

## Unapproved School Board Meeting Minutes

Dickinson Public Schools  
Regular Meeting

March 14, 2016; 5:00 p.m.  
Board Room, Central Office

The Dickinson Public School Board held a regular meeting on March 14, 2016, at the Central Administration Office. Board members present were: President Sarah Ricks, Vice President Kris Fehr, Mrs. Leslie Ross, Mrs. Tanya Rude, and Mr. Brent Seaks. Administrators present were: Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Mrs. Melanie Kathrein, Mrs. Kristy Goodall, Mr. Ron Dockter, Mr. Henry Mack, Mrs. Susan Cook, Mr. Shawn Leiss, Dr. Marcus Lewton, Mr. Jay Hepperle, Mrs. Dorothy Martinson, Dr. Rebecca Pitkin, and Mr. Guy Fridley. Others present were: Mrs. Margaret Olheiser, Mrs. Amanda Wright, Mr. Burton Lewton, Mr. Brent Jordheim, Corporal Josh Monson, Mr. Lyle Smith, Mrs. Shary Smith, Mr. Josh Kralicek, Ms. Jarris Bergherr, Mrs. Twila Petersen, and Mr. Andrew Haffner 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** – Mrs. Fehr moved to add to the agenda as item ‘o’ Teacher Negotiations Strategy with an executive session anticipated. Mrs. Ross seconded the motion. Assuming a roll call vote the motion carried unanimously.

**Consent Agenda** - Mrs. Rude moved to approve the revised agenda including the consent agenda consisting of the minutes from the February 8 regular board meeting, the bills for March 2016, the financial reports for March 2016, the pledged assets report for March 2016, the personnel reports, and the student/staff recognitions, as presented. Mrs. Ross seconded the motion. Assuming a roll call vote the motion carried unanimously.

**Superintendent’s Report** – Superintendent Sullivan reported on the following topics. Topics were informational only. No action was requested.

- a. **Teacher Evaluation Instrument Committee Meeting** – The next meeting was scheduled for Wednesday, March 16 at 4:00 p.m.
- b. **Teacher Negotiations** – The next meeting was scheduled for Thursday, March 17 at 6:00 p.m.
- c. **Curriculum Development** – Superintendent Sullivan requested permission for Mrs. Kathrein, Director of Instruction, to address the Board and provide an update on curriculum. Mrs. Kathrein provided an overview of the curriculum in various content levels. Curriculum review is on a rotating basis. Some content areas require multiple years. These reviews are very extensive. The curriculum review committee is comprised of two teachers from each elementary grade level and all content teachers in grades 7-12. She explained the recent review of the mathematics and language arts curriculum. The core review could include book studies. Mrs. Kathrein distributed some books from the recent book studies. The books had been read, discussed, and analyzed during the extensive review process. In addition, committee members read articles pertaining to the curriculum review. In the language arts review the committee decided what books would be reviewed. They picked the books that were most applicable to the age of the students they teach. (Additionally the content standards for a particular area are studied.) After an instructional model is identified a type of rubric is used to evaluate the resources. A page of the rubric used for math resources is posted on the website under Supporting Documents. The entire rubric is over 100 pages in length. Mrs. Fehr inquired when the committee agrees on what needs to be done, how

