

## Unapproved School Board Meeting Minutes

Dickinson Public Schools  
Regular Meeting

March 12, 2013; 5:00 p.m.  
Board Room, Central Office

The Dickinson Public School Board held a regular meeting on March 12, 2013, at the Central Administration Office. Board members present were: President Kris Fehr, Vice President Jason Hanson, Ms. Leslie Ross, Dr. Morton Krieg and Mrs. Tanya Rude. Administrators present were: Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Mrs. Melanie Kathrein, Mr. Jay Hepperle, Dr. Rebecca Pitkin, Mrs. Dorothy Martinson, Mr. Henry Mack, Mr. Calvin Dean, Mr. Shawn Leiss and Mr. Ron Dockter. Others present were: Mr. Kumar Veluswamy, Mr. Mitchell Murphy, Mr. Brian Ham, Mrs. Twila Petersen, 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.

**Additional Agenda Items/Removal of Items from Consent Agenda** – There were no requests for revisions to the agendas.

**Consent Agenda** - Ms. Ross moved to approve the agenda including the consent agenda consisting of the minutes from the February 11 regular board meeting; the bills for March 2013; the financial reports for March 2013; the pledged assets report for March 2013; ; the personnel reports which includes the resignations of the following certified staff effective 05/24/2013: Gloria Ciavarella, grade two instructor at Jefferson Elementary (33 years of service); Lana Dutchak, grade two instructor at Lincoln Elementary (13 years of service); Linda Fridley, grade two instructor at Jefferson Elementary (38 years of service); Jessica Friestad, Counselor at Hagen Junior High (1 year of service); Darla Hoffmann, Language Arts instructor at Hagen Junior High (19 years of service); Richard Jambor, Vocational Agriculture instructor at Dickinson High School (25 years of service); Beverly Kinnischtzke, Diversified Occupations instructor at Dickinson High School and Southwest Community High School (18 years of service); Rhonda Kraenzel, kindergarten instructor at Heart River Elementary (22 years of service); Justene Metcalfe, Speech Language Pathologist at Hagen Junior High and Early Childhood Center (2 years of service); Debby Thompson, Language Arts instructor at Southwest Community High School (33 years of service); and effective 07/03/2013, Erwin VanVeldhuizen, Technology Education instructor at Hagen Junior High (37 years of service); the student/staff recognitions; a tuition waiver request for a child of Shelly Fleck from South Heart Public to Dickinson, a tuition waiver request for a child of Melissa Olheiser from Belfield Public to Dickinson; the RACTC report; the RESP report; to dissolve the open enrollment for a child of Truce Trujillo, dissolve the open enrollment for two children of Inga Davis, and dissolve the open enrollment for two children of Bobbie Godes; as presented. Dr. Krieg seconded the motion. The motion carried unanimously.

Board President Fehr welcomed Mrs. Tanya Rude to the Board. Mrs. Rude is a new Board member that was installed after the February Board Meeting.

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

- a. **English Language Learner (ELL) Services**- As of February 26, there are 58 identified students utilizing the ELL services. Over 90 students have been screened. On October 31 when the Budget Committee met and approved an additional ELL position, there were 45 ELL students in the District. The number of students has increased by 13. President Fehr inquired if the District may need additional staffing. Director of Student Services Dorothy Martinson responded and noted that the state recommends a case load of 20. Dickinson Public Schools (DPS) ELL student turnover rate is high. Mrs. Martinson recommended reassessing again this fall.
- b. **Kindergarten Pre-Enrollment** – Currently there are 206 students enrolled for kindergarten next fall. The projections are for 260 kindergarten students this fall. Assistant Superintendent Reep will reassess the projections on May 1.
- c. **Reorganization in School Assignment** – During the 2011-2012 school year, Lincoln students in the 5<sup>th</sup> grade were relocated to Berg. Beginning in the fall of 2012-2013, the Lincoln 5<sup>th</sup> grade students will remain at Lincoln. Because of the addition of the two positions in social studies at Hagen, there is a need for additional space. After conversations with Principal Marcus Lewton, the administration has decided to move the 8<sup>th</sup> grade history and the 8<sup>th</sup> grade geography classes to Berg Elementary starting next fall. Also, the morning Spanish class from Hagen will be moved to Berg Elementary. President Fehr inquired if the teachers of the classes would be based at Berg. Dr. Sullivan responded, with the exception of the Spanish teacher, the teachers would be based at Berg.
- d. **Affordable Health Care Act** – Beginning January 2014, each health insurance individual contract in the school district covered by the District's self-funded health care plan will be assessed \$5.25 per month to pay for health insurance for those individuals who purchase their own coverage. This is an annual cost of \$19,467. It will be necessary to pass these fees onto the employees through higher premiums. There will be a notification to the employees on May 1 of these changes.
- e. **Student Placements at Prairie Rose Elementary** – Students have been identified and placed at Prairie Rose Elementary. Notifications have been sent to those parents. There were approximately 12 families that requested their child or children not be transferred to Prairie Rose. Requests from these 12 families will be reconsidered when the enrollment is reassessed after the first week of August. President Fehr asked for some reasons parents did not want their children to transfer. Dr. Sullivan responded the reasons were various. Ms. Ross inquired how many students this involved. Dr. Sullivan said approximately 22.

