

## Unapproved School Board Meeting Minutes

Dickinson Public Schools  
Regular Meeting

February 13, 2017; 5:00 p.m.  
Board Room, Central Office

The Dickinson Public School Board held a regular meeting on February 13, 2017, at the Central Administration Office. Board members present were: President Sarah Ricks, Vice President Brent Seaks, Mrs. Tanya Rude, Mrs. Kim Schwartz, and Mr. David Wilkie. Administrators present were: Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Mr. Ron Dockter, Mr. Jay Hepperle, Dr. Marcus Lewton, Mr. Shawn Leiss, Mr. Jay Hepperle, Ms. Sherry Libis, Mr. Henry Mack, Ms. Tammy Praus, Mrs. Dorothy Martinson, Mrs. Kristy Goodall, and Mrs. Melanie Kathrein. Others present were: Mr. Les Dykema, Mrs. Twila Petersen, and Ms. Ellie Potter from the Dickinson Press.

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

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

**Additional Agenda Items/Removal of Items from Consent Agenda** – There were no requests for additions or deletions to the agenda.

**Consent Agenda** – Mr. Wilkie moved to approve the agenda including the consent agenda consisting of the minutes from the January 9 regular meeting and January 26 special meeting; the bills for January 2017; the financial reports for February 1, 2017; the pledged assets report for February 1, 2017; the personnel reports; and the student/staff recognitions; as presented. Mrs. Rude seconded the motion. Assuming a roll call vote the motion carried unanimously.

**Superintendent's Report** – Superintendent Sullivan reported on the following topics. No action was requested on these topics.

- a) **DMS Shuttle Bus Service** – Superintendent Sullivan reported there would be four new busing routes added fall of 2017 to accommodate the students attending Dickinson Middle School and living in the restricted zone. There are assigned pickup points for the restricted zone. Those points are Dickinson High School, Hagen Junior High, Lincoln Elementary, and Roosevelt Elementary. Prairie Rose Elementary and Heart River Elementary are exchange locations so there is already busing available at those locations. There will be limited capacity on the restricted zone busing for the Dickinson Middle School students. It will be on a first-come, first-served basis. Dr. Sullivan noted that Hagen Principal Lewton did a parent survey of those interested in the service.
- b) **Safety and Security Committee** – Dr. Sullivan reported this committee held its first meeting and drafted a purpose statement and will look at procedures to identify areas that may need improvement. Superintendent Sullivan noted that the minutes from this committee and the conversations from this committee could not be shared with the Board unless it would go into executive session. He looks forward to working with the individuals on the committee as it moves forward.
- c) **Student Building Reassignments** – Approximately 30-35 elementary students have been identified as not attending the school in their attendance area. Those students are proposed to be re-assigned to the school in their attendance area. Administration is taking additional time to review those students. Building principals will be calling the parents and a letter of intent to reassign is anticipated to be sent out the end of March.

