

## Unapproved School Board Meeting Minutes

Dickinson Public Schools  
Annual Meeting

July 11, 2016; 5:00 p.m.  
Board Room, Central Office

The Dickinson Public School Board held its annual meeting on July 11, 2016, at the Central Administration Office. Board members present were: Mrs. Sarah Ricks, Mr. Brent Seaks, Mrs. Kim Schwartz, Mr. David Wilkie, and Mrs. Tanya Rude (via conference call). Administrators present were: Superintendent Douglas Sullivan, Assistant Superintendent Vince Reep, Dr. Marcus Lewton, Mrs. Melanie Kathrein, Mr. Shawn Leiss, Mrs. Dorothy Martinson, and Mr. Jay Hepperle. Others present were: Mr. Colby Robinson, Mr. Jeff Jackson, Mrs. Shary Smith, Mr. Lyle Smith, Mr. Nick Brengle, Ms. Jarris Bergherr, Mr. Kaleb Dschaak, Mr. Paul Williams, Mr. Liam Williams, and Mrs. Twila Petersen.

**Call to Order** – Chair Sarah Ricks called the meeting to order at 5:00 p.m.

**Election of Officers** – Chair Ricks opened the floor for the election of office for the position of president of the school board. Mrs. Rude nominated Sarah Ricks as president of the Dickinson Public School Board. Mr. Seaks seconded the motion. Chair Ricks made three calls for additional nominations. There were no further nominations. A roll call vote was taken: ayes-Rude, Schwartz, Seaks, Wilkie, Ricks; nays-none. The motion carried unanimously. President Ricks thanked the Board members for their gesture of support and confidence.

Board President Ricks conducted the election for a new board vice-president. She opened the floor for nominations. Mrs. Rude nominated Mr. Brent Seaks as vice-president of the Dickinson Public School Board. Mrs. Schwartz seconded the motion. President Ricks made three calls for additional nominations. There were no further nominations. A roll call vote was taken: ayes-Wilkie, Schwartz, Rude, Seaks, Ricks; nays-none. The motion carried unanimously.

Mrs. Ricks welcomed the new school board members and said she was excited to be working with them. Mrs. Rude thanked the two new members for considering the position as it is an office with large responsibilities.

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

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

**Consent Agenda** - Mr. Seaks moved to approve the agenda including the consent agenda consisting of the minutes from the June 20 regular board meeting, the bills for July 2016, the financial reports for July 2016, the pledged assets report for July 2016, and the personnel reports. Mrs. Rude seconded the motion. Assuming a roll call vote the motion carried unanimously.

**Superintendent's Report** – Superintendent Sullivan reported on the following topics which do not appear elsewhere on the agenda. No action was requested on these items.

- a. Dr. Sullivan explained Dickinson Middle School (DMS) would be opening fall 2017. The administrators from Hagen Junior High and Berg Elementary have been meeting to discuss which administrators will be in charge of identified areas. The decision was Dr. Lewton will be the lead principal at DMS. Ms. Francis will continue to be responsible for discipline, the

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

- 21<sup>st</sup> Century Grant, English Language Learners, and data. Mr. Leiss will be responsible for the activities within the building along with K-5 summer school.
- b. The new school board member orientation has been scheduled for Friday, July 22 starting at 8:00 a.m.
  - c. Available under Supporting Documents is the North Dakota School Boards Association (NDSBA) policy services contract. The language and the fees are the same as last year. Dr. Sullivan explained NDSBA helps the District draft policies and provides recommendations for revisions to policies.
  - d. At last month's School Board meeting Superintendent Sullivan noted a first grade Lincoln teacher had resigned and that position would not be filled. Letters were sent out to Lincoln first grade parents asking for volunteers to transfer their child to another elementary school. There were few volunteers received. Superintendent Sullivan has requested Assistant Superintendent Reep to complete the process this week identifying what school the Lincoln first graders will be placed.
  - e. Four schools have received funding from a program improvement supplemental Title I grant. Those Title I schools are Berg Elementary, Hagen Junior High, Heart River Elementary, and Roosevelt Elementary.

**Business Topics**

**Election Updates** – President Ricks explained that there were some votes that came in after the School Board had canvassed the election. The process will be revised at the next election so the canvassed votes from the counties are included in the school board's canvas. The votes changed slightly but it did not change the outcome. The final results are posted under the background agenda. This agenda item was informational only. No action was requested.

