

**TO:** School Board Members  
**FROM:** Dr. Shon Hocker, Superintendent  
**SUBJECT:** Agenda Background  
**DATE:** July 16, 2018

- I. Call to Order** – President Seaks will call the meeting to order.
- II. Election of Officers**
- a. **President** – President Seaks 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** – The June 18 regular board meeting 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. **Personnel Reports** – The personnel reports are posted under Supporting Documents on the school board website.
  - d. **Tuition Waiver Agreements** – A tuition waiver request for a child of Kara Cannady from Dickinson Public to South Heart Public, a tuition waiver request for two children of Melissa Heinert from Bowman Public to Dickinson Public, a tuition waiver request for a child of Lori Dvorak from Richardton-Taylor Public to Dickinson Public, and a tuition waiver request for a child of Melinda Bray from New England Public to Dickinson Public.
  - e. **Students/Faculty/Staff Recognitions** – The students/faculty/staff recognitions are listed on the consent agenda.
- Sample motion:** “I move to approve the agenda (or revised agenda) including the consent agenda consisting of the minutes from the June 18 regular board meeting, the bills for June 2018; the personnel reports; a tuition waiver request for a child of Kara Cannady from Dickinson Public to South Heart Public, a tuition waiver request for two children of Melissa Heinert from Bowman Public to Dickinson Public, a tuition waiver request for a child of Lori Dvorak from Richardton-Taylor Public to Dickinson Public, and a tuition waiver agreement for a child of Melinda Bray from New England Public to Dickinson Public; and the students/faculty/staff recognitions, as presented.”
- VI. Superintendent’s Report** – Superintendent Hocker will report on topics which do not appear elsewhere on the agenda.

## **VII. Business Topics**

- a. Safety and Student Discipline Grievance from Jefferson Elementary Teachers** - The School Board has received grievances from three Dickinson Public Schools teachers. The teachers are 4<sup>th</sup> grade instructors from Jefferson Elementary: Mrs. Kathy Mavity, Ms. Tamara Cottom, and Mrs. Amy Shobe. The grievances are filed based on safety and student discipline. Specifically, it was requested that:
- A concise discipline plan with tiered consequences be written in the staff handbook
  - All elementary school plans are the same as stated in policy
  - Communication be given to the classroom teacher for every office referral or any behavior that occurs during school hours
  - A reprimand be placed in the Principal's personnel file

As per the 2017-2019 DPS negotiated agreement (posted on the website), following are the steps for the grievance process. If no agreement is reached in each step it may move to the next step. The teacher filing the grievance must be present at each step of the procedure. Grievance Step 1 requires the teachers to submit the grievance to the building principal. April 27, 2018 – teachers submitted grievance to the building principal.

Grievance Step 2 requires the teachers to submit the grievance to the superintendent. May 22, 2018 – teachers submitted grievance to Dr. Sullivan, superintendent.

Pursuant to the negotiated agreement, the Superintendent has 20 days after receipt of the grievance to provide a written decision regarding the grievance. Superintendent Sullivan's June 12, 2018, decision stated that the grievance procedure was violated and the matter was to be referred back to step one with the hopes that the parties would be able to collaborate and successfully address the concerns.

Grievance Step 3 requires the teachers to submit the grievance to the Board if no agreement is reached in step two.

On June 18, 2018 – teachers submitted a request to the Board for a grievance conference. The negotiated agreement states: "The grievance will be placed on the agenda for the next board meeting. The board will communicate in writing a decision to the grievant within fourteen (14) days after the meeting at which the board renders its decision."

- b. Berg Elementary School Update** – Business Manager Anderson will address the Board and provide updated information regarding the progress on the remodel of Berg Elementary School. This agenda item is informational only. No action is requested.
- c. Average Daily Membership Report** – Business Manager Anderson will report to the Board information from the student average daily membership report. The report is posted on the website under Supporting Documents. This agenda item is informational only. No action is requested.
- d. Transportation Report** – Available on the website under Supporting Documents is a copy of the 2017-2018 Dickinson Public Schools Transportation Report. Business Manager Anderson will address the board providing a summary. The deadline, as per Century Code, is June 30. This agenda item is informational only. No action is requested.

- e. **Bus Bids for Consideration** – Business Manager Anderson will address the Board regarding the necessity for purchasing additional buses. Dickinson Public Schools advertised for bus bids for three (3) 77 passenger route buses and had a bid opening on July 11. One bid was received during the bid opening. That bid was from Harlow’s Bus Sales and is as follows: 2019 International IC 77 passenger school bus, \$95,650 each or \$286,950 for the three buses. Option prices included for review. **Sample motion: “I move to purchase three (3) 2019 International IC 77 passenger school buses at a cost of \$95,650 each for a total of \$286,950.”**
- f. **Adjust Milk Break Prices and Grades 9-12 Lunch Meal Prices** – Administrative recommendation is to increase the monthly milk break prices from \$5.00 per month to \$6.00 per month. Business Manager Anderson will address the Board. The student lunch prices at the high school also need to be adjusted. Action is requested. **Sample motion: “I move to increase the monthly milk break prices from \$5.00 per month to \$6.00 per month and also move to approve a fee of \$3.35 for student lunch prices for grades 9-12 and, effective fall of 2018.”**
- g. **Self-funded Health Insurance Committee Report** – Business Manager Anderson will report on the recommendations of the Health Insurance Committee and update the Board on the program. The committee met on June 25 and recommends no increase in the premiums. Action is suggested. **Sample motion: “I move to set the 2018-2019 health insurance rates as follows: single (\$537.14); single/spouse (\$1,342.86); single/children (\$1,181.71), and family (\$1,611.43).”**
- h. **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. Due to legislative action regarding tax levy notification, the August meeting may not begin before 6:00 p.m. and should be scheduled before August 10. There is a proposed calendar for Board meetings for 2018-2019 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 6 meeting which is scheduled to begin at 6:00 p.m., the October Board meeting scheduled for Tuesday, October 9 at 5:00 p.m., and the November Board meeting scheduled for Tuesday, November 13 at 5:00 p.m.”**
- i. **Board Workshops** – The Board will discuss possible dates, times, and agenda items for their annual Board workshops. Board members should forward agenda items for the Board workshops to Superintendent Hocker. No decisions will be made during the workshop but topics discussed could become future Board meeting agenda items. Action is requested to schedule the Board workshops. It has been past practice to schedule the workshops following the October and November Board meetings. **Sample motion: “I move to schedule the Board workshops after the School Board Meetings on \_\_\_\_\_ at the Central Administration Office.”**
- j. **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 Shon Hocker 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 Shon Hocker 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, Title III, Title IV, E-rate and Job Service programs. Additionally, I move that Director of Instruction Melanie Kathrein be named the authorized representative for the District Title IIa program.”**