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

does that translate into a request from the Professional Development committee. Mrs. Kathrein responded the Professional Development Leadership Team decides on the district-wide topics which are more general. Outside of the District time, there is professional development provided. Mrs. Fehr inquired how the professional development is done outside the school day. Mrs. Kathrein explained in one curriculum there was a commitment to eight days of professional development. Four days have been completed by using early release days but going all day long and hiring a substitute for ½ a day. It really depends on the content area and the shift in the instructional method. If the instructional method is similar then the professional development might be limited. In response to a question Mrs. Kathrein explained the data from the North Dakota State Assessment has not been all that useful as the results have taken some time to get back. That data does provide some programming information. The NWEA data is clearer in the elementary area. President Ricks inquired how the communication between the curriculum committee is shared with the building representatives. Mrs. Kathrein responded in grades 7-12 generally there is only one content. The elementary teachers on the committee are encouraged to report back to the building. If there is not a member from the building on the committee then they are encouraged to share with the building principal. She added if there is a huge instructional change, professional development is provided. Change is difficult for people and it generally means there is additional work involved. Teachers want to do what is right for the students. Sometimes this can be very hard. Mrs. Rude noted the district-wide professional development is proposed by a committee. She asked when the curriculum changes are actually put in the hands of the teachers so that they can understand them and work them out as a group. Mrs. Kathrein responded it varies from group to group. She used, as an example, the high school mathematics department. That department used time to develop assessment in professional learning time and professional development that ties into it. At the elementary level, some of the early release time is used for the new mathematics curriculum that was implemented. Mrs. Fehr inquired how the curriculum and study is communicated from one level to the next so there are no gaps and they are not teaching students what they already know. Mrs. Kathrein responded the primary focus is on the standards as they are written and cross grade collaboration. It is hard to find an opportunity to do this. Board members thanked Mrs. Kathrein for the information regarding curriculum.

**Business Topics**

**Patron Complaint Appeal** – School Board Policy KACA-Patron Complaints provides an opportunity for a complaint that has been reviewed at every level whereby the complainant requests the School Board to review an appeal. Complainant Brent Jordheim made a request to the Board to hear his complaint and request for appeal. Mr. Jordheim has been banned from entering any Dickinson Public Schools property nor may he attend any DPS activity whether in Dickinson or another location outside of Dickinson. These restrictions were imposed due to an incident last fall based on comments Mr. Jordheim directed at Mr. Guy Fridley. Available under Supporting Documents is a copy of the request from Mr. Jordheim to be placed on the School Board agenda. Also posted is the appeal denial letters from Superintendent Sullivan and Principal Dockter. The incident last fall was investigated by the Dickinson Police Department with statements taken from the administrator and a witness to the incident. The police report and supplemental reports are also posted under Supporting Documents. President Ricks invited Mr. Jordheim to join the Board at the table. Mrs. Fehr requested to abstain from any discussion pertaining to this agenda item due to a conflict of interest. Mr. Jordheim explained some planned vacations from a couple of years ago that interfered with his child's athletic practice. He proceeded to discuss another incident where his child was going to be absent from an athletic practice due to a family vacation. President Ricks requested Mr. Jordheim discuss the issue at hand. Mr. Jordheim discussed an instance from September 2015 where there

**Patron Complaint Appeal (cont.)**

was some communication between him and Mr. Fridley. An officer with the Dickinson Police Department followed up with Mr. Jordheim the day after the incident. During the interview with the police officer Mr. Jordheim discussed his interest with guns and his recent purchase of a rifle. The incident and police report were discussed by school administration and it was decided to trespass Mr. Jordheim from school activities. Mr. Jordheim felt the punishment enforced was unfair. At the Board meeting Board members discussed the incident with School Resource Officer Josh Monson and Activities Director/Assistant Principal Fridley. Mr. Seaks noted that Mr. Jordheim had breached at least four points on the administrative regulation KAAA-Parent Standards of Conduct which was adopted in 2014. Superintendent Sullivan provided options for the Board; it could move to retract the administration's decision to ban Mr. Jordheim from athletic activities until May 1 or it could do nothing which would keep the administration's decision in place. There were no motions from the Board.

**Attorney Consultation (Executive Session Anticipated)** – This topic was placed on the agenda as it may have been necessary for the School Board to consult with an attorney regarding a patron complaint appeal. Chair Ricks removed this agenda topic as it was not necessary.

**Conflict of Interest** – A copy of Mr. Seaks' Statement of Interest form is posted under Supporting Documents. Mr. Seaks had no changes or updates to the document. Action was requested. Mrs. Ross moved to allow Mr. Brent Seaks to participate and vote on the identified potential conflicts in accordance with NDCC 15.1-07-17. Mrs. Rude seconded the motion. A roll call vote was taken: ayes-Rude, Fehr, Ross, Ricks; nays-none; abstain-Seaks. The motion carried unanimously.