**Business Topics**

**One-to-One Technology Pilot Program**- Superintendent Sullivan explained at the last School Board Meeting there was discussion regarding the One-to-One Technology Initiative in the social studies area at the high school. During the interim between the February and March Board Meetings there have been various questions from School Board members and a request for a follow up. Available on the website under Supporting Documents is information regarding the cost for the project. Dickinson High School (DHS) Social Studies Instructor Brian Ham, Director of Instruction Melanie Kathrein, Technology Coordinator Mitchell Murphy, and DHS Principal Ron Dockter addressed the Board. Mr. Ham distributed a handout that contained responses from a student survey. There were 117 students that completed the survey. Mr. Ham explained at a recent professional development training teachers were encouraged to have 21<sup>st</sup> Century skills for their students; skills the students will need when they enter the next phase of their lives. Mr. Ham and other members in the social studies department did extensive research on curriculum and activity maps. The research indicated technology would be

**One-to-One Technology Pilot Program (cont.)**

required for the advancement of the skills. Students need to be learning collaboratively and communicating. They also need to be creative in their thinking and skills. With the computer labs available to the students now, they may have access to the labs possibly once or twice a week. Mr. Ham explained that students are not doing quality work. They are having a hard time staying focused and are not engaged. They are engaged with technology. With the One-to-One Technology Initiative, there could be unlimited access to technology. The One-to-One has been discussed in the past. Mrs. Kathrein added that student engagement is a common concern among staff. Students at the high school level possibly have had technology since their early elementary years. The social studies department at the high school is willing to take on an initiative that would further expand utilizing technology in conjunction with learning. This would be a pilot program. Dr. Sullivan noted this initiative would not be a change in the curriculum nor a modification to the courses. It would be a change in the delivery of the curriculum. President Fehr inquired regarding the correlation between student engagement and technology. President Fehr asked if there was a comparison in student engagement between the elementary and high school. Is there information at the elementary level that those students using iPads are more engaged. Mr. Ham responded that he does not have a class that has access to iPads. His students depend on access to the computer labs. Some students do ask to utilize the electronic version of the text. The social studies department is monitoring the technology use. Technology seems to encourage the students to be more engaged. It fits their style. Mrs. Kathrein explained that iPads at the elementary level have various uses. They may be supplemental to the instruction or an intervention. Sometimes the technology is used to define motor skills. Mr. Ham provided an example of various ways technology could provide a lesson on the civil war. Ms. Ross asked if the pilot program was providing the technology for students to take the technology home with them. Mr. Ham responded that some schools do that. If you give every student the technology then more technology would be required. The District would need to provide for 28-30 students in a class and there are several classes taught. Mrs. Kathrein explained the transition of the paper textbook to the electronic version. Ms. Ross inquired if this project would follow the drive towards utilizing the Office 365 platform. Mr. Murphy responded the Microsoft Surface would allow the students to use 365 in school and retrieve the information from their home. The Surface in combination with Office 365 works cohesively with other technology such as the Android, iPhones and other multi platforms. Ms. Ross inquired why the Surface was recommended. Mr. Ham responded through research and discussion with the Central Office technologists, this seemed to be the best product. There was discussion regarding the capacity of memory, if other school districts have done this as a pilot project, infrastructure needs, training and trainer, time frame, and assessment. Ms. Ross inquired if other school districts are allowing the students to take the technology home. Mrs. Kathrein responded she thought the technology was issued to the students in Fargo and Grand Forks. Mrs. Rude inquired about the number of students in possession of a SMART phone or individual tablet. Mr. Ham said he did not ask that question on his survey; however, he said students are adept at accessing information on their phones and the question could be added when they work with the consultant. There was also a question about the capacity of the internet service. It was explained that the current band width is 100 megabytes and the state is currently reviewing whether or not to increase the band width. Mr. Murphy said hubs will be placed to provide service in areas of the building where service has not been consistent. Ms. Ross noted this project would be a "spring board". The success or failure of the program will be the deciding factor for future technology goals for the district. The DHS Social Studies Department was committed to following through on the project. President Fehr asked when data might be available to see if the project has made a change. Mrs. Kathrein said the social studies department uses a program called Master Manager that would have data collected this year that could be used as a control. Ms. Ross and President Fehr thanked those that addressed the Board and appreciated all the research done, material presented and information provided. This agenda item was informational 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. He reported wiring trays are being installed and the concrete will be poured soon for the parent drop off loop and other areas. President Fehr inquired regarding the trees on the lot. Mr. Reep responded that some of the trees will be transferred to the southwest corner of the lot. This will be done after landscaping and seeding. President Fehr thanked Mr. Reep for the report. This agenda item was informational only. No action was requested.

