

Dickinson Public Schools

Unapproved School Board Meeting Minutes

August 6, 2018; 6:00 p.m.

Central Administration Offices Board Room

The Dickinson Public School Board held a regular meeting on August 6, 2018, at the Central Administration Offices. Board members present: President Brent Seaks, Vice President Kim Schwartz, Board Member David Wilkie, Board Member Jason Rodakowski, and Board Member Michelle Orton (via conference call). Others present were: Superintendent Shon Hocker, Assistant Superintendent Keith Harris, Director of Instruction Melanie Kathrein, Director of Student Services Dorothy Martinson, Business Manager Kent Anderson, Dickinson High School Principal Kevin Hoherz, Dickinson High School Assistant Principal Jay Hepperle, Dickinson High School Assistant Principal Tad Schye, Dickinson Middle School Assistant Principal Shawn Leiss, Heart River Elementary Principal Susan Cook, Jefferson Elementary Principal Sara Streeter, Prairie Rose Elementary Principal Nicole Weiler, Roosevelt Elementary Principal Henry Mack, Berg Elementary Principal Tracy Lecoe, School Resource Officer Sergeant Brandon Stockie, School Board Secretary Twila Petersen, The Dickinson Press Reporter Iain Woessner, Mr. Isaac Karley of JLG Architects, JE Dunn Senior Project Manager Brian Stark, Harlow's Transportation Manager Burton Lewton, and Mr. Brian Fisher with Brady, Martz & Associates, P.C.

Call to Order - Board President Seaks called the meeting to order at 6:00 p.m.

Public Participation – There were no requests for public participation.

Additional Agenda Items/Removal of Items from the Consent Agenda – Mrs. Schwartz moved to add to the consent agenda under the Personnel Report the new certified hire of Bryan Herrin, grade one instructor at Berg Elementary School, for the 2018-2019 school year. Mr. Wilkie seconded the motion. Assuming a roll call vote the motion carried unanimous.

Consent Agenda – Mr. Wilkie moved to approve the agenda including the revised consent agenda consisting of the minutes from the July 16, 2018, annual meeting; the bills for July 2018; the financial reports for June 30, 2018; the pledged assets report for June 30, 2018; the personnel reports to include the new hire of Bryan Herrin, grade one instructor at Berg Elementary; a tuition waiver request for two children of Ron Dazell from Dickinson Public to South Heart Public, a tuition waiver request for a child of Holly Kovash from Killdeer Public to Dickinson Public, a tuition waiver request for a child of Elizabeth Hayward from South Heart Public to Dickinson Public, and a tuition waiver for a child of Hannah Ingman from South Heart Public to Dickinson Public; as presented. Mrs. Schwartz seconded the motion. Assuming a roll call vote, the motion carried unanimously.

Superintendent's Report – Superintendent Hocker reported on the following topics which did not require Board action. He explained there will be a back-to-school breakfast for all District employees on Tuesday, August 21 from 6:50-7:50 a.m. at the Dickinson Middle School. He encouraged Board members to attend the breakfast and stay for the brief welcome following the breakfast.

New teacher orientation began August 6 with the elementary teachers and the August 7 orientation will be for the secondary teachers. He encouraged Board members to stop during the orientation, if it fits in their schedule.

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Business Topics

Self-funded Health Insurance Committee Report – Business Manager Anderson addressed the Board and explained the recommendation for amending the July Board meeting motion. The new, accurate rates recommended by the Hayes Company and the Health Insurance Committee are lower than the motion from last month. Mr. Rodakowski moved to set the 2018-2019 health insurance rates as follows: single (\$507.00), single/spouse (\$1,268.00), single/children (\$1,116.00), and family (\$1,674.00). Mrs. Schwartz seconded the motion. A roll call vote was taken on the motion: ayes-5 (Orton, Rodakowski, Wilkie, Schwartz, Seaks); nays-0; absent-0. The motion carried unanimously.

Berg Elementary School Update – Assistant Superintendent Keith Harris addressed the Board and provided updated information regarding the progress on the remodel of Berg Elementary School. Mr. Harris explained the District anticipates temporary occupancy after August 10. He displayed slides provided by JE Dunn with pictures of Berg Elementary showing the color schematics throughout the building and the work in progress. The entrance will have a new security wall directing traffic into the front office area. The student lockers and items in the library will not be ready on the first day of school. Construction will continue outside the school day to complete work that is in progress. JE Dunn representatives will be available for the Berg Elementary parent open house. This agenda item was informational only. No action was requested.

