

## Unapproved School Board Meeting Minutes

Dickinson Public Schools  
Annual Meeting

July 14, 2014; 5:00 p.m.  
Board Room, Central Office

The Dickinson Public School Board held its annual meeting on July 14, 2014, at the Central Administration Office. Board members present were: Mrs. Kris Fehr, Mr. Jason Hanson, Mrs. Tanya Rude, Ms. Leslie Ross, and Mrs. Sarah Ricks. Administrators present were: Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Dr. Marcus Lewton, Mrs. Melanie Kathrein, Ms. Casaundra Francis, Mr. Guy Fridley, and Mr. Ron Dockter. Others present were: Mr. Ron VanDoorne, Mrs. Twila Petersen, and Ms. Katherine Lynn from the Dickinson Press.

**Call to Order** – Chair Kris Fehr called the meeting to order at 5:00 p.m.

**Election of Officers** – Chair Kris Fehr conducted the election of a new Board president. Mrs. Rude nominated Mrs. Kris Fehr as president of the Dickinson Public School District. Mr. Hanson seconded the motion. There were no further nominations. President Fehr thanked the board members for their support. The motion carried unanimously.

Board President Fehr conducted the election of a new Board vice-president. Mrs. Rude nominated Ms. Leslie Ross as vice president of the Dickinson Public School District. Mrs. Ricks seconded the motion. Ms. Ross declined the nomination. Ms. Ross nominated Mr. Jason Hanson as vice president of the Dickinson Public School District. She felt it would be beneficial to provide new members the opportunity for more leadership roles. Mrs. Rude seconded the motion. There were no further nominations. The motion carried unanimously.

**Public Participation** – There were no requests for public participation.

**Additional Agenda Items/Removal of Items from Consent Agenda** – Mrs. Rude moved to add under item e. Personnel Reports of the consent agenda the resignation of Conway Heupel, music instructor at Jefferson Elementary, effective for the 2014-2015 school year. Ms. Ross seconded the motion. The motion carried unanimously.

Ms. Ross moved to remove under q. Board Policy Additions-First Reading policy DHBE-Teacher Prep Time. Mr. Hanson seconded the motion. The motion carried unanimously.

### **Consent Agenda**

Mrs. Rude moved to approve the revised agenda including the revised consent agenda consisting of the minutes from the June 16, 2014, regular meeting; the bills for July 2014; the financial report for July 2014; the pledged assets report for July 2014; the personnel reports including the resignation of Mr. Heupel, music instructor at Jefferson Elementary; and the RACTC Report, as presented. There were no tuition waiver agreement requests and no student/staff recognitions. Ms. Ross seconded the motion. The motion carried unanimously.

**Superintendent's Report** – Superintendent Sullivan reported on the following.

- a. **Fall Registration and Open House Schedule** – Available on the website under Supporting Documents is information regarding the registration and open houses at the schools within the District.
- b. **District and School's Program Improvement Plan** – Available on the District's website are the school improvement plans for the District and the schools within the District.

**Superintendent's Report (cont.)**

- c. Transfinder – The District has been working diligently this summer to try and set up a shuttle bus service. This shuttle service would have strategically located bus stops which would help with traffic congestion. The District continues to move forward but there have been more complications than anticipated at the onset. The plans for this service are falling behind schedule and the superintendent has concerns that it may not be in place before school begins.
- d. New Hagen Junior High Assistant Principal – Superintendent Sullivan welcomed Ms. Casaundra Francis to the District. Board members introduced themselves and also welcomed her to the District.

**Business Topics**

**School Resource Officer Report** – Officer Ron VanDoorne with the Dickinson Police Department addressed the Board providing an update to the areas the School Resource Officer has served within the District since the beginning of the school year. He noted he has seen an increase in poor decisions made by students in a lot of different areas in the schools. There are more students which would reflect the increase in challenges. Officer VanDoorne is targeting truancy which is a big concern. Some of these concerns are due to the demographics where the students are transferring from. There are also juvenile court issues brought in from other states. It is a challenge for one resource officer for all the schools. Officer VanDoorne stated he helped apply for a grant that would provide another resource officer in the District. This would be a grant for three years and thereafter the financial obligations with the second resource officer would be the District's responsibility. If there were two officers, Mr. VanDoorne suggested one could be at the high school and elementary schools and the other at the junior high/Berg Elementary/Southwest Community High School. The police department has good working relationships with the school district. The D.A.R.E. program will start up this school year which will help students at the elementary level. Officer VanDoorne discussed the lock down drills that took place over the course of the last school year. He explained why he does not have set times where he is at particular schools since the students would notice his pattern of availability and act accordingly. Ms. Ross inquired about a parent night to educate new parents moving into the community and the expectations. Officer VanDoorne explained from past experience that attendance would be low and would not attract the parents that need the information. President Fehr and Board members thanked Officer VanDoorne for all the work he has done for the school District. This agenda item was informational only. No action was requested.