**Conflict of Interest** – The new Board member, Mrs. Tanya Rude, has submitted her Statement of Interest form. It is posted on the School Board website. Action was requested. Mr. Hanson moved to allow Mrs. Tanya Rude to participate and vote on the identified potential conflicts in accordance with NDCC 15.1-07-17. Dr. Krieg seconded the motion. The motion carried unanimously.

**Committee Assignments** – There were vacancies for Board representation on the NCA Steering Committee, the Professional Development Committee and the Activity Director's Advisory Committee. President Fehr volunteered to serve on the Activity Director's Advisory Committee. Action was requested. Ms. Ross moved to designate for 2012-2013 Mrs. Kris Fehr as the Board representative on the Activity Director's Advisory Committee and to designate Mrs. Tanya Rude as the Board representative on the NCA Steering Committee and the Professional Development Committee. Dr. Krieg seconded the motion. The motion carried unanimously.

**Breakfast and Lunch Meal Prices** – Assistant Superintendent Reep addressed the Board. He noted that Section 205 of the Healthy, Hunger-Free Kids Act requires school districts to be in alignment with the act when setting fees for the meals. Assistant Superintendent Reep has posted under Supporting Documents a summary of the new meal prices. Administrative recommendation was to increase meals across the board by \$.10, except for reduced meals. Action was requested. Mr. Hanson moved to approve a fee of \$1.25 for student breakfast, \$1.40 for adult breakfast, \$1.95 for lunch for students grades K-6, \$2.25 for lunch for grades 7-8, \$3.00 for lunch for grades 9-12, and \$3.50 for lunch for adults, effective the fall of 2013. Dr. Krieg seconded the motion. The motion carried unanimously. President Fehr inquired if the bill before the House regarding providing milk to all students at no cost would affect these fees. Mr. Reep responded the schools in the District have support from the Parent Advisory Committee should a parent be unable to provide funds for milk.

**2013-2014 Licensed Employee Staffing** – Superintendent Sullivan explained the District has 3.5 vacancies for the Speech Language Pathologist positions. There are few students graduating in this field and then working in school districts. Within the state, there are a large number of vacancies for this position. These services are required to be provided by the District. Mrs. Rude asked how the District is going to address those student needs. Superintendent Sullivan responded this topic will be discussed by the Central Office Administrators within the next couple of weeks. Those services will be provided.

Assistant Superintendent Reep discussed the impact of the federal budget. The biggest impact of the sequestration will be seen in the Title I and Title IIb areas. Mr. Reep has budgeted for the employees funded by Title IIb if those funds happen to be cut. Mr. Reep also discussed changing a ½ time Language Arts position into a full time Language Arts position and eliminate the Diversified Occupation licensed position. DHS Principal Dockter explained the student enrollment in the Diversified Occupation elective courses has gradually declined throughout the years. This is the second year the state has not funded the program. The needs of the students will still be met. They

**2013-2014 Licensed Employee Staffing (cont.)**

have transitioned to other areas such as banking, finance, accounting, and welding, as examples. This agenda item was informational only. No board action was requested.

**Superintendent's Evaluation** - President Fehr provided on the website under Supporting Documents a summary report regarding the three areas Superintendent Sullivan was evaluated. Superintendent Sullivan received satisfactory marks from Board members in all three areas. President Fehr read several comments from the three areas that were evaluated. Action was required. Ms. Ross moved to acknowledge that the school board members did evaluate Superintendent Sullivan, as required by North Dakota Century Code, and that the evaluations were satisfactory. Dr. Krieg seconded the motion. The motion carried unanimously. President Fehr noted all the evaluations will be given to Mr. Reep to place in Dr. Sullivan's personnel file. Superintendent Sullivan thanked the School Board members, the administrators and staff for their contribution and leadership which makes his job easier.

