

TO: School Board Members
FROM: Douglas W. Sullivan, Superintendent
SUBJECT: Agenda Background
DATE: July 14, 2014

I. Call to Order – President Fehr will call the meeting to order.

II. Election of Officers

- a. **President** – President Fehr will conduct the election of a new president. **Sample motion:**
“I nominate _____ for president of the Dickinson Public School District.”
- b. **Vice-President** – The newly elected president will conduct the election of the new vice-president. **Sample motion:** “I nominate _____ for vice president of the Dickinson Public School District.”

III. Public Participation - Any person wishing to address the Board may do so by completing a written request prior to the meeting. The request must be within the guidelines of Board Policy BCBA, Public Participation at Board Meetings.

IV. Additional Agenda Items/Removal of Items from Consent Agenda – Items which require Board action may be placed on the agenda by approval of a majority of the Board members present. Board members may request that an item on the consent agenda be removed for consideration by itself.

V. Consent Agenda

- a. **Minutes** – June 16, 2014, Regular Meeting. The minutes are posted under Minutes on the school board website.
- b. **Bills** – The bills are posted under Financial Reports on the school board website.
- c. **Financial Report** – The Financial Report is posted under Financial Reports on the school board website.
- d. **Pledged Assets Report** – The Pledged Assets Report is posted under Financial Reports on the school board website.
- e. **Personnel Report** – The personnel report is posted on the Consent Agenda.
- f. **Student/Staff Recognition** – There are no student/staff recognitions to report.
- g. **Tuition Waiver Agreement** – There were no new tuition waiver requests.
- h. **RACTC Report** – The RACTC report is posted under Supporting Documents.

Sample motion: “I move to approve the agenda (or revised agenda) including the consent agenda consisting of the minutes from the June 16, 2014, regular meeting; the bills for July 2014; the financial report for July 2014; the pledged assets report for July 2014; the personnel reports; and the RACTC Report, as presented. There were no tuition waiver agreement requests and no student/staff recognitions.”

VI. Superintendent’s Report – Superintendent Sullivan will report on topics which do not appear elsewhere in the agenda.

VII. Business Topics

- a. **School Resource Officer Report** – Officer Ron VanDoorne with the Dickinson Police Department will address the Board providing an update to the areas the School Resource

Officer has served within the District since the beginning of the school year. This agenda item is informational only. No action is requested.

- b. **Activities/Athletic/PAC Fundraising Update** – Superintendent Sullivan and DHS Principal Dockter will provide information to Board members regarding the fundraising activities for the past fiscal year. A copy of a summary report is available on the website under Supporting Documents for the Activities/Athletic and a separate report is available on the website summarizing the PAC fundraising for the past fiscal year. This agenda item is informational only. No action is requested.
- c. **Prairie Rose Elementary School Expansion Update** – Assistant Superintendent Vince Reep will provide updated information regarding the progress on the construction of Prairie Rose Elementary. This agenda item is informational only. No action is requested.
- d. **Extracurricular Cooperative Agreement with Richardton-Taylor Public Schools in Boys' Hockey** – Richardton-Taylor Public Schools would like to do a cooperative agreement in boys' hockey for the 2014-2015 school year. A copy of the agreement is posted under Supporting Documents on the web site. Mr. Guy Fridley, activities director, recommends approval of the extracurricular agreement. He will be available to answer any questions. Action is requested. **Sample motion: "I moved to approve the extracurricular cooperative agreement with Richardton-Taylor Public Schools in boys' hockey for the 2014-2015 school year."**
- e. **General Obligation School Building Bonds** – Under Supporting Documents is posted the Initial Resolution for General Obligation School Building Bonds. This process is recommended by board counsel to move forward with a new middle school. Assistant Superintendent Reep will address the board. A roll call vote is required on the motion. **Sample motion: "I move to approve the Initial Resolution for General Obligation School Building Bonds, as presented."**
- f. **Resolution Calling a Special Election to Vote** – Under Supporting Documents is posted the Resolution Calling a Special Election to Vote on the Question of Approving an Initial Resolution for General Obligation School Building Bonds. This includes a sample ballot (Addendum A). Assistant Superintendent Reep will address the board. A roll call vote is required on the motion. **Sample motion: "I move to adopt the Resolution Calling a Special Election to Vote on the Question of Approving an Initial Resolution for General Obligation School Building Bonds, as presented."**
- g. **2013-2014 Budget Statistics** – Mr. Vince Reep, business manager, will present final revenue and expenditures for the 2013-2014 budget. This agenda item is informational only. No action is requested.
- h. **Annual Financial Report** – A copy of the annual financial report is posted under Supporting Documents on the school board web site. Mr. Vince Reep, business manager, will review portions of the report. The report is a summary of 2013-2014 expenditures and revenue in DPI format. Action is requested. **Sample motion: "I move to approve the Annual Financial Report for the fiscal year beginning July 1, 2013, and ending June 30, 2014, as presented."**