**Dickinson Middle School Construction Loan** – Assistant Superintendent Reep addressed the Board. He noted the closing date for the last portion of the \$65 million bond sales for the new middle school will be April 1. Available under Supporting Documents is a copy of the resolution and copy of the Bank of North Dakota loan. The resolution authorizes issuance of a General Obligation Bond in the amount of \$10,000,000. The loan is set-up for semi-annual principal and interest payments, each April 1 and October 1, commencing April 1, 2017. Action was requested. Mrs. Fehr moved to approve the resolution providing for the sale of \$10,000,000 general obligation school building bonds, series 2016B. Mrs. Rude seconded the motion. A roll call vote was taken: ayes-Seaks, Fehr, Rude, Ross, Ricks; nays-none. The motion carried unanimously.

**Dickinson Middle School Construction Update** – Assistant Superintendent Reep displayed on a screen some current photos of the construction in progress. The construction team is five days ahead on the concrete pouring of the second floor. All of the flooring has been poured east of the courtyard. The iron work is going in zone B and the precast is being placed on the east wall of the gymnasium. There will be a lot of work done on the exterior before the end of April. Mortenson Construction has been invited to present information at the April Board meeting. This agenda item was informational only. No action was requested.

**North Dakota School Boards Association (NDSBA) Negotiations Seminar** – School Board members and Superintendent Sullivan attended the recent NDSBA Negotiations Seminar held in Bismarck. Under Supporting Documents are reports prepared by School Board members summarizing the seminar. Mrs. Fehr noted it was interesting to hear at the seminar a trend that is coming where board members hire a representative for teacher negotiations. Mrs. Ricks felt the Board should think about and discuss possibly having software for the superintendent evaluation unless they are comfortable with the current process. This agenda item was informational only. No action was requested.

**Teacher Negotiations Update** – Mrs. Fehr and Mrs. Ricks are the school board representatives on the Teacher Negotiations Team. Mr. Fahy, Ms. Berglund, Mr. Schobinger, and Mr. Smith are the Dickinson Education Association representatives on the Teacher Negotiations Team. The Teacher Negotiations Team has had three meetings (February 24, March 1 and March 10). Mrs. Fehr said at this point in the negotiations the team is presenting topics. Board topics presented are salaries, contract language cleanup, management right's clause, and recruitment of highly qualified and experienced teachers. DEA topics presented are salary schedule indexes, graduated personal leave, outside the workday compensation, licensed teacher substitute pay, clarify the definition of national certification, and retention of highly qualified and experienced teachers. She added it took two meetings to establish the ground rules. This agenda item was informational only. No action was requested.

**Bids for Busing Contract** – The school district advertised for contracted busing for the shuttle bus service, rural busing and activity busing for the school district. Harlow's Bus Service Inc. submitted the only bid. A copy of the bid is posted under Supporting Documents. The administrative recommendation to the Board was to accept the bid submitted by Harlow's Bus Service for the school years from 2016-2019. Action was requested. Assistant Superintendent Reep explained that Dr. Sullivan and he had met with Harlow's representatives three times to discuss the contract. These were good conversations and Harlow's and DPS value each other's services. Prices were renegotiated and both sides feel they have come to a fair agreement. Mrs. Fehr inquired the difference in cost from the last agreement. Mr. Reep responded the entire increase in cost to the budget is approximately \$250,000. He added there is a cost of living that will increase each year of the three year contract. There was discussion regarding the DPS buses being used for non-DPS events. Mr. Reep responded those instances are very limited. Mr. Seaks moved to accept the bid submitted by Harlow's Bus Service, Inc. for the shuttle bus service, rural busing and activity busing from 2016-2019. Mrs. Ross seconded the motion. A roll call vote was taken on the motion: ayes-Rude, Fehr, Ross, Seaks, Ricks; nays-none. The motion carried unanimously.