**Activities/Athletic/PAC Fundraising Update** – Available on the website are summary reports for the activities and PAC fundraising projects. Superintendent Sullivan noted the fundraising reports are provided to the school board on an annual basis. Board members noted the brevity of the report compared to other years. Dr. Sullivan explained the procedure for the fundraising requests and some types of reasons for a request. He also explained requests for computers or textbooks are not accepted as these are the responsibility of the school district to fund. This agenda item was informational only. No action was requested.

**Prairie Rose Elementary School Expansion Update** – Assistant Superintendent Reep reported the bid opening for the expansion is scheduled for July 23 at 2:00 p.m. He has received blue prints from the architecture. Ms. Jan Prchal will conduct the bid opening on the 23<sup>rd</sup>. This agenda item was informational only. No action was requested.

**Extracurricular Cooperative Agreement with Richardton-Taylor Public Schools in Boys' Hockey**

Posted on the website under Supporting Documents is a copy of the agreement. Administrative recommendation was to approve the agreement. Action was requested. Mr. Hanson moved to approve the extracurricular cooperative agreement with Richardton-Taylor Public Schools in boys' hockey for the 2014-2015 school year. Mrs. Rude seconded the motion. The motion carried unanimously.

**General Obligation School Building Bonds** – Under Supporting Documents is posted the Initial Resolution for General Obligation School Building Bonds. This process is recommended by board counsel to move forward with a new middle school. Assistant Superintendent Reep addressed the board. Language in the documents was provided by the bond attorney, Mr. Scott Wegner. Administrative recommendation to the board was to approve the resolution so that it may be filed 60 days before the election. Ms. Ross moved to approve the Initial Resolution for General Obligation School Building Bonds, as presented. Mr. Hanson seconded the motion. A roll call vote was taken. Hanson, aye; Rude, aye; Ross, aye; Ricks, aye; Fehr, aye. The motion carried unanimously.

**Resolution Calling a Special Election to Vote** – Under Supporting Documents is posted the Resolution Calling a Special Election to Vote on the Question of Approving an Initial Resolution for General Obligation School Building Bonds. This includes a sample ballot (addendum A). Administrative recommendation to the board was to approve the resolution. Mr. Hanson moved to adopt the Resolution Calling a Special Election to Vote on the Question of Approving an Initial Resolution for General Obligation School Building Bonds, as presented. Mrs. Ricks seconded the motion. A roll call vote was taken. Ross, aye; Hanson, aye; Ricks, aye; Rude, aye; Fehr, aye. The motion carried unanimously.

**2013-2014 Budget Statistics** – Mr. Vince Reep, business manager, addressed the board. He noted several areas on the revenue and expenditure side. The district grew by 285 students. This increase generated over \$800,000 in a one-time rapid growth grant. The district also received an additional \$581,000 in oil and gas production tax. Taxable valuation increases generated additional property taxes. The district added funds to the interim fund bringing it to \$10 million. President Fehr inquired if the unexpected funds received by the District were obligated funds. Business Manager Reep responded the unexpected funds were obligated for certain purposes. Mr. Reep explained the food services fund and the need to transfer funds into the account. He also explained the hiring of the dietician for the district who has helped with structuring the meals, meeting new requirements, and reimbursement of meals. Ms. Ross commended Mr. Reep for staying on top of the budget. President Fehr also thanked him. This agenda item was informational only. No action was requested.

**Annual Financial Report** – A copy of the annual financial report is posted under Supporting Documents on the school board website. Business Manager Vince Reep explained average cost per pupil was \$8,840.94. Last year that number was \$8,718.79. From 2013 to 2014, the cost of educating a child went up \$122.14 which is a 1.4% increase. Mr. Reep felt the District should be proud of the minimal increase from last year to this year. Ms. Ross moved to approve the Annual Financial Report for the fiscal year beginning July 1, 2013, and ending June 30, 2014, as presented. Mr. Hanson seconded the motion. The motion carried unanimously.

**Bid for Two Buses** – The school district advertised for and provided specification sheets (bus chassis and bus body) for bids for a 71-passenger school bus and also for a 14-passenger school bus. Only one company, Harlow’s Bus Sales, submitted bids which were opened at 10:30 p.m. on Wednesday, June 18, 2014. Harlow’s bids are posted under Supporting Documents on the website. Following is a summary of the bids:

1. 2015 (stock) International IC CE, 77 seated 71 passenger school bus with a Maxxforce 7 240 HP 620 ft-lb Diesel engine with an Allison 2500 automatic transmission. To meet or exceed all local, state, and federal standards and specifications. F.O.B. Dickinson, ND -\$84,500.
2. 2014/2015 Chevy Starcraft 14-passenger school bus with Freedman family style seats, 6.0L engine, with automatic transmission. To meet or exceed all local, state, and federal standards and specifications. F.O.B. Dickinson, ND -\$54,750.