**Open Enrollment Applications** – Open enrollment applications are completed by non-residency parents that wish their children to attend DPS. Open enrollment applications are for parents that have recently moved and the deadline waiver applies (which the Board reviews throughout the year) **or** for parents that have not moved but wish their children to attend DPS. Those applicants that have not recently moved have a deadline of March 1 to turn in their application to DPS. The administrative recommendation is to approve the applications for those students already attending DPS or that have siblings attending DPS. Action was required. Ms. Ross moved to approve the requests for a child of Steve Kass from New England to Dickinson, a child of Greta Privratsky from Belfield to Dickinson, two children of Shaunna Ladd from South Heart to Dickinson, a child of Lynn Bullinger from Killdeer to Dickinson, a child of Michelle Renner from Killdeer to Dickinson, a child of Brenda Kostelecky from South Heart to Dickinson, a child of Michelle Mayer from Hebron to Dickinson, a child of Sherry Andrus from South Heart to Dickinson, a child of Kim Balliet from South Heart to Dickinson, a child of Darren Twogood from New England to Dickinson, two children of Stephanie Crimmins from South Heart to Dickinson, a child of Shelly Fleck from South Heart to Dickinson, a child of Melissa Olheiser from Belfield to Dickinson, and two children of William Whitworth from Billings County to Dickinson; to be admitted to the Dickinson Public Schools under the open enrollment policy. Ms. Ross also moved to deny the requests to be admitted to the Dickinson Public Schools under the open enrollment policy for a child of Mariah Kistler from New England to Dickinson, the request for a child of Trina Schaaf from Elgin to Dickinson, the request for a child of Corey Reeder from Richardton-Taylor to Dickinson and the request for a child of Darcie Dennis from Belfield to Dickinson. Dr. Krieg seconded the motion. The motion carried unanimously. All approved applications were beginning the fall of 2013 with the exception of the Whitworth children. Dr. Sullivan noted those applications that were declined will be reviewed again this summer when the District can re-evaluate the enrollment numbers for this fall. Mrs. Rude inquired if the disapproved individuals would have to resubmit their applications. Superintendent Sullivan replied that the parents would not have to resubmit the applications. The District will maintain the paperwork.

**Early Resignation Incentive Notifications** – The School District received early resignation notifications from eleven licensed staff. These eleven staff have an average of 22 years of service and a combined 241 years of service. Assistant Superintendent Reep has verified their eligibility. The administration will evaluate the vacancies these positions may or may not create and will post any openings at a later date. The administrative recommendation was to approve their early resignation incentives. Action was requested. Mrs. Rude moved to approve the Early Resignation Incentive

**Early Resignation Incentive Notifications (cont.)**

Notifications from Gloria Ciavarella, grade two instructor at Jefferson Elementary; Lana Dutchak, grade two instructor at Lincoln Elementary; Linda Fridley, grade two instructor at Jefferson Elementary; Jessica Friestad, Counselor at Hagen Junior High; Darla Hoffmann, Language Arts instructor at Hagen Junior High; Richard Jambor, Vocational Agriculture instructor at Dickinson High School; Beverly Kinnischtzke, Diversified Occupations instructor at Dickinson High School and Southwest Community High School; Rhonda Kraenzel, kindergarten instructor at Heart River Elementary; Justene Metcalfe, Speech Language Pathologist at Hagen Junior High and Early Childhood Center; Debby Thompson, Language Arts instructor at Southwest Community High School; effective May 24, 2013; and the Early Resignation Incentive Notification from Erwin VanVeldhuizen, Technology Education instructor at Hagen Junior High, effective July 3, 2013. Mr. Reep noted there is an accumulated 483 years of experience with the certified and classified staff that are leaving the District this year. There are currently 24 licensed staff openings. President Fehr expressed her appreciation to all the employees for their years of service to the children of Dickinson Public Schools and regretted losing the staff members that were retiring or resigning.

**Other** – Board President Fehr congratulated Ms. Ross on being appointed to the Badlands Human Service Center Council.

**Adjournment** – At 6:41 p.m., Dr. Krieg moved to adjourn. Ms. Ross seconded the motion. The motion carried unanimously. The meeting was adjourned at 6:41 p.m.

---

Kris Fehr, Board President

---

Vince Reep, Business Manager

---

Twila Petersen, Secretary