**Bids for Route Buses** - The school district advertised for and provided specification sheets (bus chassis and bus body) for bids for two (2) 77-passenger school buses (each bus seated to 71). Only one company, Harlow's Bus Sales, submitted bids. Harlow's bid is posted under Supporting Documents. The administrative recommendation was to accept the bid from Harlow's Bus Sales, Inc. to purchase the buses. Action was requested. Mr. Reep explained through Board and Budget Committee approval the budget had been set at \$500,000 for this year. The District knew it would be expanding due to the in-city busing. These two buses would be used for route buses. A couple of the older buses would be used as spares. These two purchases represent purchases of bus three and four for the year and will still keep the District under its budget. Mrs. Ross moved to accept the bid submitted by Harlow's Bus Sales, Inc. and purchase two (2) 77-passenger school buses for \$176,790. Mrs. Rude seconded the motion. A roll call vote was taken: ayes-Ross, Seaks, Rude, Fehr, Ricks; nays-none. The motion carried unanimously.

**Superintendent's Evaluation**– Four of the five Board members completed a superintendent's evaluation form. Board President Ricks noted Board Member Seaks was excused from completing the evaluation as he is a new member on the Board. Prior to the meeting Ricks had reviewed the evaluations with Superintendent Sullivan. She distributed a summary of the evaluation to the Board members. The summary was also available on the website under Supporting Documents. The rating on the evaluation is either satisfactory or unsatisfactory. All four board members rated the superintendent satisfactory in all areas. President Ricks read portions of the evaluation. The three areas evaluated were relationship with school board, educational leadership, and relationship with community. Superintendent Sullivan thanked the Board members for the opportunity of being in the school district, for the evaluation and appreciated the suggestions. Mr. Seaks moved to acknowledge that the school board members did evaluate

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

Superintendent Sullivan, as required by North Dakota Century Code, and that the evaluations were satisfactory. Mrs. Ross seconded the motion. Assuming a roll call vote the motion carried unanimously.

**Committee Assignments** –Mrs. Fehr moved to designate Mr. Brent Seaks as the primary school board representative on the Roughrider Area Career and Technology Center and Mrs. Sarah Ricks as the secondary representative. Mrs. Ross seconded the motion. A roll call vote was taken: ayes-Seaks, Fehr, Rude, Ross, Ricks; nays-none. The motion carried unanimously.

**Early Resignation Incentive Applications** – The following individuals have submitted their resignation before the deadline to receive the early resignation incentive. The deadline for certified staff is March 1 and for classified staff is April 1: Amber Adams, grade one instructor at Jefferson Elementary (4 years of service); Michele Jaeger, special education instructor at Heart River Elementary (42 years of service); Kelsey Mitchell, grade three instructor at Jefferson Elementary (2 years of service); and Sandra Perzinski, TMH paraprofessional at Dickinson High School (13 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 retirement incentive applications. Action was requested. Mrs. Fehr moved to approve the early resignation incentive applications from Amber Adams, Michele Jaeger, Kelsey Mitchell, and Sandra Perzinski; all with an effective date of May 27, 2016. Mrs. Fehr wished to thank these individuals for all their dedication to the Dickinson Public Schools. Mrs. Rude seconded the motion. President Ricks added she was very grateful for all they have done for the District. Assuming a roll call vote the motion carried unanimously.

