

# Dickinson Public Schools

Unapproved School Board Meeting Minutes

January 8, 2018; 5:00 p.m.

Central Administration Office Board Room

The Dickinson Public School Board held a regular meeting on January 8, 2018, at the Central Administration Office. Board members present were: President Sarah Ricks, Vice President Brent Seaks, Board Member Tanya Rude, Board Member Kim Schwartz, and Board Member David Wilkie. Others present were: Superintendent Douglas Sullivan, Business Manager Kent Anderson, Director of Student Services Dorothy Martinson, Director of Instruction Melanie Kathrein, Dickinson High School Principal Ron Dockter, Dickinson High School Assistant Principal Jay Hepperle, Dickinson High School Assistant Principal Guy Fridley, Dickinson Middle School Principal Marcus Lewton, Dickinson Middle School Assistant Principal Shawn Leiss, Heart River Elementary Principal Susan Cook, Jefferson Elementary Principal Sara Streeter, Lincoln Elementary Principal Tammy Peterson, Prairie Rose Elementary Principal Sherry Libis, Roosevelt Elementary Principal Henry Mack, School Board Secretary Twila Petersen, Jefferson Elementary Instructor Dana Price, Jefferson Elementary Instructor Amanda Fisher, Jefferson Elementary Instructor Sara Steier, Prairie Rose Elementary Instructor Jane Cornell, Jefferson Elementary Instructor Alicia Hutzenbiler, Jefferson Elementary Instructor Shayna Knebel, Dickinson Middle School Instructor Lidia Muckle, Dickinson Middle School Instructor Linda Greenwood, Building and Grounds Coordinator Wayne Schatz, Harlow's School Busing Transportation Manager Burton Lewton, JE Dunn Senior Project Manager Brian Stark, Tooz Construction President Tracy Tooz, Dickinson Press Reporter Iain Woessner, and Mrs. Shary Smith.

**Call to Order** - Board President Ricks 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 Consent Agenda** - Mrs. Rude moved to add to the consent agenda under the Personnel Report the new certified hire of Alyssa Wagner, social studies instructor at Dickinson Middle School, effective January 5, 2018. She further moved to withdraw the tuition waiver request for a child of Rebecca Suzanne Phillips from New England to Dickinson. Mr. Wilkie seconded the motion. Assuming a roll call vote, the motion carried unanimously.

**Consent Agenda** – Mrs. Schwartz moved to approve the revised agenda including the consent agenda consisting of the minutes from the December 11 regular board meeting; the bills for December 2017; the financial reports for December 31, 2017; the pledged assets report for December 31, 2017; the personnel reports including the new hire of Alyssa Wagner, social studies instructor at Dickinson Middle School; the RACTC Director's Report; a tuition waiver request for two children of April Grant from Dickinson Public to South Heart Public and a tuition waiver request for two children of Melissa Heinert from Bowman Public to Dickinson Public; and the students/faculty/staff recognitions; as presented. Mr. Seaks seconded the motion. Assuming a roll call vote, the motion carried unanimously.

**Superintendent's Report** – Superintendent Sullivan reported on the following topics which did not require Board action.

**Meetings This Week** – Superintendent Sullivan reminded the Board there is a Teacher Evaluation Instrument Committee Meeting on Tuesday at 4:00 and a School Improvement Leadership Team Meeting on Thursday at 4:00.

**Negotiations Seminar** – The North Dakota School Boards Association is hosting a Negotiations Seminar in February. If Board members are interested in attending, they should inform Twila.

**Strategic Plan** – Dr. Sullivan explained he has been working on revisions for the Strategic Plan and is hoping to submit it to the Board in the next couple of weeks.

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### **Business Topics**

**Selection of Construction Management At-Risk (CMAR)** - At the November 30 Special School Board meeting, the Board directed the administration to move forward with the process to seek applications for the Request for Qualifications for the renovation at P.S. Berg Elementary. As per requirements in the N.D. Century Code 48-01.2-20, which is posted on the website, the selection committee for the Construction Management At-Risk was comprised of Jan Prchal (a registered architect), Scott Schneider (a registered engineer), Shane Roers (a licensed contractor who was not contending for the position), and Business Manager Kent Anderson. Available under Supporting Documents is a copy of a letter from Mr. Anderson regarding the CMAR interview selection process. Also available under Supporting Documents is a copy of the scoring sheet used during the interviews. Business Manager Anderson addressed the Board and explained the same process was used for selecting the CMAR for the Dickinson Middle School. There were five strong candidates which were all very competent. The selection committee's recommendation was to award the CMAR for P.S. Berg Elementary to J.E. Dunn. Action was requested. Based on the information provided by Mr. Anderson, Mr. Seaks moved to award the Construction Management At-risk Company for the renovation of P.S. Berg Elementary to J.E. Dunn and he directed Business Manager Anderson to work with J.E. Dunn to reach an agreement on compensation and contract terms. Mrs. Rude seconded the motion. A roll call vote was taken on the motion: ayes-5 (Seaks, Wilkie, Rude, Schwartz, Ricks); nays-0; absent-0. The motion carried unanimously. Superintendent Sullivan commended Business Manager Anderson on the process. President Ricks also thanked Mr. Anderson and the members of the selection committee.

