



Budget Development and Input Committee Meeting Minutes

March 8, 2018; 3:00 p.m.

Central Administration Office – Board Room

Present: Board President Brent Seaks (Chair), Board member Jason Rodakowski, Superintendent Douglas Sullivan. Also present: Naomi Obrigewitch, Melanie Kathrein, and Iain Woessner.

Called to Order – The meeting was called to order at 3:03 p.m. by Chair Brent Seaks.

Additions/Deletions to Agenda Items – No additions or deletions to the agenda.

Old Business

Administrative Staffing – Superintendent Sullivan stated the need for an Assistant Superintendent. He noted the window of opportunity for a quality applicant is quickly disappearing due to it already being the time of year when contracts are being offered and/or renewed. Chair Seaks said the Board recognizes the need for additional administrative help. He is hesitant to put a title to the added position at this time without knowing what the job duties would be. He feels it would be beneficial for the Board to wait on hiring this position until the new Superintendent is hired and on board. Chair Seaks thinks the incoming Superintendent's opinion on this position and the type of duties they would like this position to hold would be crucial in picking the right candidate. Mr. Rodakowski asked how the past Assistant Superintendent duties were disbursed upon Mr. Reep's retirement. Superintendent Sullivan stated that position was held in conjunction with Human Resources and Business Manager roles. The Board decided to split the HR and Business Manager duties into two new positions which cost the district more money. The other duties held by the Assistant Superintendent have been picked up by the remaining CAO administrative staff. Superintendent Sullivan stated the additional administrative position would cost approximately \$150,000 plus benefits. The consensus was to set aside funds for this position and let the Board decide on specific job duties and title.

New Business

HVAC Cost Estimates – Superintendent Sullivan distributed two HVAC System Assessments compiled by KLJ for Heart River Elementary and Dickinson High School. Superintendent Sullivan started with the Heart River project, with an estimated cost range between \$2,100,000 and \$2,600,000. The Heart River HVAC system is approximately 35 years old and has reached its expected service life. The proposed system would be added to Heart River now, but would be sufficient for a future possible expansion from a two section school to a four section school. Although there is no date set for this project, Superintendent Sullivan feels a decision would need to be made soon to allow time for ordering the system and have it installed for next school year.

The cost estimate for the HVAC system at Dickinson High has an estimated cost range between \$6,500,000 and \$7,500,000. The current HVAC system has been in service for at least 50 years and has reached its expected service life as well. Chair Seaks asked if the proposed system would cover

the “learning center” that has been discussed at the Input Forums. Superintendent Sullivan stated the learning center would need to be connected to the main body of the school to utilize the same HVAC system. Chair Seaks inquired as to whether this system is needed now as well as the system at Heart River and Superintendent Sullivan stated a timetable has not been set. Superintendent Sullivan proposed the committee meet again after he has had a discussion with Mr. Anderson on funding sources to propose a timeline. Superintendent Sullivan said the HVAC projects will need Board approval.

Berg Asbestos Removal – Superintendent Sullivan stated the consultant reported some of the old floor tiles could be left in the building as long as they continue to be covered by carpeting. Superintendent Sullivan feels it would be best to remove all asbestos for safety reasons. Two bids were received for the asbestos abatement at Berg Elementary, Horsley Specialties, Inc and Total Control Inc. Horsley Specialties, Inc submitted a bid of \$124,300 and Total Control, Inc submitted a bid of \$79,894. The asbestos removal cost is in addition to the \$3,500,000 renovation budget. Consensus was to present the lower of the two bids to the School Board for approval. Superintendent Sullivan will confirm that the acceptance of the removal bids is on the agenda for the March 12, 2018 board meeting.

Berg Playground – The bid opening for the Berg Elementary playground equipment finished directly before this Budget Committee meeting not allowing adequate time to review the bids. Superintendent Sullivan stated Mr. Anderson will need to review the bids and will be prepared to present the information at April’s Board meeting. The proposals do include the disposal of the old equipment that is removed. The playground project is also in addition to the \$3,500,000 renovation budget.

Building Fund Levy Increase – Discussion of a possible increase to the Building Fund Levy was had. Superintendent Sullivan stated the district currently levies 10 mils, but has the option to levy up to 20 mils. An increase in levies requires a vote of the people and would need to be on the June 2018 ballot. The deadline to submit items to the courthouse for the ballot is April 10, 2018. Chair Seaks questioned whether the levy increase has to be utilized and Superintendent Sullivan clarified that it does not. Mr. Rodakowski asked what the purpose of increasing the levy was and Chair Seaks and Superintendent Sullivan said it would put the district in better position for future elementary and/or high school expansions. Chair Seaks would like to have a list of possible uses compiled if a levy increase is proposed so the public can have an explanation of the increase as it ultimately increases property taxes. Chair Seaks would like this item added to the agenda for the Monday, March 12, 2018 board meeting for further discussion.

2018 – 2019 Berg Staffing – Superintendent Sullivan requested approval from the committee to add seven additional positions to the 2018-2019 Berg Elementary staff. There are currently 10 regular ed positions approved. The additional positions include: Art, ELL, Gifted, Literacy Coach, Music, PE, and Speech Therapy. Superintendent Sullivan stated that each position would not exceed 1 FTE. The district is waiting on information from RSP as to the number of students that will be housed at Berg to make final decisions on staffing needs. Mrs. Kathrein stated some of the requested added positions may be shared amongst the district. Consensus was to approve the possible addition of seven positions not greater than 1 FTE each.

Other – There were no other topics for discussion.

Adjournment – At 4:07 p.m., Chair Seaks declared the meeting adjourned.