

## Unapproved School Board Meeting Minutes

Dickinson Public Schools  
Regular Meeting

January 14, 2013; 5:00 p.m.  
Board Room, Central Office

The Dickinson Public School Board held a regular meeting on January 14, 2013, at the Central Administration Office. Board members present were: President Kris Fehr, Vice-president Jason Hanson, Dr. Morton Krieg, and Ms. Leslie Ross. Administrators present were: Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Mrs. Melanie Kathrein, Mr. Henry Mack, Mrs. Tamara Praus, Mr. Shawn Leiss, Ms. Sherry Libis, Mr. Ron Dockter, Dr. Marcus Lewton, Mr. Guy Fridley, Mr. Jay Hepperle, and Dr. Becky Pitkin. Others present were: Mrs. Twila Petersen, Mrs. Amy Axtman, Mrs. Beverly Kinnischtzke, Mrs. Cynthia Koppinger, Mrs. Tina Nygaard, Mrs. Naomi Thorson, Mr. Robert Swanson, and Miss Katherine Grandstrand from the Dickinson Press.

**Call to Order** - Board President Fehr called the meeting to order at 5:00 p.m.

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

**Removal of Agenda Item** - Mr. Hanson moved to delete agenda item I. DEA Grievance under Business Topics from the agenda. Dr. Krieg seconded the motion. The motion carried unanimously.

**Additions or Deletions to the Consent Agenda** – Ms. Ross moved to approve the revised agenda including the consent agenda consisting of the minutes from the December 10 regular board meeting; the bills for January 2013; the financial reports for January 2013; the pledged assets report for January 2013; the personnel reports; the student/staff recognition; a tuition waiver agreement request for a child of Justin Willis from Dickinson to Richardton-Taylor; the tuition waiver request for a child of Brandi Erie from Dickinson to Richardton-Taylor; a tuition waiver request for a child of Brenda Kostelecky from South Heart to Dickinson; the RACTC report; and the RESP report; as presented. Dr. Krieg seconded the motion. The motion carried unanimously.

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

- a. **AdvancED Survey** – The school district did not receive sufficient parental participation on its initial survey request and therefore, to meet the accreditation review requirements, the survey window has reopened and will be available until February 1.
- b. **Employee Assistant Program (EAP) Services** – Sanford Health has notified the school district that effective February 28, 2013, Sanford will no longer provide EAP services. Administrators will evaluate some alternatives. President Fehr inquired if this would affect any employees who are currently receiving the services. Mr. Reep explained this information is not available to the employer. He explained there are a couple of options the District is reviewing.
- c. **Stark County Infrastructure Grant** – Superintendent Sullivan commended Assistant Superintendent Reep on securing a grant from Stark County in the amount of \$22,968 to help defray the cost to purchase a bus.
- d. **Negotiations Seminar** – There will be a negotiations seminar sponsored by NDSBA in Bismarck February 7-9.
- e. **Southwest Night with the Legislators** - This event will be held at the Bismarck Ramkota on Monday, January 28.
- f. **Collaborative Bargaining Meeting** - The next Collaborative Bargaining Meeting has been scheduled for Friday, January 25.
- g. **Heart River Principal Interviews** – The interviews are scheduled for Friday, January 18.

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

- h. **Budget Committee** – A topic for discussion will be school district facilities. Administrators may consider looking into a long range facility planner and seek outside assistance. If a bond election was recommended, the planner would assist with that process.

**School Board Vacancy** – Mr. Scott Staudinger has submitted his resignation from the Dickinson Public Schools Board. Available on the website under Supporting Documents are a policy and supplementary regulation regarding the procedure to fill the vacancy. Letters of interest for an interim board member are being accepted by Business Manager Reep until the next board meeting (February 11, 2013). This appointment will end June 30, 2014. The position will be announced in the school newsletters and also advertised. Board members will compile a list of suggested responsibilities to be shared with interested applicants. This agenda item was for discussion only. No action was requested.

**Prairie Rose Elementary School Update** – Assistant Superintendent Vince Reep addressed the Board stating progress on the construction is on schedule if not slightly ahead of schedule. Last week there was a tour provided of the new school to President Fehr and Ms. Ross. Both board members thanked Mr. Reep for the tour and shared their enthusiasm for the progress made on the construction, the features, and its overall atmosphere. This agenda item was informational only. No action was requested.

