

**TO:** School Board Members  
**FROM:** Dr. Shon Hocker, Superintendent  
**SUBJECT:** Agenda Background  
**DATE:** August 6, 2018

- I. Call to Order** – Board President Seaks will call the meeting to order.
- II. 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.
- III. 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.
- IV. Consent Agenda**
- a. Minutes – The minutes from the July 16 Annual School Board Meeting are posted under Minutes on the school board website.
  - b. Bills – The bills are posted under Financial Reports on the school board web site.
  - c. Financial Reports – The Financial Reports are posted under Other 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 Reports – The personnel reports are posted under Supporting Documents on the school board website.
  - f. Tuition Waiver Agreements – 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.
- Sample motion: “I move to approve the agenda (or revised agenda) including the 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; 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.”**
- V. Superintendent’s Report** – Superintendent Hocker will report on topics which do not appear elsewhere in the agenda.
- VI. Business Topics**
- a. Self-funded Health Insurance Committee Report – Business Manager Anderson will address the Board and amend the action the Board made at the July annual meeting. Action is suggested. **Sample motion: “I move 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).”**

- b. **Berg Elementary School Update** – Assistant Superintendent Keith Harris 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. **Dickinson High School Update** – Dickinson High School Principal Kevin Hoherz will address the Board. The Steering Committee for the Dickinson High School Expansion Project has met. Mr. Hoherz will provide a summary. This agenda item is informational only. No action is requested.
- d. **Summer Building and Grounds Project Update** – Assistant Superintendent Harris will report on the status of the building and grounds projects being done this summer. This agenda item is informational only. No action is requested.
- e. **Early Childhood Education Grant** - The Department of Public Instruction requires school district's to have a discussion regarding the Early Childhood Education Grant program established in 2015 by the 64<sup>th</sup> Legislative Assembly located in N.D.C.C. Chapter 15.1-37-01. Superintendent Hocker will address the Board. This agenda item is informational only. No action is requested.
- f. **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 renewed annually automatically. 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. The memorandum states that the District will pay the wages and benefits for Sergeant Stockie and will pay 50% of the wages and benefits for Officer Whinery. Sergeant Stockie will be attending the meeting to answer any questions. Administrative recommendation is to approve the agreement for the two school resource officers. Sample motion: **“I move 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.”**
- g. **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. Dickinson Public Schools is required to document in the school board meeting minutes the amount of supplemental funds set aside by the school district and its purpose, 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 \$97,542.62 that will be set aside by the school district to provide supplemental services for at-risk students at Jefferson Elementary, \$106,529.38 set aside by the school district to provide supplemental services for at-risk students at Lincoln Elementary, and \$68,464.39 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 \$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."**

- h. **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 is recommending Board approval of the following agenda items from that meeting.
- i. **Appointment of Auditor:** The Budget Committee recommends 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. A representative from Brady, Martz & Associates, P.C. will be in attendance if any members of the Board have questions. **Sample motion: "I move 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 1<sup>st</sup> year, \$19,150 2<sup>nd</sup> year, and \$20,025 3<sup>rd</sup> year), to serve as the auditor for Dickinson Public Schools, beginning with the 2017-218 fiscal year audit."**
  - ii. **Hiring Design Firm for Heart River Elementary Heating, Ventilation and Air Conditioning (HVAC) Project:** The Budget Committee recommends board approval for the administration to hire JLG Architects as the design firm for the Heart River HVAC project. A representative from JLG Architects is in attendance if any members of the board have questions. **Sample motion: "I move 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."**
  - iii. **Preliminary Budget and Tax Levy** - The Budget Committee recommends 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 is 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. **Sample motion: "I move 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 \$17,413,757 and designate Monday, September 10, 2018, at 6:00 p.m. (MDT) at the Central Administration Offices for the Budget Public Hearing."**
  - i. **Purchase of Seated Riser System** - Dickinson Public Schools advertised for bids on a seated riser system to be used at Dickinson Middle School and bids were opened on August 1, 2018. One bid was received and that bid was from Wenger Corporation for \$35,051. Action is requested. **Sample motion: "I move to purchase the seated riser system as bid by Wenger Corporation for a cost of \$35,051."**

- j. **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). Ordering this new unit would meet the specifications set by Dickinson Public Schools. The stock unit would be available prior to the start of the 2018-2019 school year and Harlow's estimates the order unit might not be available until Spring 2019 or later. The administration recommends purchasing the stock unit at a cost of \$148,625 (including options). **Sample motion: "I move to purchase one 2019 International IC 48-passenger activity bus at a cost of up to \$148,625, including options."**
- k. **Open Enrollment Application** – A child of Casie Sandau has requested an open enrollment for her child to attend Dickinson Public. 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 is to approve the application. **Sample motion: "I move 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."**
- l. **Approval of the Individuals with Disabilities Education Act (IDEA) VI-B Grant** – Mrs. Dorothy Martinson, Director of Student Services, will address the Board regarding the IDEA VI-B Grant. Dickinson Public Schools has been awarded \$949,629.41. 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 non-competitive grant is available on the website. Mrs. Martinson will be available to answer any questions. Action is requested. **Sample motion: "I move to approve the application for the Individuals with Disabilities Education Act VI-B funds."**
- m. **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. Administrative recommendation is to schedule a special school board meeting after 5:00 on August 28 or on August 29. Director of Student Services Dorothy Martinson, and/or Director of Instruction Melanie Kathrein will be available to answer any questions. **Sample motion: "I move to schedule a special school board meeting for August \_\_\_\_ (date) at \_\_\_\_\_ (time) at the Central Administration Office."**

## VII. **Other**

## VIII. **Adjournment**

### **Announcements:**

Booster Club Kick-off is Sunday, August 26 at 5:30 p.m. at the Biesiot Activities Center following the golf tournament.