Dickinson High School Update – Dickinson High School (DHS) Principal Kevin Hoherz addressed the Board. He distributed a packet of material that included the minutes from a couple of the DHS remodel/build committee meetings. Also included in the packet were a list of numerous volunteers on the various committees and focus groups established to address the needs at the high school. The first meeting of the remodel/build committee was an overview as the group transitioned from the DLR Group to Perkins+Will. The second meeting included representatives from Perkins+Will and Hulsing and was an overview of the vision, potential process and goals with a projected schedule. All options regarding the building, including remodel, addition, or new building, were placed on the table for discussion at the second meeting. The goal of the DHS committees was to have completion by fall of 2021. A recommendation came from the committee to have a construction manager. Superintendent Hocker suggested a volunteer for the project manager to reduce costs.

Tentative dates for a two-day workshop have been planned for September 17 and 18th. Teachers on the committee will find substitute teachers for their classes. A second workshop is tentatively scheduled for October 24 and 25th with a third workshop tentatively scheduled for November 14 and 15th. A final workshop is planned for December. Mr. Hoherz expressed his appreciation for the opportunity to share information. This agenda item was informational only. No action was requested.

Summer Building and Grounds Project Update – Assistant Superintendent Harris addressed the Board. He explained there were many items on the building and grounds list to be completed over the summer months. One large item, paving of the middle school overflow parking lot, had to be put on hold for a later date. This will be a bid item. Other items on the list are a work in progress

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Summer Building and Grounds Project Update (cont.)

that are scheduled for completion prior to the start of school. This agenda item was informational only. No action was requested.

Early Childhood Education Grant - The Department of Public Instruction requires the school district to have a discussion regarding the Early Childhood Education Grant program established in 2015 by the 64th Legislative Assembly located in N.D.C.C. Chapter 15.1-37-01. Superintendent Hocker addressed the Board. He noted this should be the last year the District is required to have a conversation with the Board. The District does not believe it has the classroom space for the funding received from the grant. This agenda item was informational only. No action was requested.

Memorandum of Understanding with City of Dickinson – In 2007, a Joint Powers Agreement was signed by the City of Dickinson and Dickinson Public Schools. Along with this agreement was a School Resource Officer Agreement. Both agreements automatically renew annually. With the addition of another resource officer, the agreement has been amended in a Memorandum of Understanding. The proposed amended Memorandum of Understanding is posted on the website under Supporting Documents. Administrative recommendation was to approve the agreement for the two school resource officers. Mrs. Schwartz moved to approve the Memorandum of Understanding between the City of Dickinson and the Dickinson Public School District for Costs Associated with Placement of a School Resource Officer, as presented. Mr. Wilkie seconded the motion. A roll call vote was taken on the motion: ayes-5 (Orton, Rodakowski, Wilkie, Schwartz, Seaks); nays-0; absent-0. The motion carried unanimously.

Title I Look-Alike Program – This agenda topic was on the July Annual Board Meeting agenda and was tabled until the August meeting. 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 building. Title I Look-Alike Programs may be funded by supplemental local funds specifically set aside for this purpose. The administrative recommendation was to designate supplemental funds be set aside by the school district to provide supplemental services for at-risk students at Jefferson Elementary, Lincoln Elementary, and Berg Elementary. Action was requested. Mr. Wilkie moved to designate supplemental funds in the amount of \$97,542.62 be set aside by the school district for at-risk students at Jefferson Elementary, \$106,529.38 be set aside by the school district for at-risk students at Lincoln Elementary, and \$68,464.39 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. Mrs. Schwartz seconded the motion. A roll call vote was taken on the motion: ayes-5 (Schwartz, Wilkie, Rodakowski, Orton, Seaks); nays-0; absent-0. The motion carried unanimously.

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Budget Input and Development Committee – The Budget Committee met on July 26, 2018. Available on the website under Supporting Documents are the minutes from the meeting. The committee recommended Board approval of the following agenda items from the Budget Committee meeting: appointment of an auditor, hiring a design firm for the Heart River Elementary heating, ventilation, and cooling project, and a preliminary budget and tax levy.