**Principal Reports** – Jefferson Elementary Principal Sara Streeter and Jefferson Elementary Instructors Alicia Hutzenbiler, Shayna Knebel, and Sara Steier addressed the Board. Mrs. Hutzenbiler and Mrs. Knebel have been providing the Jefferson STEM club for the past couple of months. This is offered to students in the 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grades on Wednesdays after school. There are many students interested in the club.

Mrs. Streeter distributed a handout to Board members with information regarding Jefferson Elementary's Smart Goals for 2017-2018. Mrs. Steier explained part of the handout was a snapshot of the data and accomplishments of the school improvement team. The handout listed goals of the school improvement team and the action plans to achieve those goals and increase proficiency as much as possible. There are goals in reading proficiency, math proficiency, and increasing student respectful behavior. Mrs. Streeter gave examples of tracking negative student referrals sent to the front office and positive student shout outs. Board members thanked the Jefferson Elementary Principal and teachers for providing the updated information.

Dickinson Middle School Principal Marcus Lewton, Dickinson Middle School Interventionist Lidia Muckle, and Dickinson Middle School Strategist Linda Greenwood addressed the Board. Dr. Lewton distributed a handout with information regarding Dickinson Middle School's 2018-2019 Academic Goals. These included revisions to the beliefs, listed the goals, explained the multi-tiered systems of support, the 2016-2017 academic goals, and the NWEA testing achievements. Dr. Lewton explained students are the center of all and every student can learn at high levels. Dickinson Middle School tries to personalize the educational experience.

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**Principal Reports (cont.)**

Mrs. Muckle and Ms. Greenwood explained the advantages of the faculty from Berg Elementary and Hagen Junior High teaming up and combining the schools for Dickinson Middle School. A multi-tiered system through scheduling was created. Additionally, there is team time with committees working together under the direction of Assistant Principal Leiss. They explained the Multi-tiered Systems of Support which has a spectrum from the gifted and talented to individualized reading and math. Each level provides additional support to the student and a smaller student to teacher ratio. Dr. Lewton explained the goals are a part of the continuous improvement and teachers identifying areas that can be changed and improved. Board members thanked Dr. Lewton, Mrs. Muckle, and Mrs. Greenwood for the information they shared.

This agenda item was informational only. No action was requested.

**P.S. Berg Elementary School Designation as a K-5 School** – Mrs. Rude moved to reopen P.S. Berg Elementary as a K-5 elementary school beginning the 2018-2019 school year. Mrs. Schwartz seconded the motion. Assuming a roll call vote, the motion carried unanimously.

**2018-2019 DPS School Calendar** – The Calendar Committee has met and proposed a 2018-2019 school calendar. Minutes from the Calendar Committee meeting are available under the District-wide Committee Meeting Minutes. Cabinet members met and proposed early release dates. The proposed calendar is available on the website under Supporting Documents. Action was requested. Mrs. Schwartz moved to approve the 2018-2019 school calendar with a starting date of August 22, 2018; the last day of school scheduled for May 22, 2019; and graduation scheduled for Sunday, May 26, 2019. Mrs. Rude seconded the motion. Assuming a roll call vote, the motion carried unanimously.

