

Unapproved School Board Meeting Minutes

Dickinson Public Schools
Regular Meeting

February 14, 2011; 5:00 p.m.
Board Room, Central Office

The Dickinson Public School Board held a regular meeting on February 14, 2011, at the Central Administration Office. Board members present were: President Kris Fehr, Ms. Leslie Ross, Dr. Becky Pitkin, Dr. Morton Krieg, and Mr. Jason Hanson. Administrators present were: Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Mr. Ron Dockter, Mrs. Melanie Kathrein, Mr. Perry Braunagel, Mrs. Dorothy Martinson, Mr. Calvin Dean, Miss Sherry Libis, Mr. Shawn Leiss, Mrs. Becky Meduna, Mrs. Tamara Praus, Mr. Henry Mack, and Mr. Mark Rerick. Others present were: Mrs. Amy Axtman, Mrs. Sandy Bertelson, Mrs. Naomi Thorson, Mr. Mitchell Gross, Mrs. Andrea Dorval, Mrs. Twila Petersen, and Ms. Lisa Miller from the Dickinson Press.

President Fehr called the meeting to order at 5:00 p.m.

There were no requests for Public Participation.

There were no additions or deletions to the agenda.

Ms. Ross moved to approve the agenda including the consent agenda consisting of the minutes from the January 10, 2011, regular meeting; the bills for February 2011; the financial report for February 2011; the pledged assets report for February 2011; the personnel reports; the hires of Lia Bradley, French instructor at Dickinson High School (DHS); and Lidia Muckle, Title I instructor at Lincoln Elementary; the resignations and early resignation notifications of Cheryl Grossman, grade two teacher at Heart River Elementary, effective May 27, 2011; Mary Helfrich, speech pathologist at Jefferson Elementary, effective May 27, 2011; Paulette Huber, music teacher at Heart River Elementary, effective May 27, 2011; Elaine Lindemann, special services instructor at DHS, effective May 27, 2011; Janice Ostdahl, special services instructor at DHS, effective May 27, 2011; Karen Thompson, special services instructor at DHS, effective May 27, 2011; and Louissette Zeller, district-wide art instructor, effective May 27, 2011; the student/staff recognitions; the RESP report; and the RACTC report. There were no tuition waiver agreements. Dr. Krieg seconded the motion. The motion carried unanimously. President Fehr congratulated Aunika Swenson from DHS for being selected by the U.S. Department of Education Presidential Scholar Program.

Superintendent's Report – Superintendent Sullivan reported on the following:

- a. **Professional Learning Community (PLC) Summit** – Next week Sunday, Monday and Tuesday, 24 teachers and administrators will be traveling to Minot to attend the North Dakota PLC Summit hosted by Minot Public Schools. This is part of Dickinson Public Schools continuing effort of the professional learning communities. Funding for this conference is provided through stimulus monies.
- b. **Dickinson High School (DHS) Opportunity Period** – DHS implemented an opportunity period at the beginning of the semester in January. Principal Dockter from DHS and his staff are gathering information and they are making any necessary adjustments during

Superintendent's Report (Cont.)

- this initial implementation phase. At the June school Board meeting, Mr. Dockter will provide a report to the Board members. If there are any specific areas that the Board members wish Mr. Dockter to address, these questions may be forwarded to Superintendent Sullivan who will forward the requests to Mr. Dockter for inclusion in the June report.
- c. North Dakota Association of School Administrators (NDASA) Report – Dr. Sullivan's report regarding the recent NDASA Conference he attended is posted on the school board website under Supporting Documents.
 - d. District-Wide Book Studies – The district has 349 faculty and administrators participating in book studies this school year. Some of these numbers are duplicated as many individuals are participating in more than one book study. Some individuals are participating in as many as six book studies. Most book studies are held at the end of the day with topics that may include improving reading and writing.
 - e. District-wide Professional Development – Mr. Mike Mattos, a nationally recognized speaker from Solution Tree, will be presenting on professional learning communities to the Dickinson Public Schools staff on August 22 and 23rd, 2011. School Board members are invited and encouraged to attend his presentations being held at DHS.