- a. **Appointment of Auditor:** The Budget Committee recommended Board approval for the administration to enter into a three-year agreement with Brady, Martz & Associates, P.C. to serve as the auditor for Dickinson Public Schools beginning with the audit of the 2017-2018 fiscal year. Mr. Rodakowski moved to authorize the administration to enter into a three-year contract with Brady, Martz & Associates, P.C., for total fees of \$57,450 (\$18,275 for the first year, \$19,150 for the second year, and \$20,025 for the third year), to serve as the auditor for Dickinson Public Schools, beginning with the 2017-2018 fiscal year audit. Mr. Wilkie seconded the motion. A roll call vote was taken on the motion: ayes-5 (Orton, Rodakowski, Wilkie, Schwartz, Seaks); nays-0; absent-0. The motion carried unanimously.
- b. **Hiring Design Firm for Heart River Elementary Heating, Ventilation and Air Conditioning (HVAC) Project:** The Budget Committee recommended Board approval for the administration to hire JLG Architects as the design firm for the Heart River HVAC project. Mr. Rodakowski moved to authorize the administration to enter into a contract with JLG Architects, for a fixed lump sum fee of \$153,125.00, to serve as the design firm for the Heart River Elementary Heating, Ventilation, and Air Conditioning (HVAC) Upgrade Project. Mrs. Orton seconded the motion. A roll call vote was taken on the motion: ayes-5 (Wilkie, Rodakowski, Schwartz, Orton, Seaks); nays-0; absent-0. The motion carried unanimously.
- c. **Preliminary Budget and Tax Levy** - The Budget Committee recommended approval of the Preliminary Budget, Certificate of Levy, and Budget Public Hearing date and time as proposed by the administration. A copy of the Preliminary Budget and Certificate of Levy is posted on the website under Supporting Documents. Action was requested to approve the expenditure levels for 2018-2019, filing of the proposed Certificate of Levy, and designation of a date and time for the Budget Public Hearing. Mr. Wilkie moved to approve the 2018-2019 fiscal year ending June 30, 2019, general fund expenditures of \$46,747,840; the capital projects fund expenditures of \$10,357,014; the debt service fund expenditures of \$4,864,216; the food service fund expenditures of \$1,571,130; filing of the Certificate of Levy for \$17,680,315; and designate Monday, September 10, 2018, at 6:00 p.m. (MDT) at the Central Administration Offices for the Budget Public Hearing. Mrs. Schwartz seconded the motion. A roll call vote was taken on the motion: ayes-5 (Wilkie, Orton, Schwartz, Rodakowski, Seaks); nays-0; absent-0. The motion carried unanimously.

Purchase of Seated Riser System - Dickinson Public Schools advertised for bids on a seated riser system to be used at the Dickinson Middle School and bids were opened on August 1, 2018. One bid was received from Wenger Corporation for \$35,051. Action was requested. Mrs. Schwartz moved to purchase the seated riser system as bid by Wenger Corporation for a cost of \$35,051. Mrs. Orton seconded the motion. A roll call vote was taken on the motion: ayes-5 (Orton, Schwartz, Rodakowski, Wilkie, Seaks); nays-0; absent-0. The motion carried unanimously.

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Bus Bid for Consideration – Dickinson Public Schools advertised for bids for a 48-passenger activities bus and the bids were opened on August 1, 2018. Two bids were received at the bid opening, both from Harlow's Bus Sales. One bid was for \$148,625 (including options). This unit from Harlow's is in stock and substantially meets the specifications set by Dickinson Public Schools. The other bid was for \$156,040 for a new unit (including options). The administrative recommendation was to purchase the stock unit at a cost of \$148,625 (including options). Mr. Wilkie moved to purchase one (1) 2019 International IC 48-passenger activity bus at a cost of up to \$148,625, including options. Mrs. Schwartz seconded the motion. A roll call vote was taken on the motion: ayes-5 (Rodakowski, Wilkie, Schwartz, Orton, Seaks); nays-0; absent-0. The motion carried unanimously.

Open Enrollment Application – A child of Casie Sandau has requested an open enrollment for her child to attend Dickinson Public Schools. The family recently moved into the South Heart School District, therefore the deadline waiver applies. Her child attended Dickinson Public last school year. Administrative recommendation was to approve the application. Mrs. Schwartz moved to approve the open enrollment application for a child of Casie Sandau from South Heart Public to Dickinson Public, as per the open enrollment policy. Mr. Wilkie seconded the motion. Assuming a roll call vote, the motion carried unanimously.

Approval of the Individuals with Disabilities Education Act (IDEA) VI-B Grant – Dickinson Public Schools has been awarded \$949,629.41 for the IDEA VI-B grant. The North Dakota Department of Public Instruction requires assurances that IDEA will be met and the application for funds has been approved by the Board. The summary for this grant is available on the website. Mrs. Martinson addressed the Board and explained this is a non-competitive grant. The Department of Public Instruction determines the amount that Dickinson Public Schools is entitled to and Mrs. Martinson writes the grant for that amount. The Department of Public Instruction also indicates the amount designated to the private school funding. She stated that approximately 96% of the funds is targeted for salary and benefits. Mrs. Schwartz moved to approve the application for the Individuals with Disabilities Education Act VI-B funds. Mr. Wilkie seconded the motion. Assuming a roll call vote, the motion carried unanimously.

Schedule Special School Board Meeting – The 2018-2019 Consolidated Grant Application requires approval by the School Board prior to submission. The grant will not be completed until approximately August 27 and must be submitted no later than August 31. Mrs. Schwartz moved to schedule a special school board meeting for August 28, 2018, at 5:00 p.m. at the Central Administration Offices. Mr. Rodakowski seconded the motion. Assuming a roll call vote, the motion carried unanimously.

Other – There were no other topics shared.

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Adjournment - At 6:39 p.m., Board President Seaks declared the meeting adjourned.

Brent Seaks, Board President

Kent Anderson, Business Manager

Twila Petersen, Secretary