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

- d) City Commission Meeting – Superintendent Sullivan distributed copies of the PowerPoint presentation he presented at the recent City Commission meeting.
- e) Dickinson Middle School Grand Opening – The ribbon cutting ceremony for Dickinson Middle School (DMS) will be held on July 31 and will be invitation only. Board members should be receiving a postcard in the near future and will be invited to the July 31 events. Dr. Lewton is currently working on a plan for an open house with tours provided August 1-4 to the general public.
- f) Beginning Band – Dr. Sullivan reported there has been ongoing conversation regarding the delivery model of the educational programs with the merging of grades six with grades seven and eight. In those conversations, the discussion regarding 5<sup>th</sup> grade beginning band being moved to 6<sup>th</sup> grade evolved. Hagen Principal Marcus Lewton and Band Instructor Les Dykema addressed the School Board. Dr. Lewton explained there are ongoing discussions regarding the curriculum for the Dickinson Middle School. The decision to move beginning band to 6<sup>th</sup> grade has been a process over at least three years with teacher input. Mr. Dykema explained the justification for moving beginning band to 6<sup>th</sup> grade noting that the 5<sup>th</sup> grade beginning band had some concerns. Some of those concerns were busing, limited times band could be offered, and retention of what students learn due to one session a week for possibly 20 minutes a session. At DMS, there will be an opportunity for students to receive 125 minutes a week for an elective such as band. Students would not be competing with before and after school activities. Instruction would be from Mr. Dykema which would add some consistency since all students would receive the same instruction. There is a potential to increase retention. He would be able to provide more one-on-one instruction. Mr. Dykema shared a concern regarding the elementary music contracts since they would now be 20-30 minutes short on their day. He wanted those contracts to be protected otherwise the music department was willing to go back to having 5<sup>th</sup> grade beginning band. Dr. Lewton added with the increased enrollment at the elementary level he believed there would be enough to fill that time. Mr. Dykema explained that Mr. Traquair from DHS has been graciously giving up his preparation time to provide 5<sup>th</sup> grade band at Jefferson. Mr. Traquair was in agreement with the beginning band starting in 6<sup>th</sup> grade and was involved in the preliminary plans to change beginning band. Vice President Seaks inquired if any action was requested. Dr. Sullivan responded this topic was informational only. There could be some emotional reaction at some level and the superintendent wanted the Board members to be aware and included in the process as the District moves forward and hopefully Board members would support the idea. Mrs. Rude said that she could potentially see where a 4<sup>th</sup> grader wanting to play a particular instrument next year could be disappointed. Mr. Dykema understood her concern. Beginning band in 6<sup>th</sup> grade would provide many advantages and Dr. Lewton added that band would be better if it began at 6<sup>th</sup> grade. President Ricks thanked Mr. Dykema and Dr. Lewton for providing the information.
- g) CTE Center Letter of Intent – Dr. Sullivan reported that DSU President Mitzel, BSC President Skogen along with Superintendent Sullivan have been meeting to discuss the potential for expanding the CTE services in the Dickinson community. Today the group took a tour of the old hospital as a possible location for the services. There will be ongoing conversations to discuss the design; dual credit; and earning a degree, certification, or licensing. There are no identified specific programs at this time. The facility is designed for one purpose and would need to be repurposed with a lot of renovation to make it an educational facility. The next step would be conducting a needs assessment with discussion regarding the types of programs that should be provided if this idea would become a reality.

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

- h) **Fall Kindergarten Enrollment Projections** – Last week the District held kindergarten pre-registration. Based on those numbers, the Assistant Superintendent projects 369 kindergarteners next fall. Dr. Sullivan explained the economic conditions in southwest North Dakota are always changing and could change again very quickly. Those types of changes have implications and impact the District. He wanted the Board members to be aware that the decision has been made not to open Berg Elementary next school year; however, that could be subject to change. The higher projected kindergarten class would require one additional kindergarten teacher. Mrs. Martinson advised the superintendent that those higher numbers would have implications for the Early Childhood Center (ECC) as the District is required to provide special education services to those ECC students and therefore additional staffing would be needed. Superintendent Sullivan proposed a Budget Development and Input Committee meeting prior to the end of the month to review the new projections and implications. Additionally, Superintendent Sullivan will be requesting President Ricks call a Special School Board meeting to discuss the Central Administration Office reorganization since this will have a reflection of those plans along with the legislative issues. Dr. Sullivan would also like to include in the Special Board meeting discussion regarding the District's strategic plan. Vice President Seaks thanked Dr. Sullivan for all his work and all the behind-the-scenes work and for sharing this with the Board.

**Business Topics**

**Dickinson Middle School (DMS) Construction Update** – Assistant Superintendent Reep provided an update on the construction at Dickinson Middle School. Zone A at DMS is progressing well and the polished concrete is almost complete. The lockers on the top floor have maple tops and corner panels. Everything seems to be pulling together with the color schemes. There is an issue that is being addressed with the luxury vinyl tile on the second floor. A factory representative was out last week and the architect from DLR Group will be looking at it on Tuesday night. The product is not acceptable to the District nor to the contractors. There will be some options reviewed at Wednesday's construction meeting. The replacement of the vinyl will possibly delay the furniture by two weeks which is projected during the month of April. The gymnasium is empty and the walls have been painted white. Next week the basketball hoops, dividers, and score board will begin to be installed. Installation will begin on March 13 for the maple flooring in the gymnasium. The forum is complete with the exception of some theater lighting. There will be some minor adjustments to the metal paneling on the north side of the building next week. Mortenson Construction representatives will provide a report at the March School Board meeting. Mr. Reep reported the DMS is still tracking on time. President Ricks thanked Mr. Reep for the updated information. This agenda item was informational only. No action was requested.

**Superintendent's Evaluation** – President Ricks noted the superintendent's evaluation must be completed prior to March 15. This agenda item was informational only. No action was requested.