- i. **Bid for Two Buses** – The school district advertised for and provided specification sheets (bus chassis and bus body) for bids for a one 71-passenger school bus and one 14-passenger school bus. Only one company, Harlow’s Bus Sales, submitted bids which were opened at 10:30 p.m. on Wednesday, June 18, 2014. Harlow’s bid is posted under Supporting Documents.

Following is a summary of the bids:

1. 2015 (stock) International IC CE, 77 seated 71 passenger school bus with a Maxxforce 7 240 HP 620 ft-lb Diesel engine with an Allison 2500 automatic transmission. To meet or exceed all local, state, and federal standards and specifications. F.O.B. Dickinson, ND -**\$84,500.**
2. 2014/2015 Chevy Starcraft 14-passenger school bus with Freedman family style seats, 6.0L engine, with automatic transmission. To meet or exceed all local, state, and federal standards and specifications. F.O.B. Dickinson, ND -**\$54,750.**

The administrative recommendation is to accept the bid from Harlow’s Bus Sales, Inc. to purchase buses #1 and #2 above for a total price of \$139,250. Action is requested. **Sample motion: “I move to accept the bid submitted by Harlow’s Bus Sales, Inc. and purchase the 71 passenger school bus and the 14 passenger school bus for a combined total of \$139,250.**

- j. **Meeting Day and Time** – The Board will need to establish its regular meeting day and time. It is currently the second Monday of the month at 5:00 p.m. Does the second Monday of the month at 5:00 p.m. work for everyone or would you like to change it? Due to legislative action regarding tax levy notification, the August meeting may not begin before 6:00 p.m. The second Tuesday in November is the date Veterans Day is observed. A suggested calendar for Board meetings for 2014-2015 is posted on the website under Supporting Documents. Action is requested to schedule the Board meetings. **Sample motion: “I move that the regular meeting 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 11 meeting to begin at 6:00 p.m. and the November meeting to be held on _____ at 5:00 p.m.”**

- k. **Board Workshops** – The Board will discuss possible dates, times and agenda items for their annual Board workshops at the meeting. Board members should forward agenda items for the Board workshops to Superintendent Sullivan. No decisions will be made during the workshop but topics discussed could become future Board meeting agenda items. Superintendent Sullivan suggests that all District administrators attend the sessions on topics that pertain to their areas of responsibility. Action is requested to schedule the Board workshops. In 2010 and 2011, these workshops were held after the September and October Board meetings. In 2012 and 2013, the workshops were held after the October and November Board meetings. **Sample motion: “I move to schedule the Board workshops on at _____.”**

- l. **School Board Authorized Representative** – Many federal programs require official Board minutes declaring the designation of the authorized representative for the District. Action is requested. **Sample motion: “I move that Superintendent Douglas W. 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 Impact Office, Title I, Title IIa, E-rate and Job Service programs.”

