

TO: School Board Members
FROM: Douglas W. Sullivan, Superintendent
SUBJECT: Agenda Background
DATE: February 12, 2018

- I. Call to Order** – President Seaks 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 – January 11 regular Board Meeting, January 18 Special School Board Meeting, January 18 Board Workshop/State Mandated Planning, January 26 Special School Board Meeting, January 29 Board Workshop, February 2 Special School Board Meeting, and February 6 Special School 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. RACTC Director’s Report - The RACTC report is posted under Supporting Documents on the school board website.
 - g. Tuition Waiver Agreement – A tuition waiver request for a child of Kara Carrady from Dickinson to South Heart.
 - h. Students/Faculty/Staff Recognitions – The students/faculty/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 January 8 regular Board Meeting, the January 18 Board Workshop, the January 18 Special School Board Meeting, the January 26 Special Board Meeting, the January 29 Board Workshop, he February 2 Special School Board Meeting, and the February 6 Special School Board Meeting; the bills for January 2018; the financial reports for January 31, 2018; the pledged assets report for January 31, 2018; the personnel reports; the RACTC Director’s report; a tuition waiver request for a child of Kara Carrady from Dickinson to South Heart; and the students/faculty/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. **Principal Reports** - Lincoln Elementary Principal Tammy Peterson, Heart River Elementary Principal Susan Cook, and Roosevelt Elementary Principal Henry Mack will provide information regarding the events, activities, and achievements at Lincoln Elementary, Heart River Elementary, and Roosevelt Elementary schools. This agenda item is informational only. No action is requested.
- b. **Regional After School Program (RASP) Report** – The RASP Co-director Karla Haugen and Administrative Assistant Jessica Aparicio will address the Board and provided updated information. This agenda item is informational only. No action is required.
- c. **Consider a Request to Open Negotiations for the 2017-2019 Professional Negotiated Agreement** – The Dickinson Education Association has requested the School Board open bargaining on section VI-D (Personal Leave) subsection 1a of the 2017-2019 Professional Negotiated Agreement. Action is requested. Sample motion: **“I move to approve/deny the request by the Dickinson Education Association to open bargaining on Section VI-D-1-a. of the 2017-2019 Professional Negotiated Agreement.”**
- d. **Superintendent’s Evaluation** – Pursuant to North Dakota Century Code, the superintendent’s evaluation must be completed prior to March 15. With the resignation of Superintendent Douglas Sullivan effective June 30, and in the best interest of time and resources, a modified process for conducting the evaluation could be considered. Sample motion: **“Due to Dr. Sullivan’s resignation, I move to request Board President Seaks use a modified process for conducting the superintendent’s evaluation to conserve resources and time.”**
- e. **Budget Development and Input Committee Report** – This committee met on Thursday, February 1, 2018. The minutes from this meeting are available as a Supporting Document on the website. Superintendent Sullivan, Business Manager Anderson, Board President Seaks, and Board Member Rude will review the topics discussed. Board input may be requested.
- f. **ABBB-AR Community Use of School Facilities, Administrative Regulation** – At the January 8 School Board Meeting, this topic was tabled. Additional revisions have been made to the administrative regulation removing the language regarding proof of liability insurance and supervision. Administrative recommendation is to approve the revised ABBB-AR as presented. Action is requested. Sample motion: **“I move to approve revised ABBB-AR-Community Use of School Facilities, as presented.”**
- g. **School Board Policy Revision, First Reading** – Board Policy FAB-School Assignment is posted on the website under Supporting Documents. Revisions recommended by the North Dakota School Board Association (NDSBA) are noted in red text. Dickinson Public Schools administrator recommended revisions are noted in purple text. Superintendent Sullivan will answer any questions. Action is requested. *A roll call vote is required on the motion.* Sample motion: **“I move to approve for first reading of revised policy FAB-School Assignment, as presented.”**

- h. School Board Vacancy** – Dickinson Public Schools advertised for applications for the position of a school board member. There were seven applications received. The applications are available on the website under Supporting Documents. Applicants were invited to attend tonight’s Board meeting. Business Manager Anderson will explain the process for narrowing down the selection to three candidates and then the process for the final selection. These processes are explained in Board policy BBC and Board regulation BBC-BR which are posted under Supporting Documents. Action will be required. Sample motion: **“I move to appoint _____ to the Dickinson Public Schools Board until a successor is elected and qualified at the next election, pursuant to NDCC 15.1-09-05.”**
- i. Committee Assignments** – It would be beneficial for the Board to appoint a representative on the Budget Input and Development Committee and the Teacher Negotiations. Action is requested. Sample motion: **“I move to appoint _____ as the Board representative on the Budget Input and Development Committee and to designate _____ as the primary school board representative on the Teacher Negotiations and _____ as the secondary board representative on the Teacher Negotiations.”**
- j. Bus Bid for Consideration** - Dickinson Public Schools advertised for bids to purchase a 32 passenger plus 4 wheel chair positions special needs school bus. Bid opening was at 1:30 p.m. on Thursday, February 1, 2018. The only bid received was from Harlow’s. The price for the bus and the added options that the administration selected are as follows:

- 2019 International IC CE 32 + 4 wheel chair positions school bus.....\$112,920

The administrative recommendation is to accept Harlow’s bid for the 32 passenger plus 4 wheel chair positions special needs school bus for a total of \$112,920. Business Manager Kent Anderson and Superintendent Sullivan will be available to provide additional information. **Sample motion: “I move to accept the low bid from Harlow’s Bus Service for one (1) 32 passenger plus 4 wheel chair positions special needs school bus with the added options for a total price of \$112,920.”**