**RESP Update**- RESP Director Amy Axtman addressed the Board. Available on the website under Supporting Documents is a summary report provided by Mrs. Axtman. President Fehr noted she is the DPS representative on the RESP Board. Mrs. Axtman thanked the Board members for the invitation to share information. Two main areas that Mrs. Axtman addressed were the relationship between RESP and DPS and also finances. Mrs. Axtman explained DPS has been involved with RESP since its inception. This involvement is appreciated by RESP. There are currently 19 school districts and one parochial school that are members. There is a per pupil payment by the state to RESP. There is a \$750 membership fee and additional fees for participation in specific trainings or events. RESP services provide districts with professional development, data systems, school improvement, technology support, and curriculum enrichment. Many of the services are shared amongst the participants. This sharing is a big part of the organization. Mrs. Axtman explained the PEP grant, the 21<sup>st</sup> Century grant, and the Succeed 2020 grant funded by the Hess Corporation. The 2020 grant would provide funding to REAs to support new programs. Four main areas were identified as priorities by Dickinson Public Schools. Those areas are instructional strategist, career advisor, professional development, and remedial resources. Funding through the Succeed 2020 grant will provide to DPS \$51,950 towards a 1.5 instructional strategist. DPS has been advertising for this position since August 2012. The DPS students generate \$43,461 in state student payment aid revenue to RESP. RESP receives annually approximately \$92,000 total in state student payments. Mr. Hanson inquired regarding the instructional strategist and why that position continues to be advertised. Dr. Sullivan responded this position is a unique skill set. Mrs. Kathrein explained the recommend criteria and qualifications for the position. President Fehr recognized that Dickinson Public Schools has not participated in any training or services for three years. The needs of the school districts are different. There is a new initiative that RESP is working on called the POD concept that may fit the needs of DPS. This would be a shared concept. Mrs. Axtman pointed out that the Succeed 2020 funding is distributed through the REAs and therefore recipients must be a member of an REA to receive funding. She noted districts would not be awarded funding if they were not a member of an REA. President Fehr asked for this to be addressed at a future Board meeting. Mr. Reep reported the 21<sup>st</sup> Century grant is in its fifth and final year. The level of free and reduced meals within the district has an impact on satisfying the qualification for the grant. Mr. Hanson inquired in regards to the 2020 grant, if

**RESP Update (cont.)**

there was anything other than the instructional strategist that the school district could participate in. Mrs. Kathrein noted there is ACT training that may be beneficial to the district. Mrs. Axtman said that a survey would be distributed requesting input regarding the needs of the district. President Fehr thanked Mrs. Axtman for attending and reporting at the meeting. Mrs. Axtman was appreciative of the opportunity. This agenda item was informational only. No action was requested.