Regional After School Program (RASP) Report – An updated report from the Regional After School Program (RASP) is available as a supporting document on the website. Assistant Superintendent Reep introduced the new RASP Project Coordinator, Mitchell Gross, who was present at the Board meeting. Mr. Reep explained this program is in its third year of a five-year cycle. This summer the program will move back to Lincoln Elementary. Transportation for summer activities through RASP will continue to be discussed. This agenda item was informational only. No action was required.

Lincoln Elementary and Jefferson Elementary Additions Update – Assistant Superintendent Vince Reep gave a brief update to the Board on the progress of the additions at Lincoln Elementary and Jefferson Elementary schools. Reports from the construction meetings are posted on the website under Supporting Documents. At Jefferson Elementary the casework has been completed. Carpeting in the classrooms should begin next week. It is anticipated the classrooms and multipurpose room will be completed the middle of March. The kitchen work will be completed by June 30. At Lincoln Elementary the gymnasium is ready to be used. The lockers are up and TMI is scheduled to begin this week. Mr. Reep noted there was a water leak at Lincoln which will be repaired by the roofing subcontractor. The architect and contractor have been working with Mr. Reep to resolve the issue. This agenda item was informational only. No action was requested.

Superintendent Evaluation – The superintendent evaluation must be completed prior to March 15. Board members will rate the superintendent on the three areas to be evaluated which are identified as: recruitment/retention of staff (licensed and non-licensed), relationship with students and parents, and financial management skills. Board President Fehr will compile the information and present it to the Board at the March 14 meeting. This agenda item was informational only. No action was requested.

Roughrider Education Services Program (RESP) Report Update - As per a request by Board members at the January 2011 school board meeting, Superintendent Sullivan, Assistant Superintendent Reep, and Director of Instruction Kathrein prepared reports regarding RESP. These reports are posted as Supporting Documents on the school board website.

Assistant Superintendent Reep briefly explained the financial information posted on the website regarding RESP. The RESP current foundation aid from Dickinson Public Schools is \$39,395. Mr. Reep explained if Dickinson Public Schools would withdraw from the RESP program, the \$39,395 paid annually to RESP would not follow the students. This funding from the Department of Public Instruction would discontinue. Mr. Reep also explained there is a Senate Bill 2150 that is being discussed by the legislative session that pertains to Regional Education Association (REA).

The 21st Century grant was discussed. This helps fund the after school program at the public schools in Dickinson and some surrounding communities. The 21st Century grant is categorized under the RESP, however Dickinson Public Schools (DPS) is the administrative and fiscal agent for the grant. All accounting and renewal grants are done through DPS. The continued future of this grant is unknown.

Mrs. Kathrein, Director of Instruction, addressed the Board. She explained some professional development areas DPS participated in through RESP. A breakdown of the services is posted on the website under Supporting Documents. Discussion with Cabinet members and teachers indicate these professional development services could be available within the Dickinson School District. Mrs. Kathrein explained the pay-to-play fees charged by RESP have benefited DPS. Looking at the list of services DPS participated in through RESP, Ms. Ross asked if there were any areas that could be done outside of RESP. Mrs. Kathrein felt it was possible DPS could do these services within the District, but was unsure if the cost would remain the same. Ms. Ross pointed out the main focus is to provide the best possible resources to the DPS staff and its academic services.

Dr. Sullivan reviewed the information in his report regarding the pros and cons of the RESP partnership. Small departmental faculty participating in professional development through RESP receive the benefits of working collaboratively with their peers. Recently, RESP and DPS have had different priorities in regards to content for professional development.

Dr. Sullivan further explained a concern that has occurred regarding the development and application of policy adopted by the RESP Board of Directors. The policy provides one school to receive a benefit that no other school is receiving. He also noted that a request to the RESP director for assistance with English Language Learners was met with a lack of enthusiasm. It was noted that Dickinson Public Schools continued participation in RESP will not harm the DPS students or schools.

President Fehr recommended further discussion with the RESP Director, DPS Administrator Dr. Sullivan, and the Board presidents from DPS and RESP. There was discussion about a deadline if DPS was to withdraw from RESP. For the upcoming year, the deadline would be March 1, 2011. President Fehr thanked Superintendent Sullivan, Assistant Superintendent Reep, and Director of Instruction Kathrein for their time and efforts in preparing the reports. This agenda item was for discussion only. No action was requested.