**Extracurricular Committee Update** – The District's Extracurricular Committee met on February 2. The minutes from the meeting are available on the website under Supporting Documents. Assistant Superintendent Reep explained the minutes summarize the requests made by the committee. The administration is asking the Board to approve those changes. Most changes were due to the implementation of athletics in the 6<sup>th</sup> grade. Additional adjustments were requested for high school cross-country and advisors for the junior/senior banquet. Mr. Reep said it would be the

**Extracurricular Committee Update (cont.)**

recommendation of the administration to seek the board for approval. Mrs. Rude inquired how the request coincides with the negotiated agreement. Mr. Reep responded within the negotiated agreement requests regarding extracurricular were acted upon every other year but now there have been requests two years in a row. The Extracurricular Committee receives requests from the coaches and advisors. The Extracurricular Committee does not have the authority to make those changes. The committee also cannot change contract days. President Ricks asked for clarification, would the requests be incorporated into the negotiated agreement and then be brought to the school board for consideration. Mr. Reep responded that was accurate. This agenda item was informational only. No action was requested.

**Budget Development and Input Committee Report** – This committee met on February 7. The minutes from the meeting are available as a Supporting Document on the website. Vice President Seaks summarized the topics discussed at the meeting. He said there were many possible scenarios discussed at the Budget Committee meeting regarding foundation aid, Hub City School Oil funding, and state transportation funding. The District will not know the outcome from legislative action until April and how all the variables will play out. Mr. Seaks commended Dr. Sullivan and Assistant Superintendent Reep for their ability to anticipate what is going to happen. There is a priority of needs list with the building-level administrative support being at the top in the list of needs. There is also a great opportunity for school land purchase which is being further pursued. This agenda item was informational only. No action was requested.

**Early Resignation Incentive Applications** – Several individuals submitted their notice of resignation before the deadline to receive the early resignation incentive. Those individuals were: Paula Gallegos, resource room instructor at Prairie Rose Elementary, two years of service; Scott Hoffman, industrial arts instructor, Hagen Junior High, 21 years of service; Leonard Lindbo, building and grounds coordinator, Central Administration Office, 22 years of service; Amber Remark, grade three instructor, Jefferson Elementary, three years of service; Margaret Schulz, strategist, Dickinson High School, seven years of service; and Susan Splichal, general paraprofessional, Prairie Rose Elementary, 31 years of service. Assistant Superintendent Reep has verified their eligibility. The administration will evaluate the vacancies these positions may create and will post any openings at a later date. The administrative recommendation was to approve the early resignation incentive applications. Action was requested. Mrs. Rude moved to approve the early resignation incentive for Paula Gallegos, resource room instructor at Prairie Rose Elementary; Scott Hoffmann, industrial arts instructor at Hagen Junior High; Amber Remark, grade three instructor at Jefferson Elementary; and Margaret Schulz, strategist at Dickinson High School; all with an effective date of May 26, 2017. Mrs. Rude further moved to approve the early resignation incentive for Leonard Lindbo, building and grounds coordinator, with an effective date of June 30, 2017 and also approve the early resignation incentive for Susan Splichal, general paraprofessional at Prairie Rose, with an effective date of May 25, 2017. Mr. Seaks seconded the motion. Assuming a roll call vote the motion carried unanimously.

**Central Administration Office Reorganization** – Part of the required actions requested by AdvancED at the last District visitation was the review of the Central Administration Office reorganization. There have been extended discussions regarding this topic with the School Board and District administration. Superintendent Sullivan will present for consideration the job titles, job qualifications, and job goals for the creation of the administrative recommended new positions for the Central Administration Office reorganization. These positions include the new positions for