**DHS Language Arts Curriculum** – The DHS Language Arts Department has done extensive work on the language arts curriculum. The focus was how to increase the writing skills of the students and therefore better prepare students for the state assessment and ACT tests administered to students in their junior year. The Language Arts Curriculum Review Committee felt writing was a concern at DPS and therefore provided a proposal to the Board. The proposal is available on the website under Supporting Documents. Mrs. Cynthia Koppinger from the DHS Language Arts Department and Director of Instruction Melanie Kathrein addressed the Board. Mrs. Koppinger thanked the Board for the opportunity to present the proposal. The major change in the proposal would be at the sophomore level where literature in addition to the writing component would be part of the English 10-A and English 10-B courses. The current speech class taught in the sophomore year would be moved to the junior year. Advantages of moving the speech class to the junior year may help students be better prepared as they will be more mature. The current course structure could have a student taking a literature class in the second semester of their junior year. The ACT tests are administered in the junior year and therefore the students do not have enough preparation for that component of the ACT test. This is a detriment to the students and a possible reflection on their assessment scoring. Ms. Ross inquired if there are other districts who have adopted this schedule of English courses. Mrs. Koppinger noted that data is hard to find; it is varied throughout the country. Ms. Ross also asked how the change will be analyzed in the future. Mrs. Koppinger provided a handout demonstrating the steps for analyzing student progress. She noted the department is collecting “anchor papers” and using a rubric, scoring the paper on its expected achievement. Mrs. Koppinger discussed the WriteSource textbooks that the department is learning to use as an online resource to evaluate papers. This new online source provides timely feedback. The ACT writing test Smart goals are on a timeline to be re-evaluated in 2016. The ACT training mentioned by RESP would be something of interest to the Language Arts English Department. The Succeed 2020 training would assist the department in analyzing the ACT scores. President Fehr asked how this course sequence change would affect the Speech Club. Mrs. Koppinger responded that Speech Club is a separate entity. President Fehr inquired why the change in the program now. Mrs. Kathrein responded that the department has discussed at great length the proposal. The curriculum review may have been important in initiating the change. President Fehr asked about the ACT test with the new writing component, if there would need to be a change in staffing, and how will the district know if this change has been effective. Mrs. Koppinger responded last year’s writing scores could be a benchmark for future scores, there is no required change in staffing with the proposal, and she said the ACT scores and the state assessment will reflect if the new course proposal has been effective. Ms. Ross moved to accept the proposal from the DHS Language Arts department to change the English class sequence and courses required for graduation. The change will begin during the 2013-2014 school year. Dr. Krieg seconded the motion. The motion carried unanimously. President Fehr thanked Mrs. Koppinger and Mrs. Kathrein for presenting material and for the time committed by the department to review the program and draft the proposal.

**Girls’ Fast-pitch Softball Cooperative Agreement** – The agreement with the Dickinson Diamonds Fast-pitch Softball (DDFS) was due for renewal. DDFS requested to enter into a one year agreement. This would be the fifth and final year of the agreement. The Memorandum of Understanding is posted on the

**Girls' Fast-pitch Softball Cooperative Agreement (cont.)**

website under Supporting Documents. Activities Director Guy Fridley addressed the Board explaining the only change to the agreement was the school year. Mr. Fridley noted he has made it aware to the DDFS that this is the final year. There will be ongoing discussions as an agreement for full control of the program is established before the 2014 season. Administrative recommendation was to approve the agreement. Action was requested. Ms. Ross moved to approve the Memorandum of Understanding between the Dickinson Public Schools and Dickinson Diamonds Fast-pitch Softball at Dickinson High School for the 2012-2013 school year, as presented. Mr. Hanson seconded the motion. The motion carried unanimously. President Fehr thanked Mr. Fridley for his ongoing work with the DDFS.

**Destruction of Old School Records** – Assistant Superintendent Vince Reep explained the procedure for retention and destruction of school district documents. All material with sensitive information would first be shredded before taken to the landfill. Following are the documents Mr. Reep recommended for deposit in the Dickinson city landfill: for fiscal year 1996, bond election for the high school addition; for the fiscal year 2001-2001, adjusted journal entries, check reconciliation, and general ledger; for the fiscal year 2002-2003, adjusted journal entries; for the fiscal year 2003-2004, adjusted journal entries, general ledger, NSF checks, voided checks, and petty cash records; for the fiscal year 2006-2007, adjusted journal entries, bank statements, busing trip sheets, check reconciliation, interviews, inventory, leave sheets, MIS03s, purchase orders, teacher insight scores, and West Dakota Resource Center records; and for the fiscal year 2006-2010, duplicate student registration records. All other records from the fiscal year 2007-2008 to present will be retained. Action was requested. Mr. Hanson moved to authorize the business manager to destroy the records presented in accordance with North Dakota Century Code 21-06-05 and 21-06-06 by shredding and/or depositing them in the Dickinson city landfill. Dr. Krieg seconded the motion. The motion carried unanimously.

**Bid for School Bus** – The school district advertised for and provided specification sheets (bus chassis and bus body) for bids for a new 71 passenger route school bus. There were two bids received at the bid opening. The administrative recommendation was to accept the low bid from Harlow's Bus Sales, Inc. to purchase an International stock unit for a total price of \$82,381. The other bid from Hartley's was for a Blue Bird. This new route bus will be used by Harlow's for a new route that was recently added. Mr. Hanson inquired how long the buses last. Mr. Reep explained it is based on mileage and year. Some buses may run for up to 250,000 miles. Action was requested. Ms. Ross moved to accept the low bid submitted by Harlow's Bus Sales, Inc. and purchase the 2014 International route bus for \$82,381. Dr. Krieg seconded the motion. The motion carried unanimously.