The administrative recommendation was to accept the bid from Harlow’s Bus Sales, Inc. to purchase buses #1 and #2 for a total price of \$139,250. Action was requested. Assistant Superintendent Reep explained the request for the additional buses was initiated by the Budget Committee. Request for bids were posted and were also sent to Hartley requesting a bid. Ms. Ross moved to accept the bid submitted by Harlow’s Bus Sales, Inc. and purchase the 71 passenger school bus and the 14 passenger school bus for a combined total of \$139,250. Mr. Hanson seconded the motion. The motion carried unanimously.

**Meeting Day and Time** – The Board needed to establish its regular meeting day and time for 2014-2015. Action was requested to schedule the Board meetings. Mrs. Rude moved 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 11 meeting to begin at 6:00 p.m. by state mandate and the November meeting to be held on November 17 at 5:00 p.m. Mr. Hanson seconded the motion. The motion carried unanimously.

**Board Workshops** – After discussion and consensus, Ms. Ross moved to schedule the Board workshops after the October 13 board meeting and after the November 17 board meeting. Seconded by Mr. Hanson. President Fehr noted that no decisions may be made at the board workshops although some of the topics may become agenda topics. The motion carried unanimously.

**School Board Authorized Representative** –Mrs. Ricks moved 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 Impact Office, Title I, Title IIA, E-rate and Job Service programs. Mrs. Rude seconded the motion. The motion carried unanimously.

**Special Education Authorized Representative** – Many grant programs require an authorized representative from the District be designated. Administrative recommendation was to designate Mrs. Dorothy Martinson, Director of Student Services, as the authorized representative for VI-B and other special education grants. Action was requested. Mr. Hanson moved that Dorothy Martinson be named the authorized representative for the Dickinson Public School’s Title VI-B and other special education grants. Mrs. Rude seconded the motion. The motion carried unanimously.

**Designate Official Newspaper** – North Dakota Century Code requires the school district designate an official newspaper. Action was requested. Mrs. Rude moved to designate the Dickinson Press as the official newspaper of the Dickinson Public School District. Ms. Ross seconded the motion. The motion carried unanimously.

**Bank Depository Designation** – State law requires the school district to designate all depositories at its annual meeting. The administrative recommendation was 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 and Dacotah Bank as depositories for investments. Action was requested. Mr. Hanson moved that American Bank Center be designated as the official depository for the school district checking account and other investments and further moved that Wells Fargo Bank, Bank of the West, Dacotah Bank, and Dakota Community Bank be designated as depositories for investments for the 2014-2015 fiscal year. Ms. Ross seconded the motion. The motion carried unanimously.

**Committee Assignments** – Board members were recommended to establish Board representatives for teacher negotiations, administrative negotiations, and the Roughrider Area Career & Technology Center (RACTC) for 2014-2015. Mrs. Kris Fehr and Ms. Leslie Ross have served as Board representatives for teacher negotiations. Mrs. Kris Fehr and Mr. Jason Hanson have served as Board representatives for administrative negotiations. Mrs. Tanya Rude and Mr. Jason Hanson were recommended to serve on the RACTC Governing Board. Other committee assignments are listed on the document posted under Supporting Documents. Action was requested. Mrs. Ricks expressed an interest in serving on the technology committee. President Fehr appointed Mrs. Ricks to the District-wide Technology Committee. Mrs. Rude requested to be removed from the RACTC committee due to a conflict with the date and time. President Fehr requested this appointment be tabled until the August school board meeting. Mrs. Rude moved to designate for 2014-2015 Kris Fehr and Leslie Ross as Board representatives for teacher negotiations. She further moved to designate Kris Fehr and Jason Hanson as Board representatives on the administrative negotiations. Mrs. Ricks seconded the motion. The motion carried unanimously. Mrs. Ricks moved to designate for the 2014-2015 year Sarah Ricks to the Stark County Job Authority Committee. Mr. Hanson seconded the motion. The motion carried unanimously.

**Conflict of Interest** – Copies of the school board member's most recent Statement of Interest forms are posted under Supporting Documents. Board members were asked to note any changes to their statement forms. Mrs. Rude moved to allow Mrs. Kris Fehr to participate and vote on the identified potential conflicts in accordance with NDCC 15.1-07-17. Mr. Hanson seconded the motion. Mrs. Fehr stated she had no changes or updates to her Statement of Interest form. Aye-Ross, Rude, Ricks, Hanson. Naye-none. Mrs. Fehr abstained. The motion carried unanimously.