- k. Early Resignation Incentives** – The following individuals have submitted their resignation before the deadline to receive the early resignation incentive. As per Board Policy DKBC, the deadline for licensed employees is March and the deadline for classified employees is April 1.
- Karen Brandon, grade four instructor at Prairie Rose Elementary, 1 year of service
 - Tia Braun, grade five instructor at Prairie Rose Elementary, 5 years of service
 - Ashley Brawley, kindergarten instructor at Prairie Rose Elementary, 3 years of service
 - Shayla Candrian, social studies instructor at Dickinson Middle School, 3 years of service
 - Gerald Holinka, physical education instructor at Dickinson Middle School, 39 years of service
 - Laura Kelly, library media specialist at Jefferson Elementary, 9 years of service
 - Kimberly Kranz, language arts instructor at Dickinson Middle School, 1 year of service

- Scott Miller, physical education instructor at Dickinson Middle School, 25 years of service
- Douglas W. Sullivan, Superintendent of Schools, 9 years of service
- Serena Thompson, strategist at Dickinson High School, 7 years of service

To date, there have been 19 certified teachers, 2 administrators, and a superintendent that qualify for the early resignation incentive. Total years of service for all 22 individuals is 344 and averaging 16 years.

The administration will verify their eligibility and evaluate the vacancies these positions may create and will post any openings at a later date. The administrative recommendation is to approve the early resignation incentive applications. Action is requested. Sample motion: **“I move to approve the early resignation incentive from Karen Brandon, grade four instructor at Prairie Rose Elementary; Tia Braun, grade five instructor at Prairie Rose Elementary; Ashley Brawley, kindergarten instructor at Prairie Rose Elementary; Shayla Candrian, social studies instructor at Dickinson Middle School, Gerald Holinka, physical education instructor at Dickinson Middle School; Laura Kelly, library media specialist at Jefferson Elementary; Kimberly Kranz, language arts instructor at Dickinson Middle School; Scott Miller, physical education instructor at Dickinson Middle School; and Serena Thompson, strategist at Dickinson High School; with an effective date of May 25, 2018. I further move to approve the early resignation incentive from Douglas W. Sullivan, Superintendent of Schools, with an effective date of June 30, 2018.”**

- School Board Election**- DPS will run the school board election in conjunction with the city/county election and at the city/county polling sites in Dickinson. The city/county/primary election is scheduled for Tuesday, June 12, 2018. The two polling sites in Dickinson will be located at the Dickinson National Guard Armory and the DSU Biesiot Activities Center. There is one polling site in Dunn County located at the Dunn County Court House in Manning. Eligible Dunn County residents will receive an application for a ballot in their mail. The city/county/primary ballots at both counties will include the school board member election. The joint powers agreements with Stark County and Dunn County automatically renew and therefore it will not be necessary to draft new agreements. The 2018 school election deadlines are listed below. Individuals interested in placing their name on the ballot shall complete a Statement of Candidacy, an Application for Board Position, and a Statement of Interest. Following is the tentative timelines that will be followed. Since the following deadlines need to be coordinated with the County Auditors the dates may not be exact but DPS will be cautious not to violate the established deadlines.

Saturday, March 10, 2018 – (30 days before the filing deadline) – Publish notice in the Press with the school board election filing deadline.

Monday, April 9, 2018 by 4:00 p.m. – Candidates statement of interest filing deadline.

Tuesday, April 10, 2018 – Draw candidate names for positions on the ballot.

Wednesday, April 11, 2018 – Certify names to the Stark County Auditor and the Dunn County Auditor of individuals who have indicated their intent to be candidates and their position.

Thursday, May 3, 2018 (at least 40 days before the election) – Prepare the official ballots containing the names of all individuals who have indicated their intent to be candidates.

Tuesday, May 8, 2018 (at least 35 days prior to the election) – Designate one or more precincts and polling places for the election.

Tuesday, May 29, 2018 (at least 14 days before the election) – Publish the official election notice in the Dickinson Press with the election date, polling sites, times the polling sites are open, and the purpose of the election.

Monday, June 4 to Friday, June 8 – Early voting on the main floor of the Stark County Court House (8:00-5:00 Monday-Thursday; 8:00-Noon Friday). Dunn County residents will be sent a ballot by mail.

Tuesday, June 12 – School board election.

Monday, June 18, 2018, 5:00 p.m. – Canvass the election and declare the result of an election (must be done **on the** sixth day after the election). *This will require a special school board meeting or moving the June 11 Board meeting to June 18.

June 21, 2018 (must be done within three days after the canvass) – Written notification of individual’s election results and of the duty to take an affirmation or oath of office.

On or before Thursday, June 28, 2018 (within ten days after receiving notice of the election or appointment and before commencing duties) – Oath of office of elected officials.

The terms for Mrs. Tanya Rude, Mrs. Kim Schwartz, and the Board vacancy filled at tonight’s meeting expire June 30, 2018. The administrative recommendation is to set the School Board election date for June 12, 2018, and to designate the polling sites, as presented. Action is requested. Sample motion: **“I move to schedule the school board election on Tuesday, June 12, 2018, and to designate the polling sites in conjunction with the city/county/primary election polling sites at the Dickinson National Guard Armory, the Dickinson State University Biesiot Activities Center, and the Dunn County Court House in Manning with the polls opening at 8:00 a.m. and closing at 7:00 p.m.”**

- m. **Reschedule June School Board Meeting** – Due to the requirement of the Board to canvass the election on June 18, it is recommended to move the June 11 School Board Meeting to June 18. Board members are asked to review their schedule prior to the meeting. Sample motion: **“I move to reschedule the June regular School Board Meeting to 5:00 p.m. on Monday, June 18 at the Central Administration Offices in the Board room.”**

VII. Other

VIII. Adjournment