Extracurricular Committee Meeting Update – Assistant Superintendent Reep reported regarding the recent extracurricular committee meeting. This committee meets when there is a bargaining year. Copies of the minutes from the extracurricular meeting are posted on the website under Supporting Documents. The committee received three requests for salary adjustments. One request was the addition of a Ford AAA position which can only be done by Board approval. Another request by the advisors for the Technology Student Association was referred back to administration. The final request was for an increase to the Dickinson High School head cross country coaching position from 11.9% to 13%. This request represents an increase of \$397 using the current salary schedule and base. Assistant Superintendent Reep explained the Ford AAA program to Board members. This program should be aligned with the other Skills USA advisors at 3.8%.

The administrative recommendation was to increase the head cross country coaching position to 13% and add Ford AAA advisor at an amount of 3.8%. Action was requested. Ms. Ross moved to increase the base salary of the Dickinson High School head cross country coaching position from 11.9% to 13% effective for the 2011-2012 school year and furthermore, Ms. Ross moved to add Ford AAA advisor to the extracurricular schedule in the amount of 3.8% effective for the 2010-2011 school year. Dr. Krieg seconded the motions. The motions carried unanimously.

Cooperative Agreement with Dickinson Baseball Club - The baseball agreement with the Dickinson Public Schools (DPS) and Dickinson Baseball Club, Inc. (DBC) is due for renewal. Athletic Director Mark Rerick addressed the Board. He said that several administrators met with DBC President Mr. Kelly Armstrong and other representatives of the Dickinson Baseball Club. At that meeting, minor revisions to the agreement were made. These changes reflect the current school year and adding language to item #7 to clarify that the funds deposited by DBC into the school fund account will be used to offset expenses for rental, uniforms, equipment, etc. Also the DBC deposit was moved back one month on the agreement. DPS will sponsor a freshman baseball team this year. A copy of the Memorandum of Understanding is posted under Supporting Documents. Board members recommended a couple of revisions to the agreement. The administrative recommendation was to approve the one year agreement. Action was requested. Mr. Hanson moved to approve the Memorandum of Understanding between the Dickinson Public Schools and Dickinson Baseball Club for the DHS baseball for the 2010-2011 school year, with the recommended revisions. Dr. Krieg seconded the motion. The motion carried unanimously.

Bid for Two Buses – Assistant Superintendent Reep explained the school district had a need for a 14-passenger school bus and also a need for a route bus. A 14-passenger bus can be driven by anyone and doesn't require a special license. This would be very beneficial for smaller groups to travel, such as cross country and tennis. DPS has a route bus with over 233,000 miles on it that should be replaced. Mr. Reep said that the school district advertised for and provided specification sheets (bus chassis and bus body) for bids for a 65-passenger and a 14 passenger school bus. Only one company, Harlow's Bus Sales, submitted a bid. Harlow's Bus Sales bid is posted under Supporting Documents on the school board website.

Bid for Two Buses (Cont.)

Following is a summary of the bid submitted:

1. 2012 International IC CE 65-passenger 59 seated school bus with a Maxxforce 7 Diesel engine and an Allison 2500 automatic transmission. To meet or exceed all local, state, and federal standards and specifications. F.O.B. Dickinson, ND -\$78,706
2. 2010 (stock) Chevy Collins, 14-passenger, 139" WB with 6.0L gas engine with automatic transmission. Meets or exceeds all state, local, and federal specifications. Seats are individual activity bus seats. F.O.B. Dickinson, ND - \$49,025

The administrative recommendation was to accept the bid from Harlow's Bus Sales, Inc. to purchase buses #1 and #2 above for a total price of \$127,731. Action was requested. Dr. Pitkin moved to accept the bid submitted by Harlow's Bus Sales, Inc. and purchase the 2012 International route bus and the 2010 Chevy 14-passenger bus for a combined total of \$127,731. Dr. Krieg seconded the motion. The motion carried unanimously.

Administrative Bargaining Recognition of Representative Organization - The administrators requested to recognize the administrative council as the exclusive representative for negotiations for the 2011-2012 contract. Action was requested. Mr. Hanson moved that, pursuant to the provisions of Section 15.1-16-11 of the North Dakota Century Code, the school board of Dickinson Public School District #1 recognizes the Dickinson administrative council as the exclusive representative of the appropriate negotiation unit for the purpose of negotiations for the 2011-2012 contract. Dr. Krieg seconded the motion. The motion carried unanimously.

