

**TO:** School Board Members  
**FROM:** Douglas W. Sullivan, Superintendent  
**SUBJECT:** Agenda Background  
**DATE:** July 17, 2017

- I. **Call to Order** – President Ricks will call the meeting to order.
- II. **Election of Officers**
  - a. **President** – President Ricks will conduct the election of a new president. **Sample motion: “I nominate \_\_\_\_\_ for president of the Dickinson Public School District.”**
  - b. **Vice-President** – The newly elected president will conduct the election of the new vice-president. **Sample motion: “I nominate \_\_\_\_\_ for vice president of the Dickinson Public School District.”**
- III. **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.
- IV. **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.
- V. **Consent Agenda**
  - a. **Minutes** – June 12 regular board meeting and June 22 board workshop. The minutes are posted under Minutes on the school board website.
  - b. **Bills** – The bills are posted under Financial Reports on the school board website.
  - c. **Financial Reports** – The Financial Reports are posted under Financial Reports and Other Financial Reports on the school board website.
  - d. **Pledged Assets Report** – The Pledged Assets Report is posted under Financial Reports on the school board website.
  - e. **Personnel Reports** – The personnel reports are posted under Supporting Documents on the school board website.
  - f. **Tuition Waiver Request** – A tuition waiver request for two children of Sarah Willman from Dickinson to South Heart and a tuition waiver request for a child of Shannon Binstock from South Heart to Dickinson.
  - g. **Students/Faculty/Staff Recognitions** – The students/faculty/staff recognitions are listed 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 June 12 regular board meeting, the bills for June 2017; the financial reports for July 1, 2017; the pledged assets report for July 1, 2017; the personnel reports, a tuition waiver request for two children of Sarah Willman from Dickinson to South Heart, a tuition waiver request for a child of Shannon Binstock from South Heart to Dickinson, and the student/faculty recognitions, as presented.”**
- VI. **Superintendent’s Report** – Superintendent Sullivan will report on topics which do not appear elsewhere on the agenda.

## VII. Business Topics

- a. **Transportation Report** – Available on the website under Supporting Documents is a copy of the 2016-2017 DPS Transportation Report. Superintendent Sullivan will address the board providing a summary. The district was in compliance with Century Code submitting this report before the June 30, 2017, deadline. This agenda item is informational only. No action is requested.
- b. **Early Childhood Education Grant** – The Department of Public Instruction requires school district's to have a discussion regarding the Early Childhood Education Grant program established in 2015 by the 64<sup>th</sup> Legislative Assembly located in N.D.C.C. Chapter 15.1-37-01. Superintendent Sullivan will explain this grant and make a recommendation for the Board. This agenda item is informational only. No action is requested.
- c. **Business Manager Certification** – As the school board is aware, Mr. Anderson started his duties with the school district on July 1. At the time Mr. Anderson was hired, the discussion included an inquiry about the School Business Manager Certification Program. It was the desire of the school board that he complete the program in the near future. The School Business Manager Certification Program is a 2-year program and is offered through the North Dakota School Boards Association (NDSBA). The program includes 52 credit hours of coursework and 9 hours of training at either a NDSBA and/or NDASBM sponsored event. The cost is low because the legislature has allocated funding to assist with the cost of tuition. Classes began on July 13 and 14 and Superintendent Sullivan authorized Mr. Anderson to be in attendance. Most of the courses are offered online but there are sessions in October and February in Bismarck. The cost to the district is \$2,600 plus expenses and participation requires school board approval. Conversation with the NDSBA personnel indicated school board approval after July 13 and 14 was fine.

**Suggested motion: “I move to authorize Mr. Kent Anderson to participate and attend the School Business Manager Certification program, beginning in July 2017, at the expense of the Dickinson Public Schools.”**

- d. **Self-Funded Health Insurance Committee Report** – Superintendent Sullivan will report on the recommendations of the Health Insurance Committee and update the Board on the program. The committee met on June 22 and recommends an increase in the premiums of 1%. The committee decided to transition from the current two-tier system, single and family, to a four-tier system that includes single plus children and single plus spouse. Full implementation of the four-tier system will occur over a two-year time frame. Available on the website under Supporting Documents is an information sheet regarding the premium rates. Action is suggested. **Sample motion: “I move to approve the transition from our current two-tier system, single and family, to a four-tier system that includes single plus children and single plus spouse. Full implementation of the four-tier system will occur over a two-year time frame. I further move to set the 2017-2018 rates as follows: single (\$537.14); single/spouse (\$1,342.86); single/children (\$1,181.71), and family (\$1,611.43).”**
- e. **Annual Financial Report** – A copy of the annual financial report is posted under Supporting Documents on the school board web site. Business Manager Kent Anderson will review portions of the report. The report is a summary of the 2016-2017 expenditures and revenue in DPI format. Action is requested. **Sample motion: “I move to approve**