Mr. Hanson stated he had no changes or updates to his Statement of Interest form. Ms. Ross moved to allow Mr. Jason Hanson to participate and vote on the identified potential conflicts in accordance with NDCC 15.1-07-17. Mrs. Rude seconded the motion. Aye-Fehr, Ross, Rude, Ricks. Naye-none. Mr. Hanson abstained. The motion carried unanimously.

Ms. Ross stated she had no changes or updates to her Statement of Interest form. Mrs. Rude moved to allow Ms. Leslie Ross to participate and vote on the identified potential conflicts in accordance with NDCC 15.1-07-17. Mrs. Ricks seconded the motion. Aye-Fehr, Rude, Hanson, Ricks. Naye-none. Ms. Ross abstained. The motion carried unanimously.

**Conflict of Interest (cont.)**

Mrs. Ricks stated she had no changes or updates to her Statement of Interest form. Mr. Hanson moved to allow Mrs. Sarah Ricks to participate and vote on the identified potential conflicts in accordance with NDCC 15.1-07-17. Ms. Ross seconded the motion. Aye—Rude, Fehr, Hanson, Ross. Naye—none. Mrs. Ricks abstained. The motion carried unanimously.

Mrs. Rude stated she had no changes or updates to her Statement of Interest form. Mrs. Ricks moved to allow Mrs. Tanya Rude to participate and vote on the identified potential conflicts in accordance with NDCC 15.1-07-17. Ms. Ross seconded the motion. Aye—Ricks, Fehr, Hanson, Ross. Naye—none. Mrs. Rude abstained. The motion carried unanimously.

**Board Policy Additions – First Reading** – Available on the website under Supporting Documents are the following proposed board policy additions: policy ACDBA-Video Cameras on School Buses, policy DED-Administrative Leave and Suspension, policy FCAE-Suicide Prevention, and policy HCAB-Bidding Requirements and Procedures. Mrs. Rude moved to accept the first reading approval of the additions of board policies ACDBA, DED, FCAE, and HCAB, as presented. Ms. Ross seconded the motion. Motion carried unanimously.

**Board Policy Revisions – First Reading** – Available on the website under Supporting Documents are proposed revisions to the following board policies: policy ABBA-North Dakota’s Comprehensive Model School Policy for Tobacco Use, policy ACCA-Sexual Offenders on School Property, policy ACDA-Acceptable Use, policy ACEA-Bullying Prevention Policy, policy DDA-Sick Leave, policy DHA – Licensure, policy DHBA-Professional Development, policy DKBB – Resignation, policy FCAC-Head Lice, and policy KACB – Complaints About Personnel. Mrs. Rude represents the Board on the Wellness Committee. She shared with board members the discussion regarding head lice. She felt education to teachers, staff, and parents is very important. President Fehr inquired regarding policy ACCA-Sexual Offenders on School Property. She asked what the policy change is regarding juvenile offenders and the process if a parent offender requests to attend an event or function at a school. Superintendent Sullivan responded that the juvenile offender registry is not protected by FERPA. If a parent offender requests access the offender must first meet with the superintendent. Superintendent Sullivan then reviews the facts of the case with the offender. He recalled three instances where there were requests, two requests were denied and one offender was allowed limited access for specific events with principal supervision. President Fehr also asked for clarification regarding policy DHA-Licensure and policy DKBB-Resignation. Mrs. Rude moved to accept the first reading approval of the revisions of board policies ABBA, ACCA, ACDA, ACEA, DDA, DHA, DHBA, DKBB, FCAC and KACB, as presented. Ms. Ross seconded the motion. The motion carried unanimously.

**Other** – Mr. Hanson requested an update regarding the Supreme Court’s decision regarding the teacher negotiations. Dr. Sullivan has called Attorney Bruner-Kaufman several times and each time the attorney said she is still waiting for the Supreme Court decision. Mrs. Rude inquired what calendar would be used for the school year since school will begin soon. Dr. Sullivan replied the District will use the calendar without the additional professional development day and will adjust accordingly once the court renders its decision if it is in favor of the school district. Mrs. Fehr noted that DHS student Reed Johnson was elected governor of N.D. Boys’ State and is representing North Dakota at Boys Nation. Other representatives will be recognized in the August agenda.

**Adjournment**- At 6:46 p.m., Mrs. Rude moved to adjourn. Mr. Hanson seconded the motion. The motion carried unanimously. At 6:46 p.m. the meeting adjourned.

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Kris Fehr, Board President

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Vince Reep, Business Manager

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Twila Petersen, Secretary