Early Resignation Incentive Applications – The following educators have submitted their early resignation incentive applications effective May 27, 2011: Cheryl Grossman, second grade teacher at Heart River Elementary, 43 years of service with the district; Paulette Huber, music teacher at Heart River Elementary, 35 years of service with the district; and Louissette Zeller, district-wide art instructor, 11 years of service with the district. The early resignation incentive application deadline is March 1, 2011, for licensed staff and April 1, 2011, for classified staff. Dickinson Public Schools may receive additional applications. The administration will evaluate all of the vacancies that these positions may or may not create and will post any openings at a later time. The administrative recommendation was to approve the early resignation incentive applications. Action was requested. Ms. Ross moved to approve the early resignation incentive applications for Cheryl Grossman, second grade teacher at Heart River Elementary; Paulette Huber, music teacher at Heart River Elementary; and Louissette Zeller, district-wide art instructor; all with an effective date of May 27, 2011. Dr. Krieg seconded the motion. The motion carried unanimously. On behalf of Dickinson Public Schools, Assistant Superintendent Reep and President Fehr wished to thank Mrs. Grossman, Mrs. Huber, and Mrs. Zeller for their services. Their hard work for the district and especially the students is greatly appreciated. Combined, these teachers represent 89 years of service to the school district.

Early Retirement Incentive Applications – The following educators have submitted their early retirement incentive applications effective May 27, 2011: Mary Helfrich, speech pathologist at Jefferson Elementary, 28 years of service with the district, Elaine Lindemann, special services instructor at DHS, 32 years of service with the district; Janice Ostdahl, special services instructor at DHS, 23 years of service with the district; and Karen Thompson, special services instructor at DHS, with 20 years of service with the district. The Board is phasing out the Early Retirement Incentive Policy. After March 1, 2011, only one more year remains. The three special services instructors wished to retire as a group. On behalf of Dickinson Public Schools, Assistant Superintendent Reep, Ms. Ross, and Board President Fehr thanked all those retiring for their combined 103 years of service to the District. These staff members have done a lot of work and benefited the district. It will be hard to replace the retirees in their positions. The administration will evaluate the vacancies these positions may or may not create and will post any openings at a later date. The deadline for the early retirement incentive application is March 1; therefore, additional applications could be received for review at the March Board meeting. The administrative recommendation was to approve the early retirement incentive applications. Action was requested. Dr. Pitkin moved to approve the early retirement incentive applications for Mary Helfrich, speech pathologist at Jefferson Elementary; Elaine Lindemann, special services instructor at DHS; Janice Ostdahl, special services instructor at DHS; and Karen Thompson, special services instructor at DHS, all with effective dates of May 27, 2011, and to accept their resignations. Dr. Krieg seconded the motion. The motion carried unanimously. All seven educators resigning have a combined total of 192 years of service.

Board Policy Revisions and Deletions – Second Reading and Final Adoption – Copies of the policies presented for second reading approval and final adoption are posted on the school board website under Supporting Documents as Policy Revisions–2nd Readings. Following are the policies with the proposed revisions presented for second reading and final adoption using the new descriptor code: policy DKBC–Early Resignation Notification, policy DFAA–Teacher Evaluation, policy GABBA–Programs for Students with Disabilities, policy ABBB–Community Use of School Facilities, policy GABDB–Federal Title Programs Dispute Resolution Policy, policy HCAE–Disbursement of Monies, and policy GAAD–Selection and Adoption of Instructional Materials. Following are the policies proposed for deletion presented for second reading and final adoption: policy FHBA–Interviews by Police, policy HEB–Expense Reimbursements, policy HEAB–Disbursement of Monies, and policy L–Organizational Relations. The administrative recommendation was to revise or delete the proposed policies. Action was requested. Ms. Ross moved to accept the second reading and final approval of the school board policy revisions and deletions, as presented. Dr. Krieg seconded the motion. The motion carried unanimously.

Other – No other topics were discussed.

Adjournment – At 6:35 p.m., Ms. Ross moved to adjourn. Mr. Hanson seconded the motion. The motion carried unanimously.

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The meeting was adjourned.

Kris Fehr, Board President

Vince Reep, Business Manager

Twila Petersen, Secretary