loan is set-up for semi-annual principal and interest payments, each April 1 and October 1, commencing April 1, 2017. Action is requested. A roll call vote is required on the motion. **Sample motion: “I move to approve the resolution providing for the sale of \$10,000,000 general obligation school building bonds, series 2016B.”**
- e. **Dickinson Middle School Construction Update** – Assistant Superintendent Reep will report to the board updated information regarding the new middle school. This agenda item is informational only. No action is requested.
- f. **North Dakota School Boards Association (NDSBA) Negotiations Seminar** – School Board members and Superintendent Sullivan attended the recent NDSBA Negotiations Seminar held in Bismarck. Under Supporting Documents are reports prepared by School Board members summarizing the seminar. This agenda item is informational only. No action is requested.
- g. **Teacher Negotiations Update** – Mrs. Fehr and Mrs. Ricks are the school board representatives on the Teacher Negotiations Team. Mr. Fahy, Ms. Berglund, Mr. Schobinger, and Mr. Smith are the Dickinson Education Association representatives on the Teacher Negotiations Team. The Teacher Negotiations Team has had three meetings (February 24, March 1 and March 10). President Fehr and Mrs. Ricks will provide an update regarding topics discussed.
- h. **Bids for Busing Contract** – The school district advertised for contracted busing for the shuttle bus service, rural busing and activity busing for the school district. Harlow’s Bus Service Inc. submitted the only bid. A copy of the bid is posted under Supporting Documents. Superintendent Sullivan and Assistant Superintendent Reep will be available

to answer any questions. The administrative recommendation to the Board is to accept the bid submitted by Harlow's Bus Service for the school years from 2016-2019. Action is requested. **Sample motion: "I move to accept the bid submitted by Harlow's Bus Service, Inc. for the shuttle bus service, rural busing and activity busing from 2016-2019."**

- i. **Bids for Route Buses** - The school district advertised for and provided specification sheets (bus chassis and bus body) for bids for two (2) 77-passenger school buses (each bus seated to 71). Only one company, Harlow's Bus Sales, submitted bids which were opened at 10:30 a.m. on Wednesday, March 9, 2016. Harlow's bid is posted under Supporting Documents.

Following is a summary of the bid:

1. 2016 (stock) International IC CE, 77 seated 71 passenger school bus with a CUM ISB 250 HP 660 ft-lb torque diesel engine, an Allison 2500 automatic transmission, air brakes, manual entrance door, CDL light check system, and a No Student Left Behind safety check system.. This bus meets or exceeds all local, state, and federal standards and specifications. F.O.B. Dickinson, ND -**\$88,395 per bus x 2=\$176,790.**

The administrative recommendation is to accept the bid from Harlow's Bus Sales, Inc. to purchase the buses. Action is requested. **Sample motion: I move to accept the bid submitted by Harlow's Bus Sales, Inc. and purchase two (2) 71 passenger school buses for \$176,790.**

- j. **Superintendent's Evaluation**– Board members completed a superintendent's evaluation form. Board President Ricks has reviewed the evaluations with Superintendent Sullivan. President Ricks will summarize the evaluations at the Board meeting. A copy of the evaluation summary is available on the website under Supporting Documents. Action is requested. **Sample motion: "I move to acknowledge that the school board members did evaluate Superintendent Sullivan, as required by North Dakota Century Code, and that the evaluations were satisfactory."**
- k. **Committee Assignments** – Mrs. Sarah Ricks and Mr. Jason Hanson had served as primary and secondary representatives on the Roughrider Area Career & Technical Center (RACTC) Governing Board. New Board Member Brent Seaks will be assigned as primary representative and Mrs. Sarah Ricks will be assigned as secondary representative. Other committee assignments are listed on the document posted under Supporting Documents. The committee assignments may be discussed at the Board meeting. President Ricks will be assigning Mr. Seaks to the Budget Development and Input Committee which does not require Board action. Action is requested on the RACTC assignment. **Sample motion: "I move to designate Mr. Brent Seaks as the primary school board representative on the Roughrider Area Career and Technology Center and Mrs. Sarah Ricks as the secondary representative."**
- l. **Early Resignation Incentive Applications** – The following individuals have submitted their resignation before the deadline to receive the early resignation incentive. The deadline for certified staff is March 1 and for classified staff is April 1.
  - Amber Adams, grade one instructor at Jefferson Elementary (4 years of service)