**ABBB-AR Community Use of School Facilities, Administrative Regulation** –Administrative Regulation for Community Use of School Facilities ABBB-AR has been utilized by the District for many years. It was recently updated to include Dickinson Middle School. Dickinson Middle School ABBB-AR is posted on the website under Supporting Documents. Revisions proposed by the administration are noted in red text. Administrative recommendation was to approve the revised ABBB-AR as presented. Action was requested. Board Member Rude inquired regarding the necessity for non-District organizations to provide proof of liability insurance and ensure proper supervision. Superintendent Sullivan responded if the Board desired not to have the organizations provide the information, that line could be withdrawn from the administrative regulation. He noted the language was recommended by the North Dakota School Boards Association. Mrs. Rude asked who would manage the proof of liability and the proper supervision. Superintendent Sullivan responded that would be a conversation he would have with the Cabinet members. Dr. Sullivan explained it would provide the administration with a mechanism. If there are kids unsupervised, those privileges of using the facility could be rescinded. Mr. Seaks concurred that proper supervision was important. It is a great gift to have the school facility to be used and the school district could protect itself should someone rent the facility and a window is broken or there is damage.

There was further discussion regarding groups using the facility and liability insurance. Mrs. Rude did not feel the language regarding the liability insurance and ensuring proper supervision was necessary. Mrs. Seaks suggested Business Manager Anderson check with the District's insurance carrier to find out if there is coverage. Mrs. Schwartz moved to table until the next regular school board meeting the

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**ABBB-AR Community Use of School Facilities, Administrative Regulation (cont.)**

approval of revised ABBB-AR Community Use of School Facilities. Mr. Wilkie seconded the motion. A roll call vote was taken on the motion: ayes-5 (Rude, Seaks, Schwartz, Wilkie, Ricks); nays-0; absent-0. The motion carried unanimously.

**Extracurricular Cooperative Agreement with New England Public Schools in Gymnastics** – New England Public Schools would like to do a cooperative agreement in gymnastics for the 2017-2018 school year. A copy of the agreement is available upon request. Action was requested. Mrs. Schwartz moved to approve the extracurricular cooperative agreement with New England Public Schools in gymnastics for the 2017-2018 school year. Mr. Seaks seconded the motion. Assuming a roll call vote, the motion carried unanimously.

**Early Resignation Incentive** – The following individuals have submitted a notification of their resignation before the deadline to receive the early resignation incentive: Jeri Braunagel, mathematics instructor at Dickinson High School (21 years of service); Jane Cornell, leveled literacy interventionist at Prairie Rose Elementary (39 years of service); Ron Dockter, principal at Dickinson High School (14 years of service); Carla Fettig, literacy coach at Prairie Rose Elementary (29 years of service); Darlene Henning, visually impaired instructor at Dickinson High School (34 years of service); Sherry Libis, principal at Prairie Rose Elementary (18 years of service); Amy Rudolph, special education instructor at Prairie Rose Elementary (4 years of service); Laura Tescher, special education instructor at Dickinson High School (16 years of service); and Cynthia Welch, kindergarten instructor at Lincoln Elementary (22 years of service). The administrative recommendation was to approve the early resignation incentives. Action was requested. Mrs. Rude moved to approve the early resignation incentive from Jeri Braunagel, mathematics instructor at Dickinson High School; Jane Cornell, leveled literacy interventionist at Prairie Rose Elementary; Carla Fettig, literacy coach at Prairie Rose Elementary; Darlene Henning, visually impaired instructor at Dickinson High School; Amy Rudolph, special education instructor at Prairie Rose Elementary; Laura Tescher, special education instructor at Dickinson High School; and Cynthia Welch, kindergarten instructor at Lincoln Elementary, all with an effective date of May 25, 2018. She further moved to approve the early resignation incentives from Ron Dockter, principal at Dickinson High School and Sherry Libis, principal at Prairie Rose Elementary with an effective date of June 30, 2018. Mrs. Schwartz seconded the motion. Board members thanked these individuals for their dedication and many years of service to the District. Assuming a roll call vote, the motion carried unanimously.

**Superintendent's Contract** – Board President Ricks has met with Superintendent Sullivan to discuss his contract. She explained the superintendent has decided to extend his contract another year. She noted there are many exciting things happening in the District and appreciated and valued Dr. Sullivan's experience and leadership. Mr. Seaks moved to extend a one-year contract to Dr. Douglas W. Sullivan for the position of superintendent of the Dickinson Public Schools with a salary of \$201,496 plus fringe benefits, as specified in the 2018-2019 Superintendent's Contract. Mr. Wilkie seconded the motion. A roll call vote was taken on the motion: ayes-5 (Schwartz, Seaks, Rude, Wilkie, Ricks); nays-0; absent-0. The motion carried unanimously.

**Other** – Superintendent Sullivan invited his wife, Donna, from the audience to the Board table. Together they submitted Dr. Sullivan's letter of resignation effective June 30, 2018.

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**Adjournment** – At 6:13 p.m., President Ricks 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