**Central Administration Office Reorganization (cont.)**

business manager, technology director, curriculum coordinator, and human resources director. Available under Supporting Documents is information regarding each position. Superintendent Sullivan addressed the Board explaining the information posted on the website for the technology director, curriculum coordinator, and human resource director do not include the portion with the position's daily duties; posted is the broad purpose and function of the three positions. The full job description is posted for the business manager as this position is in direct line of supervision of the school board. During the conversation with the North Dakota School Boards Association (NDSBA), a possible job description for the business manager was shared with the superintendent. Ms. Egeness went through and compared the two documents and merged them. Vice President Seaks inquired regarding the business manager job description and the role of the school board and superintendent in the evaluation process. Dr. Sullivan responded that he felt it would require additional conversation between the superintendent and the school board. This position will have a greater role for the Board for the evaluation. The evaluation would be done by the school board with input from the superintendent. Vice President Seaks recommended the language on the 6<sup>th</sup> bullet be revised. Mrs. Rude appreciated the time put into drafting the business manager job description and it appeared the administration was wanting approval. She noted she was prepared to support the business manager job description. She noted the job description for the human resource director, including the performance responsibility and who evaluates that position, was not available. Superintendent Sullivan explained in Board policy CABA, the Board would review for consideration the approval of the broad purpose and function of the administrative positions with the superintendent setting forth the list of responsibilities and duties. In his conversation with Ms. Wimer from the NDSBA, she said she did not care for this policy and was considering revising the policy. Mrs. Rude asked if the evaluator could be listed similar to the administrator or the teachers so that it is defined with the position. President Ricks responded that there are further daily duties that are outlined and exist that are not the Board's responsibility. Vice President Seaks said that it was his understanding that even if the Board approves these positions, excluding the business manager position, they would not be posted due to the current financial situation. He asked if this was correct. Superintendent Sullivan responded that was correct. Superintendent Sullivan added he was going to request a Special School Board meeting for further discussion of the Central Office Administration reorganization. Vice President Seaks inquired if it was necessary to have two different motions or if they could be combined. President Ricks responded there are two different types of approvals. Mr. Seaks moved to approve the job title, job qualifications, and job goals for the positions of business manager, technology director, curriculum coordinator, and human resources director, as presented. Mr. Wilkie seconded the motion. Mr. Seaks amended his motion. Mr. Seaks moved to approve the job title, job qualifications, and job goals for the positions of technology director, curriculum coordinator, and human resources director, as presented. Mr. Wilkie seconded the motion. A roll call vote was taken on the amended motion: ayes-5 (Schwartz, Wilkie, Seaks, Rude, Ricks); nays-0; absent-0. Mr. Seaks moved to approve the job description for the position of business manager with the minor amendment. Mrs. Rude seconded the motion. A roll call vote was taken on the motion: ayes-5 (Rude, Schwartz, Seaks, Wilkie, Ricks); nays-0; absent-0. The motion carried unanimously.

**School Board Regulation Revisions- First Reading and Final Adoption** – Board Regulation FFK-BR2 – Suggested Procedure for Conducting an Expulsion Hearing and Board Regulation FFK-BR3 – Suspension and Expulsion of Special Education Students is available on the website under Supporting Documents. There are NDSBA recommended revisions noted in red text to these regulations. Administrative recommendation was to adopt the revisions, as presented. Mrs. Rude inquired

**School Board Regulation Revisions- First Reading and Final Adoption (cont.)**

regarding FFK-BR3 if in fact the District does all the things listed on the regulation. Director of Student Services Dorothy Martinson responded that a prior written notice form exists on Tienet and with the case manager. All the items listed under the Notice for Change of Placements exist and there is a list of resources provided in the procedure book that is given to parents once a year. Mrs. Rude inquired what an interim alternative educational setting would be. Dr. Sullivan responded there has been an instance in this District where, due to a student's extreme behavior that could jeopardize the students and staff, the student was placed where the team considers as an alternative placement. Mrs. Rude moved to adopt the revisions to Board Regulation FFK-BR2–Suggested Procedure for Conducting an Expulsion Hearing and Board Regulation FFK-BR3–Suspension and Expulsion of Special Education Students with one reading with an implementation date of July 1, 2017, as presented. Mrs. Schwartz seconded the motion. A roll call vote was taken on the motion: ayes-5 (Wilkie, Seaks, Rude, Schwartz, Ricks); nays-0; absent-0. The motion carried unanimously.