**the Annual Financial Report for the fiscal year beginning July 1, 2016, and ending June 30, 2017, as presented.”**

- f. **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. The National School Board Association convention is scheduled April 6-9; therefore, the April Board meeting will need to be moved. A suggested date is Monday, April 16. There is a proposed calendar for Board meetings for 2017-2018 posted on the website under Supporting Documents. Action is requested to schedule the Board meetings. **Sample motion: “I move 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 14 meeting to begin at 6:00 p.m. and the April Board meeting to be scheduled for 5:00 p.m. on Monday, April 16.”**
  
- g. **Board Workshops** – The Board will discuss possible dates, times, and agenda items for their annual Board workshops. Board members should forward agenda items for the Board workshops to Superintendent Sullivan. No decisions will be made during the workshop but topics discussed could become future Board meeting agenda items. Superintendent Sullivan suggests that all District administrators attend the sessions on topics that pertain to their areas of responsibility. Action is requested to schedule the Board workshops. It has been past practice to schedule the workshops following the October and November Board meetings. **Sample motion: “I move to schedule the Board workshops after the School Board Meetings on \_\_\_\_\_ at the Central Administration Office.”**
  
- h. **School Board Authorized Representative** – Many federal programs require official Board minutes declaring the designation of the authorized representative for the District. Action is requested. **Sample motion: “I move that Superintendent Douglas W. Sullivan 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. Also, Superintendent Sullivan shall 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. Additionally, I move that Director of Instruction Melanie Kathrein be named the authorized representative for the District Title IIa program.”**
  
- i. **Special Education Authorized Representative** – Many grant programs require an authorized representative from the District be designated. Administrative recommendation is to designate Mrs. Dorothy Martinson, Director of Student Services, as the authorized representative for VI-B and other special education grants. Action is requested. **Sample motion: “I move that Dorothy Martinson be named the authorized representative for the Dickinson Public School’s VI-B and other special education grants.”**
  
- j. **Authorized Representative for the 21<sup>st</sup> Century Community Learning Centers (CCLC) Program** – The 2017-2018 21<sup>st</sup> Century Grant to be submitted to DPI must include verification that the school board of the fiscal agent for the grant appointed an authorized representative for the grant. As managing and administering the 21<sup>st</sup> Century Grant is in the portfolio of Dickinson Middle School Assistant Principal Casaundra Francis,

it would be most appropriate for her to be appointed by the school board as the authorized representative for the grant. Action is requested. **Sample motion: “I move to appoint Dickinson Middle School Assistant Principal Casaundra Francis as the authorized representative for the 21<sup>st</sup> Century Community Learning Center grant for the 2017-2018 school year.”**

- k. **Designate Homeless Liaison** – Dickinson Public Schools is required to provide services to individual’s considered homeless. Administrative recommendation is to designate Mrs. Stacy Kilwein, Coordinator for Partners in Parenting, as the District’s Homeless Liaison. Superintendent Sullivan will answer any questions. Action is requested. **Sample motion: “I move to designate Stacy Kilwein as the Dickinson Public School District’s Homeless Liaison for the 2017-2018 school year.”**
  
- l. **Title I Look-Alike Program** – Jefferson Elementary and Lincoln Elementary do not qualify for Title I funding due to its free and reduced lunch ratio in the building. Title I Look-Alike Programs may be funded by supplemental local funds specifically set aside for this purpose. Dickinson Public Schools is required to document in the school board meeting minutes the amount of supplemental funds set aside by the school district and its purpose, the building that will receive the funds and the purpose of the funds. The administrative recommendation is to designate supplemental funds in the amount of \$95,361.02 that will be set aside by the school district to provide supplemental services for at-risk students at Jefferson Elementary and \$107,448.74 set aside by the school district to provide supplemental services for at-risk students at Lincoln Elementary, to support their attainment toward meeting the state’s student academic achievement standards. Action is requested. **Sample motion: “I move to designate supplemental funds in the amount of \$95,361.02 be set aside by the school district for at-risk students at Jefferson Elementary and \$107,448.74 be set aside by the school district for at-risk students at Lincoln Elementary, for the 2017-2018 school year to provide supplemental services to support these student’s attainment toward meeting the state’s student academic achievement standards.”**
  
- m. **Designate Official Newspaper** – North Dakota Century Code requires that the school district designate an official newspaper. Action is requested. **Sample motion: “I move to designate the Dickinson Press as the official newspaper of the Dickinson Public School District.”**
  
