



Budget Development and Input Committee Meeting Minutes

February 1, 2018; 2:00 p.m.

Central Administration Office – Board Room

Present: Board President Brent Seaks (Chair), Board member Tanya Rude, Superintendent Douglas Sullivan, Business Manager Kent Anderson. Also present: Naomi Obrigewitch and Brandon Stockie.

Called to Order – The meeting was called to order at 2:00 p.m. by Chair Brent Seaks.

Additions/Deletions to Agenda Items – Mrs. Rude asked that the Co-Curricular Meeting Minutes be added to the agenda.

Old Business

2018-2019 Staffing – Superintendent Sullivan distributed a list of new positions currently anticipated for the upcoming school year. Twelve new positions include:

District Wide: 5 1/3 (School Resource Officer, Spec Ed Coordinator, Speech Language Pathologist, Occupational Therapist, School Psychologist Intern and 1/3 Spec Ed)

- DMS: 3 (Reading, Math/Science and Language Arts/Social Studies)
- DHS: 2 2/3 (English, History, 2/3 Special Education)
- Prairie Rose: Teacher on Special Assignment to Assistant Principal

In addition to the above, some discussion was had between committee members and Superintendent Sullivan as to the current request and previous request for staffing Berg upon re-opening. Superintendent Sullivan indicated that the Berg positions had been previously approved by the committee. Chair Seaks asked about the possibility of adding a volunteer coordinator to the list to assist with things like food bank and reading. Superintendent Sullivan suggested we wait on adding that position. Committee members agreed that given the enrollment growth and increased demands in certain areas such as special education, that the staff requests seem warranted and instructed Superintendent Sullivan and Business Manager Anderson to proceed with incorporating the proposed new positions into the 18-19 budget.

2018-2019 Classified Salaries – Business Manager Anderson referred to instructions received at the previous committee meeting where he was instructed to bring some different proposals for the committee to consider. Business Manager Anderson distributed a handout showing three options for the committee to consider:

- 1) A flat % increase
- 2) A fixed dollar increase in varying amounts by Category
- 3) Transition to a Classified Salary Wage scale for all positions

Business Manager Anderson referenced Classified Wage Schedules currently in use by six other comparable school districts in the state: Williston, Mandan, Bismarck, West Fargo, Minot and Grand Forks. Business Manager Anderson indicated that his recommendation would be for DPS to consider transitioning to similar schedules where there would be a lane/step layout similar to that used for Certified Staff. Business Manager Anderson also indicated that once the new Human Resource/Payroll module gets implemented as part of scheduled changes in payroll processing, future adjustments to Classified salary will be much more efficient to process as each employee's payroll setup will be linked directly to underlying Classified Wage Schedules. Committee members and Superintendent Sullivan all voiced support for the efficiencies with option three but were curious of the cost. Business Manager Anderson requested that the committee approve a maximum amount for Classified Salary adjustments and that he would work with Superintendent Sullivan and Human Resources at allocating that total across all Classified staff consistent with the Classified Salary and Benefit Package and the newly implemented Classified Salary Wage Schedules.

Committee members approved option #3 with a maximum of \$300,000 to be allocated towards Classified Salary increases in 2018-2019. Committee members also instructed Business Manager Anderson to proceed with establishing Classified Salary Wage Schedules and incorporated into the Classified Salary and Benefit Package which the full board will review and act on at a later date.

New Business

Heart River Addition – Chair Seaks asked if there were any cost estimates available for expanding Heart River from a two section to a four section school. Superintendent Sullivan indicated that for reference, the Prairie Rose addition of six sections cost approximately \$3.3 million and was completed in 2015. Given inflation, double the number of sections, and estimated impact on Heart River's common areas like the kitchen, he would estimate ~\$7.0-\$8.0 million would be necessary to add on to Heart River. Chair Seaks asked Business Manager Anderson what resources the school currently has available for building projects. Business Manager Anderson responded that the current unrestricted balance in the Building Fund was ~\$10.8 million. Business Manager Anderson also indicated that when discussing funding resources, other major projects currently being discussed should also be considered, examples being HVAC upgrades at DHS, HVAC upgrades at Heart River and possible expansion of DHS. Superintendent Sullivan indicated that the board establishing a target balance for the interim/general fund would also be helpful in the planning process and indicated that discussion would be an item to include in a future board workshop. Chair Seaks asked that Heart River Addition, DHS expansion options, and the possibility of a new elementary school all be kept on the Budget Committee agenda as old business.

2018-2019 Preliminary Budget Discussion – Business Manager Anderson indicated that work on the 18-19 budget is underway. From a revenue standpoint, foundation aid is anticipated to go up ~\$2.9 million next year given the impact of increased enrollment from 16-17 to 17-18. Anderson reported that it is also likely that ~\$1.0 million of this increase will be offset with reduced HUB city funding. In discussions with the State Treasurer's Office, the exact reduction in HUB city funding won't be known until the jobs report is released in early June. Business Manager Anderson indicated that work will continue on the budget, including budget related items approved at today's meeting, and updates will be incorporated into future Budget Committee meeting agendas.

Co-Curricular Meeting Minutes – Mrs. Rude distributed copies of minutes from the meeting held on January 31, 2018. Referring to the minutes, Mrs. Rude highlighted salary adjustments and/or staff

additions requested by the Co-Curricular Committee. Chair Seaks indicated that he would like to see a list of expectations and/or responsibilities for the current advisors and also for the proposed new strength and conditioning coach that was being requested. Superintendent Sullivan indicated he would follow-up with Athletic Director Fridley to obtain that information. Superintendent Sullivan also indicated that the full board would need to approve any new positions requested by the Co-Curricular Committee.

Other – There were no other topics for discussion.

Adjournment – At 3:20 p.m., Chair Seaks declared the meeting adjourned.