

**TO:** School Board Members  
**FROM:** Douglas W. Sullivan, Superintendent  
**SUBJECT:** Agenda Background  
**DATE:** December 12, 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** – November 14 regular board meeting, November 14 board workshop, and the December 1 special 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 under the Consent Agenda.

**Sample motion: “I move to approve the agenda (or revised agenda) including the consent agenda consisting of the minutes from the November 14 regular board meeting, the November 14 board workshop, the December 1 special board meeting; the bills for November 2016; the financial reports for December 1, 2016; the pledged assets report for December 1, 2016; the student/staff recognitions; and the personnel reports; as presented.**

- V. **Superintendent’s Report** – Superintendent Sullivan will report on topics which do not appear elsewhere in the agenda.
- VI. **Business Topics**
  - a. **Audit Report** – Mr. James Wosepka, the school district’s auditor, will be at the meeting to answer questions and present the annual audit report. A copy of the report was emailed to the Board members prior to the meeting for their review. It is also available on the website under Supporting Documents. There are no issues of major concern. Administrative recommendation is that the Board takes action to accept the report. Action is requested.  
**Sample motion: “I move to approve the annual audit report for the year ending June 30, 2016.”**

- b. **Dickinson Middle School Construction Update** – Representatives from Mortenson Construction will update the Board members on the progress of the new middle school. This agenda item is informational only. No action is requested.
- c. **2016-2017 DPS School Calendar** – Superintendent Sullivan will address the Board. As of today, Dickinson Public Schools has utilized both allocated storm days. Since it is early in the school year and it has been an extraordinary fall, Dr. Sullivan proposes a storm day on March 9. At the December 5 Calendar Committee meeting, members of the committee were given an opportunity to provide feedback regarding an option for a storm day added on March 9 for the 2016-2017 school year. Calendar Committee members were favorable to the suggestion. Superintendent Sullivan will explain the makeup days and how the March 9 storm day will impact the calendar. Administrative recommendation is to designate March 9 as a storm day. Action is requested. **Sample motion: “I move to designate March 9, 2017, as a storm/student contact day in the 2016-2017 school calendar.”**
- d. **Copy Machines Bid Consideration** - Assistant Superintendent Vince Reep will address the Board. On November 29, 2016, the Dickinson Public School District received and opened three bids for the purchase and inclusive maintenance of three copy machines for Dickinson Middle School. The bid analysis is included as a supporting document on the website. All of the minimum specifications were met with all three local vendors who submitted bids. The administrative recommendation is to accept the lowest bid from Marco Technologies of \$22,110 for the three copiers (\$7,370 per copier) and a five-year inclusive maintenance rate of \$.0038 per copy. Their total bid is \$60,110. Action is requested. **Sample motion: “I move to accept the low bid of \$22,110 for three Konica Minolta copiers and the five-year inclusive maintenance cost of \$.00380 per copy from Marco Technologies, LLC.”**
- e. **Skid Steer Loader Consideration** – The school district advertised for a request for bids for a skid steer loader, with an angle broom, low profile bucket, snow bucket, and snow blower attachments. At the November 29, 2016, bid opening three bids were received from Butler CAT and West Plains, Inc. Available under Supporting Documents are copies of the bids. The administrative recommendation is to accept the low bid from Case IH for the 2016 Bobcat S450 skid steer loader for a total price of \$33,762.88. Assistant Superintendent Reep will explain Monday’s change to the sample motion. **Sample motion: “I move to accept the low bid submitted by West Plains, Inc. Case IH and purchase a 2016 Bobcat S450 Skid Steer Loader for \$33,762.88.”**
- f. **Central Administration Office Restructuring** – The School Board has had multiple discussions regarding the recommendation from AdvancED to review the organization of the Central Administration Office. Several options have been presented to the Board. At its most recent discussion, Superintendent Sullivan recommended option #2 for consideration of the board. Option #2 provides for a designation of several full time positions. These positions are: a full time position for an Assistant Superintendent of Teacher and Learning, a full time position for a Business Manager, a full time position for a Human Resources Director, a full time position for a Curriculum Coordinator, and a full time position for a Special Education Coordinator. Administrative recommendation is to implement Organizational Chart #2 in two phases. Phase I would be implemented during the 2017-2018 school year, with the exception of the full time Special Education Coordinator. The full time Special Education Coordinator position would be implemented at such time as funds became available and after review from the Budget Committee

members. The administrative recommendation is for the Board to adopt Organizational Chart #2 which is posted on the website under Supporting Documents. Also available on the website is an Option #2 Organizational Chart Applied to District Administrative Positions. Action is requested. **Sample motion: “I move to adopt Dickinson Public Schools Organizational Chart #2, as presented, and further move to implement in two phases as per the administrative recommendation.”**

- g. School Board Policy Additions, First Reading** – NDSBA recommends adding policy IDC-Data Protection and Security Breaches. This policy is posted on the website under Supporting Documents. Administrative recommendation is to add the policy. **Sample motion: “I move to complete the first reading of adding policy IDC-Data Protection and Security Breaches, as presented.”**

1. Policy IDC-Data Protection and Security Breaches

- h. School Board Policy Revisions, First Reading** – NDSBA has recommended revisions to the below policies. The proposed revised policies are available on the website and posted under Supporting Documents. Text noted in red are the NDSBA recommended changes to the policies. Administrative recommendation is to revise the following policies.

1. Policy BCAD-Executive Sessions
2. Policy CAAB-Superintendent Evaluation Procedure
3. Policy FAAA-Open Enrollment
4. Policy FAAD-Tuition Agreements

Action is requested. *A roll call vote is required on the motion.* Sample motion: **“I move to complete the first reading of revised policies BCAD-Executive Sessions, CAAB-Superintendent Evaluation Procedure, FAAA-Open Enrollment, and FAAD-Tuition Agreements, as presented.”**

- i. School Board Policy Addition and Revisions, Second Reading and Final Adoption** – NDSBA has recommended revisions to the below policies. The proposed revised policies are available on the website and posted under Supporting Documents. Text noted in red are the NDSBA recommended changes to the policies. Administrative recommendation is to add and revise the following policies.

1. DBBA-Drug and Alcohol Testing Program for Employees (revision)
2. DBD - Classified Staff Intent to Rehire (addition)
3. DCB – Definition of Workweek, Overtime, and Compensatory Time (revision)
4. DED-Administrative Leave and Suspension (revision)

Action is requested. *A roll call vote is required on the motion.* Sample motion: **“I move to complete the second reading and final adoption of new policy DBD-Classified Staff Intent to Rehire and final adoption of revised policies DBBA-Drug and Alcohol Testing Program for Employees; DCB-Definition of Workweek, Overtime, and Compensatory Time; and DED-Administrative Leave and Suspension, as presented.”**

- j. School Board Policy Revision, Second Reading and Final Adoption** –DPS administrative recommendation is to revise policy KACA-Patron Complaints. The proposed revised policy is available on the website and posted under Supporting Documents. Text noted in purple are the administrative recommended changes to the policy. Action is requested. *A roll call vote is required on the motion.* Sample motion: **“I move to complete the second reading and final adoption of revised policy KACA-Patron Complaints, as presented.”**

**VII. Other**

**VIII. Adjournment**

**Announcements:**

2017 NDSBA Negotiations Seminar is scheduled for February 9-10, 2017, at the Bismarck Ramkota. If you are interested in attending, please inform Twila.