



## **Budget Committee Meeting Minutes**

**April 20, 2017; 8:15 a.m.**

### **Central Administration Office – Board Room**

Present: Board Vice President Brent Seaks (Chair), Board President Sarah Ricks, Superintendent Douglas Sullivan, and Assistant Superintendent Vince Reep. Also present was Mrs. Twila Petersen.

**Called to Order** – The meeting was called to order at 8:15 a.m. by Chair Brent Seaks.

**Additions/Deletions to Agenda Items** – There were no additions or deletions to the agenda.

**Old Business** – There were no old business topics.

### **New Business**

**Adult Learning Center Building** – Superintendent Sullivan explained the building the Adult Learning Center and West Dakota Parent and Family Resource Center is located will be vacated soon when those staff move to Hagen Junior High. He provided some background on the building and administrative recommendation to the Budget Committee was to sell the property, possibly as early as this summer. Board representatives concurred with the administrative recommendation.

**Southwest Community High School (SWCHS) Math and Science Instructors** – With the move of the SWCHS to Hagen, this will be an expansion of space and an opportunity to provide services to additional students. Assistant Superintendent Reep explained the staffing needs next year at SWCHS with the student expansion. Mrs. Ricks inquired if the cap on the number of students would change next school year. Mr. Reep responded that ideally another one or two teachers would be hired for the 2018-2019 school year to accommodate the needs of the potential student growth. Next year would be an experimental year to find out how the space is utilized at the new location and how much the program grows.

**Time Clocks** – Mr. Reep explained currently the hourly employees are using time sheets to keep track of their hours. Teachers are using AESOP to log in and request leave which then generates requests for substitute teachers. The District is reviewing an option where employees would electronically clock in and out which would interface with the District's accounting software and AESOP for teachers. The proposed software is through Frontline which services the District's Danielson teacher evaluation model. A team from DPS went to Williston School District, which is currently using the Frontline Time and Attendance software product, to get some hands-on knowledge and background. Mr. Reep provided some statistics regarding the amount of leaves entered by the certified personnel into AESOP. Within a 23-day time span, there were 936 leaves entered by certified personnel which generated requests for 690 substitute teachers. Out of these leave requests, eight of them were entered as personal leave requests when the individuals had exhausted all of their personal leave and had no remaining balance. With the new system, if an individual has no balance remaining in their leave account they will not be able to enter a leave request. Mr. Reep explained the setup fee would be \$6,000 and an annual subscription of \$14,350. He suggested an implementation date of July 1, 2017. Board representatives shared their concerns that the employees may view this as the District being watchdogs and noted sometimes change is hard. They also did not want there to be a backlog of employees trying to clock in at kiosks that will

be set up in strategic locations. Mr. Reep explained that employees come to work at different intervals and therefore there should not be a backlog. The system will be monitored and if more kiosks are needed they will be added. Mrs. Gab would be doing the training beginning with the 12-month employees and would reassure the employees the District was not being watchdogs. This process will be in compliance with the fair labor law. Mr. Seaks noted this would eventually be a timesavings for payroll and would free up some of her time. He asked if she would be doing other things. Mr. Reep responded that it would be saving her a great deal of time. His plan is that she would be helping accounts payable and would be more involved with the new business manager. She will be involved with more cross training. Mr. Reep noted there will be some hiccups with overtime as the District does not typically pay overtime. That will be something that will have to be discussed. Mr. Seaks said he was nervous how this change would be received and expressed the necessity for this to be explained so that employees know it is not a personal thing and is better for the District's accounting practices. Mrs. Ricks agreed and added that it logically makes sense. Mr. Reep said that Frontline does this with millions of employees. Consensus was to move forward with the implementation of the Frontline software time clock system with an implementation date of July 1, 2017.

2017 Estimated Taxable Evaluation – Mr. Reep said that property owners are receiving notifications from the City Assessor's office that they are getting significant tax valuation reductions. Mr. Reep has spoken to the City Assessor and was informed yesterday that the City of Dickinson is 70% of the assessed value for the school district. Previously Mr. Reep had been optimistic that the taxable valuations would go up 2% next year. In looking at the tax levy, with the general fund the District can levy 112%. Since there are no anticipated increases in foundation aid this biennium, this will negatively impact the District. There will be more details available in August when the District reviews its certificate of tax levy.

2017-2018 Budget – Mr. Reep felt that the legislative session would wrap-up this weekend. He explained the LEAD center and some other grants were part of the budget cuts. Some of the funding from these cuts will roll over to the Governor's School with foundation aid payments going back to the students. The hub city oil funding is still unknown at this time. As soon as legislation is complete there will be a workshop that Mr. Reep will attend to get some insight and interpretation of the legislative bill changes. Dr. Sullivan added that rapid enrollment growth money has been eliminated. Funding for Gearing Up for Kindergarten may also be eliminated. Dr. Sullivan explained there are budget cuts coming from President Trump's budget that will eliminate Title IIa funding and also the 21<sup>st</sup> Century grant funding. Title IIa provides funding for three positions and professional development for a total of \$360,000. Board representatives appreciated the updated information from the administrators.

**Other** – There were no other topics for discussion.

**Adjournment** – Chair Seaks declared the meeting adjourned at 9:18 a.m.