**Early Resignation Incentive Application** – Mrs. Sarah Chapman, grade three instructor at Jefferson Elementary, has submitted an early resignation incentive application with an effective date of May 24, 2013. Mrs. Chapman has served in the district for four years. Assistant Superintendent Reep has verified her eligibility. The administration will evaluate the vacancy this position may or may not create and will post any opening at a later date. Mr. Reep explained the deadline for certified staff to turn in their application is March 1. The deadline for classified staff to turn in their application is April 1. Board policy DKBC Early Resignation Incentive provides employees with a small incentive to the employee that provides the district with advanced notice of a resignation. The administrative recommendation was to approve Mrs. Chapman's application. Action was requested. Ms. Ross moved to approve the early resignation incentive application for Sarah Chapman, grade three instructor at Jefferson Elementary, with an effective date of May 24, 2013. Dr. Krieg seconded the motion. The motion carried unanimously.

**Open Enrollment Applications** - The District received several open enrollment application requests. Paula D'Amico applied for her three children to be admitted to the Dickinson Public School District from the South Heart School District. Mindy Wood applied for her child to be admitted from the South Heart School District. Karen Hale applied for her child to be admitted from the Richardton-Taylor School District. Michelle Renner applied for open enrollment for her two children to be admitted from the Killdeer School District. All seven applications indicated they had moved and therefore the deadline waiver applied. The administrative recommendation was to approve the seven applications. Action was required. Mr. Hanson moved to approve the requests for the three children of Paula D'Amico, the child of Mindy Wood, the child of Karen Hale, and the two children of Michelle Renner to be admitted to the Dickinson Public School District under the open enrollment policy. Dr. Krieg seconded the motion. The motion carried unanimously. Superintendent Sullivan explained the district is continuing to enroll families that reside in the district and is also receiving applications for families living outside the school district. The classroom sizes in grades K-6 (with the exception of grade 4) are at or above the recommended classroom size. Superintendent Sullivan expressed his concern with the enrollment numbers and the possibility of having some very large classroom sizes in grades K-6 if the district continues enrolling students living within the district and open enrolling those outside the district. Superintendent Sullivan may advise the Board in the future to deny open enrollment applications, with limited exceptions.

**Board Policy Addition-First Reading** – The North Dakota School Board Association (NDSBA) proposed a new policy regarding tuition agreements. Policy FAAD-Tuition Agreements is posted under Supporting Documents on the website. The administrative recommendation was to adopt policy FAAD. Action was requested. Ms. Ross moved to accept the first reading approval of the school board policy FAAD-Tuition Agreements, as presented. Mr. Hanson seconded the motion. The motion carried unanimously.

**Board Regulation Additions or Revisions – First Reading and Final Adoption** – The NDSBA recommended adopting the new board regulation KBA-BR1 Relations with the News Media Regulation and board regulation KAAD-BR Distribution and Posting of Noncurricular Material in School Regulation. Ms. Ross noted there were grammatical errors in KBA-BR1 and referred it back for revisions. The NDSBA also recommended changing the descriptor code on board regulation FFF-BR Supervision of Students to FCB-BR since DPS does not have a policy FFF. The NDSBA also recommended revisions to board regulation FIB-BR-Criteria for Participation in Non-school Sponsored Contests and Competitions. Action was requested. Ms. Ross moved to accept the first reading approval and final adoption of the school board regulation additions and revisions (except KBR-BR1), as presented. Dr. Krieg seconded the motion. The motion carried unanimously.

**DEA Grievance** – This topic was previously removed from the agenda.

**Other** – There were no other topics for discussion.

**Adjournment** – At 6:36 p.m., Ms. Ross moved to adjourn. Dr. Krieg seconded the motion. The motion carried unanimously. The meeting was adjourned at 6:36 p.m.

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Kris Fehr, Board President

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Vince Reep, Business Manager

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Twila Petersen, Secretary