**Open Enrollment Applications** – Mrs. Ross moved to approve the open enrollment requests for two children of Courtney Smith from South Heart to Dickinson, a child of Marjorie Lehman from South Heart to Dickinson, a child of Jennifer Wyman from South Heart to Dickinson, a child of Amanda Kuhn from New England to Dickinson, a child of Trista Dakken from Hebron to Dickinson, a child of Melissa Hoff from Richardton to Dickinson, a child of Jordan Kukla from New England to Dickinson, and a child of Mandy Snyder from Belfield to Dickinson; all to be admitted to Dickinson Public Schools as per the open enrollment policy. Mr. Seaks seconded the motion. Discussion on motion: Mrs. Fehr inquired the status of the open enrollments in the school district. Superintendent Sullivan responded there are restrictions for this school year. Open enrollment for next year will be open for all grades due to the drop in enrollment and partly due to the space the administration thinks is available to accommodate the additional students. Assuming a roll call vote the motion carried unanimously.

**Reschedule June School Board Meeting** – Superintendent Sullivan addressed the Board. He explained to Board members that due to NDCC 15.1-09-15, “on the sixth day after the election, the school board shall meet to canvass all election returns and shall declare the result of an election” this would necessitate a board meeting on Monday, June 20. Administrative recommendation was to move the June 13 school board meeting to June 20 instead of having two meetings within a week of each other. Board members checked their availability. Action was requested. Mrs. Rude moved to reschedule the June school board meeting for June 20 at 5:00 p.m. at the Central Administration Office. Mrs. Ross seconded the motion. Assuming a roll call vote the motion carried unanimously.

At 6:25 p.m. President Ricks declared a recess for the state mandated planning open forum. She anticipated the Board meeting would reconvene at 7:00 p.m.

At 7:28 p.m. the meeting reconvened and President Ricks called the meeting back to order.

**Teacher Negotiations Strategy (Executive Session Anticipated)** –The next item on the agenda was Teacher Negotiations Strategy. This item may be discussed in an executive session. The legal authority for closing this portion of the meeting is North Dakota Century Code section(s) NDCC 44-04-19.1 (9). The topic or purpose of the executive session was teacher negotiations strategy. As per North Dakota Century Code NDCC 44-04-19.1 (9), Mrs. Fehr moved to close the meeting and go into executive session for the purpose of teacher negotiations strategy. Mrs. Rude seconded the motion. There was no discussion on the motion. A roll call vote was taken on the motion: ayes-Rude, Seaks, Ross, Fehr, Ricks; nays-none. The motion carried unanimously. President Ricks noted the executive session would be recorded and all members of the governing body were reminded to limit their discussion during the executive session to the announced topic. The prohibition on taking final action during the executive session does not apply to providing guidance or instructions to its negotiators. As per Board policy BCAD-Executive Session the following individuals were requested by Board President Ricks to be in attendance at the executive session: the school board members present at the meeting, Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep and Recording Secretary Twila Petersen. At 7:29 the meeting convened in executive session. The members of the public were asked to leave the room. President Ricks anticipated adjourning and reconvening to the open portion of the meeting at approximately 7:45 p.m. The executive session began at 7:29 p.m. and was attended by Mrs. Rude, Mr. Seaks, Mrs. Fehr, Mrs. Ross, Chair Ricks, Superintendent Sullivan, Assistant Superintendent Reep, and Recorder Petersen.

The executive session adjourned at 7:59 p.m. President Ricks invited the public to return to the meeting room and the meeting was back in open session. She reported the Board discussed negotiations strategy during the executive session.

**Other** - Mr. Seaks wished to celebrate the excellence displayed by the students and teachers in the school district. He commended both the Science Bowl Team and Dickinson gymnastics teams for winning first in the state and commended the Dickinson Science Olympiad team for taking first place in the southwest regional competition. He congratulated the Dickinson High School boys' basketball team and hockey team for qualifying for the state tournament this year. Mr. Seaks commended Jackson Smith for being named to the Class A All State Academic Gold team and congratulated the three Moberg sisters and Pressida Clark for making All State Choir. He also congratulated the Best Robotics team for placing fourth in regionals. He said he was proud of how well these individuals represent Dickinson Public Schools.

**Adjournment** – At 8:02 p.m. Mrs. Ross moved to adjourn. Mrs. Rude seconded the motion. Assuming a roll call vote the motion carried unanimously. The meeting adjourned at 8:02 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