- k. **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.”**
- l. **Authorized Representative for the 21<sup>st</sup> Century Community Learning Centers (CCLC) Program** – The 2018-2019 21<sup>st</sup> Century Grant to be submitted to DPI must include verification that the school board of the fiscal agent for the grant appointed an authorized representative for the grant. Administrative recommendation is to appoint Assistant Superintendent Keith Harris as the representative. Action is requested. **Sample motion: “I move to appoint Assistant Superintendent Keith Harris as the authorized representative for the 21<sup>st</sup> Century Community Learning Center grant for the 2018-2019 school year.”**
- m. **Designate Homeless Liaison** – Dickinson Public Schools is required to provide services to individual’s considered homeless. Administrative recommendation is to designate Mrs. Stacy Kilwein, Coordinator for Partners in Parenting, as the District’s Homeless Liaison. Action is requested. **Sample motion: “I move to designate Stacy Kilwein as the Dickinson Public School District’s Homeless Liaison for the 2018-2019 school year.”**
- n. **Title I Look-Alike Program** – Jefferson Elementary, Lincoln Elementary, and Berg Elementary Schools do not qualify for Title I funding due to its free and reduced lunch ratio in the buildings. Title I Look-Alike Programs may be funded by supplemental local funds specifically set aside for this purpose. Dickinson Public Schools is required to document in the school board meeting minutes the amount of supplemental funds set aside by the school district the building that will receive the funds and the purpose of the funds. The administrative recommendation is to designate supplemental funds in the amount of \$98,248.89 that will be set aside by the school district to provide supplemental services for at-risk students at Jefferson Elementary, \$107,235.65 set aside by the school district to provide supplemental services for at-risk students at Lincoln Elementary, and \$67,878.96 set aside by the school district to provide supplemental services for at-risk students at Berg Elementary to support their attainment toward meeting the state’s student academic achievement standards. Action is requested. **Sample motion: “I move to designate supplemental funds in the amount of \$98,248.89 be set aside by the school district for at-risk students at Jefferson Elementary, \$107,235.65 be set aside by the school district for at-risk students at Lincoln Elementary, and \$67,878.96 be set aside by the school district for at-risk students at Berg Elementary for the 2018-2019 school year to provide supplemental services to support these student’s attainment toward meeting the state’s student academic achievement standards.”**

- o. **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.”**
  
- p. **Bank Depository Designation** – State law requires the District to designate all depositories at its 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, Dacotah Bank, Dakota Community Bank, and Cornerstone 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, Dakota Community Bank, and Cornerstone Bank be designated as depositories for investments for the 2018-2019 fiscal year.”**
  
- q. **Committee Assignments** – Board members are recommended to establish Board representatives for teacher negotiations, administrative negotiations, Stark County Job Authority Development, and RACTC for 2018-2019. The committee assignments will be discussed and finalized at the Board meeting. Action is requested. **Sample motion: “I move to designate for 2018-2019 \_\_\_\_\_ and \_\_\_\_\_ as primary Board representatives for teacher negotiations. I further move to designate \_\_\_\_\_ and \_\_\_\_\_ as Board representatives on the administrative negotiations with \_\_\_\_\_ assigned as a secondary representative. I move to designate \_\_\_\_\_ as the primary school board representative on the Roughrider Area Career and Technology Center and \_\_\_\_\_ as the secondary representative and to designate \_\_\_\_\_ as the primary school board representative on the Stark County Job Authority Development Committee and \_\_\_\_\_ as the secondary representative.”**
  
- r. **Statement of Interests** – Copies of the school board member’s most recent Statement of Interests forms are posted under Supporting Documents. Any changes or updates will need to be done orally at the meeting. Board member’s may not participate on the motion on their own potential conflict of interest. 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.”**
  
- s. **Roughrider Educational Services Program (RESP) Proposal** – Superintendent Hocker will address the Board and review the proposal from RESP for the 2018-2019 school year for professional development for staff and administrators. A copy of the proposal is posted on the website under Supporting Documents. **Sample motion: I move to authorize Dickinson Public Schools to become a member of the Roughrider Educational Services Program for the 2018-2019 school year.”**

## 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 and contact President Seaks before the meeting if you have any conflicts with any possible dates in August-November so the Board can select dates for the Board workshops.