- n. **Bank Depository Designation** – State law requires the District to designate all depositories at its annual meeting. The administrative recommendation is 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 is requested. **Sample motion: “I move that American Bank Center be designated as the official depository for the school district checking account and other investments and further move that Wells Fargo Bank, Bank of the West, Dacotah Bank, Dakota Community Bank, and Cornerstone Bank be designated as depositories for investments for the 2017-2018 fiscal year.”**
  
- o. **Committee Assignments** – Board members are recommended to establish Board representatives for teacher negotiations, administrative negotiations, Stark County Job Authority Development, and RACTC for 2017-2018. Committee assignments are listed on

the document posted under Supporting Documents. The committee assignments will be discussed and finalized at the Board meeting. Action is requested. **Sample motion: “I move to designate for 2017-2018 Mrs. Sarah Ricks and Mrs. Kim Schwartz as primary Board representatives for teacher negotiations. I further move to designate Mr. Brent Seaks and Mrs. Tanya Rude as Board representatives on the administrative negotiations with Mr. David Wilkie assigned as a secondary representative. 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 and to designate Mrs. Tanya Rude as the primary school board representative on the Stark County Job Authority Development Committee and Mr. David Wilkie as the secondary representative.”**

- p. **Conflict of Interest** – Copies of the school board member’s most recent Statement of Interest forms are posted under Supporting Documents. Any changes or updates will need to be done orally at the meeting. Board member’s may not participate on the motion on their own potential conflict of interest. The Board president will have each Board member read their potential conflicts and the Board will make a decision on each one. Action is requested. **Sample motion: “I move to allow (Board member’s name) to participate and vote on the identified potential conflicts in accordance with NDCC 15.1-07-17.”**
- q. **School Board Regulation Additions, First Reading and Final Adoption** – The following Board regulations are presented for consideration of the Board. They are new regulations proposed by the North Dakota School Boards Association (NDSBA).
- 1) BA-BR1 – Board Ethics Regulation
  - 2) BA-BR2 – Board Member Internet and Social Media Use

These new regulations are posted on the website under Supporting Documents. *A roll call vote is required on the motion.* **Sample motion: “I move to adopt for first reading and final adoption new Board regulation BA-BR1-Board Ethics Regulation and new Board regulation BA-BR2-Board Member Internet and Social Media Use, as presented.”**

- r. **School Board Policy Addition, First Reading** – The NDSBA has recommended the addition of policy BAB-Board Conflict of Interest. This new policy is posted on the website under Supporting Documents. *A roll call vote is required on the motion.* **Sample motion: “I move to adopt for first reading new Board policy BAB-Board Conflict of Interest, as presented.”**
- s. **School Board Policy Revisions, First Reading** – The below policies are for consideration of the Board. Changes noted in red text are recommended by NDSBA. Changes noted in purple text are recommended by the DPS administration or School Board member. All policies are available on the website under Supporting Documents.
- 1) Policy ACEA-Bullying Prevention Policy has several revisions made at the request of Board members. The North Dakota School Boards Association (NDSBA) recommends amending this policy with one reading.
  - 2) Policy BA–School Board Ethics has minor NDSBA recommended revisions to this policy.

- 3) Policy BCAD-Executive Session has several revisions recommended by the NDSBA.
- 4) Policy CAAB-Superintendent Evaluation Procedure has recommended revisions from Board President Ricks and revisions recommended by NDSBA.
- 5) Policy DDA-Sick Leave has a minor revision that would clarify classified personnel sick leave and align it with the DPS Classified Salary and Benefit Package.
- 6) Policy FACB-Student Transfer and Withdrawal Records has minor revisions recommended by the NDSBA.
- 7) Policy FCAF-Concussion Management has several revisions recommended by the NDSBA.
- 8) Policy GDA-Graduation Requirements, revisions have been made to this policy to align them with the actual requirements. Due to this policy being printed in the DHS student handbook, DPS administration recommends expediting the adoption with one reading as per Board policy BDA.

Action is requested. *A roll call vote is required on the motion.* **Sample motion: “I move to adopt for first reading revised policy GDA-Graduation Requirements and amended policy ACEA-Bullying Prevention Policy, as presented, and to expedite the process waive the second reading and recognize this as the final adoption. I further move to adopt for first reading policy BA-School Board Ethics, policy BCAD-Executive Session, policy CAAB-Superintendent Evaluation Procedure, policy DDA-Sick Leave, policy FACB-Student Transfer and Withdrawal Records, and policy FCAF-Concussion Management, as presented.”**

#### **VIII. Other**

#### **IX. Adjournment**

##### **Announcements**

1. A copy of the school registration and open house schedules are posted on the website.
2. Please bring your calendars to the Board meeting or contact Twila before the meeting of any conflicts with any possible dates in August-November so the Board can select dates for the Board workshops.