**Dickinson Middle School Construction Update** – Mr. Colby Robinson, Senior Project Manager with Mortenson Construction, addressed the Board and provided a PowerPoint presentation with pictures of the progress on the new middle school. The track and field area is being prepared, utilities are going in at the site, the roof is nearly completed, and there is progress being made on the upstairs mechanical and electrical. The contractors are prepping the commons area. MDU has installed a transformer for permanent power as well as a generator. Additionally windows are being installed in the administration area and the grand staircase is near completion. Mr. Jeff Jackson, Project Engineer for Mortenson Construction, addressed the Board and provided a panoramic video of the exterior and interior mockup of the building. Some of the replicated areas included the main corridor, courtyard, academic areas, two art rooms, the locker bay layout, family and consumer science stations, the movable Plexiglas wall panels, the discovery space, the elevator, the commons area, the acoustical clouds, the gymnasium, and the performance room. President Ricks thanked Mr. Robinson and Mr. Jackson for the visual information they provided. This agenda item was informational only. No action was requested.

**Activities/Athletics/PAC Fundraising Update** – Posted under Supporting Documents is a summary of the 2015-2016 athletic and activities fundraising. Also posted on the website is a summary of the PAC fundraising for the past fiscal year. Superintendent Sullivan noted the focus is the return on the investment adding that as per Board policy students are not allowed to fund raise door-to-door. This agenda item was informational only. No action was requested.

**Transportation Report** – Available on the website under Supporting Documents is a copy of the 2015-2016 DPS Transportation Report. Superintendent Sullivan addressed the board and noted the transportation reimbursement from the state covers a small portion of the cost of transportation. There were 221,000 miles traveled this school year on various routes. Those routes included in-city, rural, and special education. This agenda item was informational only. No action was requested.

**Annual Financial Report** – A copy of the DPS 2015-2016 financial report is posted under Supporting Documents on the school board web site. Assistant Superintendent Reep addressed the Board summarizing areas on the report. He noted the report matches the balance sheet and summary reports to the penny. Fund Group 1 was under budget and the revenue was 1% higher than anticipated. He added the salaries group overextended by \$44,000. The District saved approximately \$250,000 in fuel costs due to the low utility costs. The food services fund was again in the negative and the Budget Committee approved a transfer of funds. The final page of the report indicates the per pupil cost. As of the end of June the per pupil cost was \$10,005.06. That's an increase of \$701 (or 7.5% increase) from the previous year. This is a reflection of an increase in salaries and other expenses. The average daily membership at the end of the year was 3,470 students which is only six students higher than the year before. Board Member Rude inquired if the food services was going to increase to cover the expenses in that fund. Assistant Superintendent Reep responded that there is a budgetary marker until the Board approves the budget for next year. He added that the healthier foods are more expensive; adding more fruits and vegetables costs more. The Board did approve an increase in meal prices this spring. Mr. Reep provided an open invitation to the new board members to make an appointment anytime with him to meet one-on-one to discuss the financial information. Administrative recommendation was to approve the financial report as presented. Action was requested. Mrs. Rude moved to approve the Annual Financial Report for the fiscal year beginning July 1, 2015, and ending June 30, 2016, as presented. Mr. Wilkie seconded the motion. A roll call vote was taken on the motion: ayes-Rude, Seaks, Schwartz, Wilkie, Ricks; nays-none. The motion carried unanimously.

**Meeting Day and Time** – Action was requested to schedule Board meetings for the 2016-2017 fiscal year. Mr. Seaks moved to schedule the regular Board meetings of the Dickinson Public School District be set for the second Monday of each month beginning at 5:00 p.m., with the exception of the August 8 meeting to begin at 6:00 p.m. Mrs. Schwartz seconded the motion. Assuming a roll call vote the motion carried unanimously.

**Board Workshops** – Mrs. Rude moved to schedule the Board workshops after the October and November school board meetings. Mrs. Schwartz seconded the motion. Discussion-President Ricks explained the workshops are informal discussions which could lead to Board meeting agenda topics. Some possible topics for discussion are the new middle school and administration. Assuming a roll call vote the motion carried unanimously.