- m. **Special Education Authorized Representative** – Many grant programs require an authorized representative from the District be designated. Administrative recommendation is to designate Mrs. Dorothy Martinson, Director of Student Services, as the authorized representative for VI-B and other special education grants. Action is requested. **Sample motion: “I move that Dorothy Martinson be named the authorized representative for the Dickinson Public School’s VI-B and other special education grants.”**
- n. **Designate Official Newspaper** – North Dakota Century Code requires that the school district designate an official newspaper. Action is requested. **Sample motion: “I move to designate the Dickinson Press as the official newspaper of the Dickinson Public School District.”**
- o. **Bank Depository Designation** – State law requires us to designate all depositories at our annual meeting. The administrative recommendation is 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 and Dacotah Bank as depositories for investments. Action is requested. **Sample motion: “I move that American Bank Center be designated as the official depository for the school district checking account and other investments and further move that Wells Fargo Bank, Bank of the West, Dacotah Bank, and Dakota Community Bank be designated as depositories for investments for the 2014-2015 fiscal year.”**
- p. **Committee Assignments** – Board members are recommended to establish Board representatives for teacher negotiations, administrative negotiations, and RACTC for 2014-2015. Mrs. Kris Fehr and Ms. Leslie Ross have served as Board representatives on the for teacher negotiations. Mrs. Kris Fehr and Mr. Jason Hanson have served as Board representatives for administrative negotiations. Mrs. Tanya Rude and Mr. Jason Hanson have been recommended to serve on the Roughrider Area Career & Technology Center (RACTC) Governing Board. Other committee assignments are listed on the document posted under Supporting Documents. The committee assignments will be discussed and finalized at the Board meeting. Action is requested. **Sample motion: “I move to designate for 2014-2015 _____ and _____ as Board representatives for teacher negotiations, _____ and _____ as Board representatives on the administrative negotiations, and to designate Mrs. Tanya Rude as the primary school board representative and Mr. Jason Hanson as the secondary school board representative on the Roughrider Area Career & Technology Center.”**
- q. **Conflict of Interest** – Copies of the school board member’s most recent Statement of Interest forms are posted under Supporting Documents. Any changes or updates will need to be done orally at the meeting. We need a motion on each Board member’s potential conflicts of interest because Board members cannot participate in the vote on their own situations. The Board president will have each Board member read their potential conflicts and the Board will make a decision on each one. Action is requested. **Sample motion: “I move to allow (Board member’s name) to participate and vote on the identified potential conflicts in accordance with NDCC 15.1-07-17.”**

- r. **Board Policy Additions – First Reading** – Available on the website under Supporting Documents are proposed board policy additions.

- ACDBA-Video Cameras on School Buses
- DED-Administrative Leave and Suspension
- DHBE-Teacher Prep Time
- FCAE-Suicide Prevention
- HCAB-Bidding Requirements and Procedures

Sample motion: “I move to accept the first reading approval of the additions of board policies ACDBA, DED, DHBE, FCAE, and HCAB, as presented.”

- s. **Board Policy Revisions – First Reading** – Available on the website under Supporting Documents are proposed revisions to board policies. Areas from the DPS policy that have been removed on the NDSBA revision are noted as a ~~strike-out~~. Areas on the NDSBA policy that do not appear on the DPS policy are noted as red (this is new information on the policy). Areas on the revised NDSBA policy where the DPS policy language has been incorporated are noted in purple.

- ABBA-North Dakota’s Comprehensive Model School Policy for Tobacco Use
- ACCA-Sexual Offenders on School Property
- ACDA-Acceptable Use
- ACEA-Bullying Prevention Policy
- DDA-Sick Leave
- DHA – Licensure
- DHBA-Professional Development
- DKBB – Resignation
- FCAC-Head Lice (There are minutes posted under Supporting Documents from the April 9 DPS Wellness Committee Meeting providing background information on this policy.)
- KACB – Complaints About Personnel

Sample motion: “I move to accept the first reading approval of the revisions of board policies ABBA, ACCA, ACDA, ACEA, DDA, DHA, DHBA, DKBB, FCAC and KACB, as presented.”

VIII. Other

IX. Adjournment

Announcements

1. A copy of the school registration and open house schedules are posted on the website.
2. Please bring your calendars to the Board meeting or contact Twila before the meeting of any conflicts with any possible dates in August-November so we can select dates for the Board workshops.