- Michele Jaeger, special education instructor at Heart River Elementary (42 years of service)
- Kelsey Mitchell, grade three instructor at Jefferson Elementary (2 years of service)
- Sandra Perzinski, TMH paraprofessional at Dickinson High School (13 years of service)

Assistant Superintendent Reep has verified their eligibility. The administration will evaluate the vacancies these positions may create and will post any openings at a later date. The administrative recommendation is to approve the early retirement incentive applications. Action is requested. Sample motion: **“I move to approve the early resignation incentive applications from Amber Adams, Michele Jaeger, Kelsey Mitchell, and Sandra Perzinski; all with an effective date of May 27, 2016.”**

**m. Open Enrollment Applications** –Open enrollment applications are completed by non-residency parents that wish their children to attend DPS. Open enrollment applications are for parents that have recently moved and the deadline waiver applies (which the Board reviews throughout the year) **or** for parents that have not moved but wish their children to attend DPS. Those applicants that have not recently moved have a deadline of March 1 to turn in their application to DPS for the next school year. The below list of parents have recently moved. If the applications are approved the students would continue to attend DPS. Administrative recommendation is to approve these applications.

- Two children of Courtney Smith from South Heart to Dickinson (grades kindergarten and five, currently attending DPS)
- A child of Marjorie Lehman from South Heart to Dickinson (kindergarten, siblings currently attending DPS)

The following applications for open enrollment were received prior to the March 1 deadline. These students are not currently attending Dickinson Public Schools and do not have siblings attending DPS. The administrative recommendation is to approve these applications for open enrollment (listed in order received). Action is requested.

- A child of Jennifer Wyman from South Heart to Dickinson (no siblings attending DPS, 2<sup>nd</sup> grade)
- A child of Amanda Kuhn from New England to Dickinson (no siblings attending DPS, kindergarten.)
- A child of Trista Dakken from Hebron to Dickinson (no siblings attending DPS, grade six)
- A child of Melissa Hoff from Richardton to Dickinson (no siblings attending DPS, kindergarten)
- A child of Jordan Kukla from New England to Dickinson (no siblings attending DPS, kindergarten)
- A child of Mandy Snyder from Belfield to Dickinson (no siblings attending DPS, grade 9)

**Sample motion: “I move to approve the open enrollment requests for request for two children of Courtney Smith from South Heart, a child of Marjorie Lehman from South Heart, a child of Jennifer Wyman from South Heart, a child of Amanda Kuhn from New England, a child of Trista Dakken from Hebron, a child of Melissa Hoff from Richardton, a child of Jordan Kukla from New England, and a child of Mandy**

**Snyder from Belfield; all to be admitted to Dickinson Public Schools as per the open enrollment policy.”**

- n. Reschedule June School Board Meeting** – Superintendent Sullivan will address the Board. As per NDCC 15.1-09-15, “on the sixth day after the election, the school board shall meet to canvass all election returns and shall declare the result of an election.” This necessitates a board meeting on Monday, June 20. Administrative recommendation is to move the June 13 school board meeting to June 20. Board members are requested to check their calendars and report their availability to attend a June 20 school board meeting. Action is requested. **Sample motion: “I move to reschedule the June school board meeting for June 20 at 5:00 p.m. at the Central Administration Office.”**

**VII. Other**

**VIII. Adjournment**

**Announcements**

- May 2-6 – Teacher/Staff Appreciation Week
- Wednesday, May 5, 7:00 p.m.–Teacher/Staff Retirement and Recognition Program, DHS auditorium.
- Wednesday, May 25, 7:00 p.m.–Southwest Community High School graduation, DHS auditorium
- Sunday, May 29, 1:00 p.m.–Dickinson High School graduation, DHS gymnasium