**School Board Policy Addition, First Reading** – DPS Administration recommended adopting policy FDG-Drop Outs as it is a requirement of NDSBA to have a matching policy for all exhibits. The District has in place an exhibit for completing when students withdraw or exit and discontinue education. Proposed new policy FDG is available on the website under Supporting Documents. Administrative recommendation was to adopt the policy. Vice President Seaks explained he was concerned with the word “should” instead of “shall” within the District. He added that he understood the intent and it was great the District was trying to address the dropout rate within the policy. It was noted there was a reduction in students at DHS. Superintendent Sullivan explained the predominate reason for the reduction in students at the high school was due to students graduating early. Mrs. Rude requested the first sentence be rewritten. President Ricks inquired if it was necessary to have the policy. Mr. Wilkie felt the policy indicates what the District should do but it does not say that the teachers won't do more. He added the word “should” indicates that if you are aware of it your moral compass will guide you to do what it should and if you do not there are no consequences. The District should not be held liable by a policy that states “shall” instead of “should”. President Ricks agreed. Vice President Seaks concurred that the District does not want a policy that would go the other way. The outcome is that it raises awareness and there is an expectation and the practice will be that the employee is going to do something, whether it be making the guidance counselor and/or the principal aware of a situation. Dr. Sullivan explained there is an exhibit FDG-E but it does not have a policy to match the exhibit. He added the topic could be tabled until the exhibit can be reviewed. He felt if there is an exhibit there should be a policy to go with it. Mr. Wilkie suggested adopting the policy and vote on it. It is not the kind of policy that is going to ever hurt the District. Mr. Wilkie moved to complete the first reading for adopting new policy FDG-Drop Outs, as presented. Mrs. Rude seconded the motion. Discussion: Board members requested to see the exhibit when the policy is again presented to the Board for consideration. A roll call vote was taken on the motion: ayes-1 (Wilkie); nays-4 (Seaks, Rude, Schwartz, Ricks); absent-0. The motion failed.

**School Board Policy Additions, Second Reading and Final Adoption** – NDSBA has suggested the Board consider three new policies for adoption. One policy regarding weapons is addressed to employees; another policy regarding weapons is addressed to the public. The third policy pertains to whistleblower protection. All three policies are posted on the website under Supporting Documents. Text noted in red are the NDSBA recommendations and the purple text are DPS recommendations. Administrative recommendation was to adopt the three new policies. Action

**School Board Policy Additions, Second Reading and Final Adoption (cont.)**

was requested. Mrs. Rude moved to complete the second reading and final adoption of new policies ACF-Whistleblower Protections Policy, DEAG-Weapons Prohibition on School Property-Employees, and new policy KADA-Weapons Prohibition on School Property-Public, as presented. Mr. Wilkie seconded the motion. A roll call vote was taken on the motion: ayes-5 (Rude, Schwartz, Wilkie, Seaks, Ricks); nays-0; absent-0. The motion carried unanimously.

**School Board Policy Revisions, Second Reading and Final Adoption** – NDSBA and DPS

administration have recommended revisions to several policies. The proposed revised policies are available on the website and posted under Supporting Documents. Text noted in red are the NDSBA recommended changes and the purple text is DPS recommended revisions. Administrative recommendation was to revise the following policies: policy ACDA-Acceptable Internet and Personal Technology Use and Waiver of Liability, policy FDB-Education of the Homeless Students, policy FFD-Carrying Weapons, policy FFI-Student Use of Personal Technology, and policy KACB-Complaints About Personnel. Action was requested. Mrs. Rude had concerns with #13 in policy ACDA regarding students using their personal device to take photographs or video recordings. Superintendent Sullivan responded that would be a judgement of the high school administration since there are instances where there are parents who have opted out of having their child's photo taken. An example would be a student in an abusive relationship. Having a photo taken and posted out on the internet could compromise that student's situation. The change to this policy is to let people know they cannot take random photos; students in buildings have certain protection. Mrs. Rude understood the reasoning but felt there could perceivably be many comments from the public. Mrs. Rude moved to complete the second reading and final adoption of the revisions to policy ACDA-Acceptable Internet and Personal Technology Use and Waiver of Liability, policy FDB-Education of the Homeless Students, policy FFD-Carrying Weapons, policy FFI-Student Use of Personal Technology, and policy KACB-Complaints About Personnel, as presented. Mr. Seaks seconded the motion. A roll call vote was taken on the motion: ayes-5 (Seaks, Wilkie, Schwartz, Rude, Ricks); nays-0; absent-0. The motion carried unanimously.

**Other** – Mrs. Rude thanked the District for the opportunity to attend the recent NDSBA Negotiations Seminar. It provided valuable knowledge. She encouraged Board members to stay current with the legislative policy updates and felt the District was going to be in for some challenges, not just now, but as it plays out in two years when the North Dakota Legacy Funds are no longer available to fund K-12 education. Vice President Seaks encouraged teachers to share the wonderful things happening in their buildings. He was at Roosevelt last week Friday and Roosevelt Elementary held a "genius hour". He was impressed with students' abilities. President Ricks agreed and noted the achievements listed on the consent agenda with the students in the Technology Student Association.

**Adjournment** – President Ricks declared the meeting adjourned at 6:18 p.m. The meeting adjourned at 6:18 p.m.

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Sarah Ricks, Board President

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Vince Reep, Business Manager

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Twila Petersen, Secretary