**School Board Authorized Representative** – Many federal programs require official Board minutes declaring the designation of the authorized representative for the District. Action was requested. Mrs. Rude moved that Superintendent Douglas Sullivan be named the authorized representative of the Dickinson Public School District that shall include and not be limited to the Department of Public Instruction and the legislature. Also, Superintendent Sullivan shall be the authorized representative for the District for all federal programs, including but not limited to: all school lunch programs, vocational programs, the Energy Infrastructure and Impact Office, Title I, the E-rate and Job Service

**School Board Authorized Representative (cont.)**

programs. Additionally, she moved that Director of Instruction Melanie Kathrein be named the authorized representative for the District Title IIA program. Mr. Seaks seconded the motion. A roll call vote was taken on the motion: ayes-Wilkie, Rude, Schwartz, Seaks, Ricks; nays-none. The motion carried unanimously.

**Special Education Authorized Representative** – Many grant programs require an authorized representative from the District be designated. Administrative recommendation was to designate Mrs. Dorothy Martinson, Director of Student Services, as the authorized representative for VI-B and other special education grants. Action was requested. Mr. Seaks moved that Dorothy Martinson be named the authorized representative for the Dickinson Public School's VI-B and other special education grants. Mrs. Schwartz seconded the motion. A roll call vote was taken on the motion: ayes-Schwartz, Rude, Wilkie, Seaks, Ricks; nays-none. The motion carried unanimously.

**Authorized Representative for the 21<sup>st</sup> Century Community Learning Centers (CCLC) Program**

– The 2016-2017 21<sup>st</sup> Century Grant must include verification that the school board appointed an authorized representative for the grant. Administrative recommendation was to appoint Hagen Assistant Principal Casaundra Francis. Action was requested. Mrs. Schwartz moved to appoint Hagen Assistant Principal Casaundra Francis as the authorized representative for the 21<sup>st</sup> Century Community Learning Center grant for the 2016-2017 school year. Mr. Wilkie seconded the motion. A roll call vote was taken: ayes-Rude, Seaks, Wilkie, Schwartz, Ricks; nays-none. The motion carried unanimously.

**Title I Look-Alike Program** – Jefferson Elementary and Lincoln Elementary do not qualify for Title I funding due to its free and reduced lunch ratio in the building. Title I Look-Alike Programs may be funded by supplemental local funds specifically set aside for this purpose. Action was requested. Mrs. Rude moved to designate supplemental funds in the amount of \$92,640 to be set aside by the school district for at-risk students at Jefferson Elementary and \$101,998 to be set aside by the school district for at-risk students at Lincoln Elementary, for the 2016-2017 school year to provide supplemental services to support these student's attainment toward meeting the state's student academic achievement standards. Mrs. Schwartz seconded the motion. A roll call vote was taken on the motion: ayes-Schwartz, Seaks, Wilkie, Rude, Ricks; nays-none. The motion carried unanimously.

**Designate Official Newspaper** – North Dakota Century Code requires that the school district designate an official newspaper. Action was requested. Mrs. Schwartz moved to designate the Dickinson Press as the official newspaper of the Dickinson Public School District. Mr. Seaks seconded the motion. Assuming a roll call vote the motion carried unanimously.

**Bank Depository Designation** – State law requires the District to designate all depositories at its annual meeting. The administrative recommendation was to designate American Bank Center as the official depository for the school district checking account and other investments and Wells Fargo Bank, Bank of the West, Dacotah Bank, Dakota Community Bank, and Cornerstone Bank as depositories for investments. Action was requested. Mr. Seaks moved that American Bank Center be designated as the official depository for the school district checking account and other investments and he further moved that Wells Fargo Bank, Bank of the West, Dacotah Bank, Dakota Community Bank, and Cornerstone Bank be designated as depositories for investments for the 2016-2017 fiscal year.

**Bank Depository Designation (cont.)**

Mrs. Rude seconded the motion. A roll call vote was taken on the motion: ayes-Rude, Wilkie, Seaks, Schwartz, Ricks; nays-none. The motion carried unanimously.

**Open Enrollment Applications** – Melissa Lee applied for open enrollment for her child to be admitted to the Dickinson Public Schools from New England School District. Her child attended DPS in 2015-2016. Kristi White applied for open enrollment for her child to be admitted to DPS from Belfield Public. Both families recently moved and therefore the deadline waiver applies. The administrative recommendation was to approve both applications. Action was requested. Mrs. Rude moved to approve the request for a child of Melissa Lee from New England to Dickinson and a request for a child of Kristi White from Belfield to Dickinson to be admitted to the Dickinson Public Schools as per the open enrollment requests. Mr. Wilkie seconded the motion. Discussion-President Ricks inquired if the District was allowing open enrollments. Superintendent Sullivan responded they are being accepted at this time. One area that could require denying an application is if there are more than the recommended class sizes in a grade. Assuming a roll call vote the motion carried unanimously.

**Committee Assignments** –Available on the website under Supporting Documents is posted the Chair appointed assignments for board members and the board appointed assignments for board members. Action was requested. Mrs. Schwartz moved to designate for 2016-2017 Mrs. Sarah Ricks and Mrs. Kim Schwartz as primary Board representatives for teacher negotiations. She further moved to designate Mr. Brent Seaks and Mrs. Tanya Rude as Board representatives on the administrative negotiations with Mr. David Wilkie assigned as a secondary representative; 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; and to designate Mrs. Tanya Rude as the primary school board representative on the Stark County Job Authority and Mr. David Wilkie as the secondary representative. Mrs. Rude seconded the motion. A roll call vote was taken on the motion: ayes-Rude, Seaks, Wilkie, Schwartz, Ricks; nays-none. The motion carried unanimously.

**Conflict of Interest** – Copies of the school board member's most recent Statement of Interest forms are posted under Supporting Documents. President Ricks stated she had no changes or updates to her Statement of Interest. She asked each Board member if they had changes or updates to their Statement of Interest. No Board members had changes or updates. Action was requested. Mrs. Rude moved to allow Sarah Ricks to participate and vote on the identified potential conflicts in accordance with NDCC 15.1-07-17. Mr. Seaks seconded the motion. A roll call vote was taken on the motion: ayes-Schwartz, Seaks, Wilkie, Rude; nays-none. Mrs. Ricks abstained. The motion carried unanimously. Mr. Seaks moved to allow Tanya Rude to participate and vote on the identified potential conflicts in accordance with NDCC 15.1-07-17. Mrs. Schwartz seconded the motion. A roll call vote was taken: ayes-Schwartz, Seaks, Wilkie, Ricks; nays-none. Mrs. Rude abstained. The motion carried unanimously. Mrs. Schwartz moved to allow David Wilkie to participate and vote on the identified potential conflicts in accordance with NDCC 15.1-07-17. Mr. Seaks seconded the motion. A roll call vote was taken: ayes-Rude, Seaks, Schwartz, Ricks; nays-none. Mr. Wilkie abstained. The motion carried unanimously. Mr. Seaks moved to allow Kim Schwartz 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, Wilkie, Seaks, Ricks; nays-none. Mrs. Schwartz abstained. The motion carried unanimously. Mrs. Rude moved to allow Brent Seaks to participate and vote on the identified potential conflicts in accordance with NDCC 15.1-07-17. Mrs. Schwartz seconded the

**Conflict of Interest (cont.)**

motion. A roll call vote was taken: ayes-Wilkie, Rude, Schwartz, Ricks; nays-none. Mr. Seaks abstained. The motion carried unanimously. President Ricks stated she had earlier emailed Board members the Board policy regarding code of ethics and trusted the Board members would identify any areas they could have a conflict of interest and carry out their duties appropriately.

**Board Policy Revisions-Second Reading and Final Adoption** –Revisions have been made to policy CAAA-Superintendent Recruitment and Appointment and policy GAAD-Selection and Adoption of Instructional Materials to align with policy AAC protected statuses. The revised policies are available on the website under Supporting Documents. Action was requested. Mrs. Rude moved to accept the second reading approval of revised board policies CAAA-Superintendent Recruitment and Appointment and GAAD-Selection and Adoption of Instructional Materials, as presented. Mrs. Schwartz seconded the motion. A roll call vote was taken on the motion: ayes-Wilkie, Rude, Schwartz, Seaks, Ricks; nays-none. The motion carried unanimously.

**Other** – Mrs. Rude welcomed the two new Board members and apologized for not being in attendance at the meeting to welcome them personally.

**Adjournment** –At 6:06 p.m. Mrs. Rude moved to adjourn. President Ricks declared the meeting adjourned. The meeting was adjourned at 6:06 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