



**Dickinson Education Association / Dickinson Public School Board  
Negotiations Meeting #1  
Minutes**

**Wednesday, March 23, 2022; 5:00 p.m.  
Professional Learning Lab**

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**Negotiators Present:**

**Representing the School Board** - School Board Vice President Kim Schwartz and School Board Member Michelle Orton.

**Representing the Dickinson Education Association (DEA):** Lincoln Elementary Third Grade Instructor Kelly Smith, Lincoln Elementary Fourth Grade Instructor Karl Leggate, and Dickinson High School Chemistry and Physics Instructor CaraLee Heiser.

**Others Present** – Superintendent Dr. Marcus Lewton, Business Manager Stephanie Hunter, Human Resources Manager Meghan Ziegs, Kathy Mavity, Lee Mehrer, Marjorie Lehman, Brenda Loney, Nichole Tooz, Diana Stroud, Amy Sherer, Kim Stockert, and Twila Petersen.

**Call to Order** – Board Vice President Schwartz called the meeting to order at 5:00 p.m. The negotiators and resource individuals introduced themselves.

**Review Attitudes** – The Attitudes for Collaborative Bargaining had been adopted in 1998. There were no changes noted to the attitudes. The consensus was these would be a reference.

**Establish Ground Rules** – The proposed Ground Rules from the Board representatives had been emailed to the team members last week. By consensus, the Ground Rules were adopted and signed by both parties.

**Financial Update** – All financial documentation had been emailed to the teacher and administrative negotiating teams on Thursday, March 17, 2022, by Business Manager Hunter.

Business Manager Hunter provided a summary of the financial documents, focusing on three documents. The first document was the Negotiations Scenario Salaries (Addendum A attached as 22-23 Finance Stats). She referenced the student Average Daily Membership (ADM). The current (2021-2022) per student state aid (DPI) ADM is \$10,136. She noted there will be a 1% per student increase of \$101.36. The estimated ADM for this year (2021-2022) will be 3,801 which will be paid off for next year (2022-2023). Based on the estimate of 3,801 students, that would generate \$385,269.36. Mrs. Hunter said to be responsible, this amount should be an 80%/20% split; 80% should go to the staff (employee payroll) and 20% to operations. Operations would be lights, gas, copiers, the things that run the school. The 80% equals \$308,215.49. She explained the state recommends using this number to negotiate. It is a set amount and that is what the District should be extending to staff (as new money).

Mrs. Hunter referenced the same handout (Addendum A) which provided some common scenarios for negotiations. She stated the changes to Addendum A incorporated the Extracurricular Negotiation Impact (Addendum B) to all scenarios and have been incorporated into the Estimated Deficit Summary (Addendum D). She noted on Addendum A, the first amount under the certified was 0.5% on the base with no steps and lanes as the starting scenario. The amount includes all taxes, insurance, and retirement. Business Manager Hunter incorporated a 2% increase in the insurance (benefit) as an estimate. This is an unknown amount. There were five different scenarios. The total cost for all groups in the five scenarios was broken down at the bottom. She recommended that all agree on what the state was providing and being responsible as can be and try to find something that all can agree upon with the new money.

The second document she focused on was the Estimated Deficit Summary (Addendum D), which shows the projected deficit for the 22-23 school year based on the negotiation scenarios referenced on the 22-23 Finance Stats (Addendum A). There have been additions and subtractions that were made through attrition and programming that Mrs. Hunter referenced by showing the document labeled Preliminary District 22-23 Savings/Adds (Addendum C), which the negotiators had reviewed prior to the meeting. Mrs. Hunter noted this page showed areas of savings that the District will implement either this fiscal year or next fiscal year, such as attrition or through programs. She said there could be some positions added for the 22-23 school year which will increase expenditures (roughly \$240,000+). All of these items had been considered when projecting the estimated deficit impact on the Estimated Deficit Summary (Addendum D). Mrs. Hunter pointed out that all scenarios resulted in a deficit impact on the overall finances of the District no matter what negotiation scenario the negotiators were to agree upon.

Mrs. Hunter explained the options available to balance the budget. She noted three main areas that are focused on to make up the deficit. These areas are positions, programs, or out of the District's ending fund balance. This year the District had balanced the budget through the use of ESSER funding, which will not be an option in the 22-23 school year. Mrs. Hunter referenced the possible impacts that come with balancing the budget through programming, positions (attrition), or the ending fund balance. As an example, if the District were to balance the deficit during the 22-23 school year through attrition, the implications possibly would be larger class sizes and/or more tasks put on the plates of current employees. If the District were to balance the budget deficit through programming, this could be a negative effect on extracurriculars, as an example, which are much-needed programming. Lastly, Mrs. Hunter discussed the utilizing of the ending fund balance funds which would eventually run out leaving the District having to make tough choices, and possibly the state would come in and take over.

Dr. Lewton continued by noting that ESSER funds are one-time funds and solve the deficit problems for one year, but the costs associated with the budget deficit continue.

### **Topics for Discussion**

#### **PTO (Introduced by the Board/Mutually Agreed Topic)**

**Graduate Hours (Introduced by the DEA)** – Mrs. Heiser said they would like to discuss the language and date requirements for the lane changes that deal with graduate hours. The DEA would like to add more clarity and revisit this topic from last year.

#### **2022-2023 Salary Schedule (Introduced by the Board/Mutually Agreed Topic)**

**Sustainable Salary Schedule (Introduced by the Board)** – Mrs. Schwartz said within the current salary schedule, it takes a teacher 15 years to get to the career increments. Looking into the future, the salary schedule that the District has right now is not financially sustainable for DPS. She added they would like to explore having the current teachers continue on the current salary schedule and start a new salary schedule for new hires. She said this would not be something they would recommend implementing right away.

**Transition Pay Checks from 10 Months to 12 Months (Introduced by the Board)** – Business Manager Hunter explained that a more consistent pay schedule would assist with making sure the employees have the correct amount withheld over the span for the employee's benefits.

**Integration Clause (Introduced by the Board)** – Business Manager Hunter said this was a recommendation from the North Dakota School Board Association (NDSBA) as a protection for the Board and those negotiating for the teachers.

**Management Rights Clause (Introduced by the Board)** – Mrs. Schwartz said this was another recommendation from the NDSBA.

**Distinction Between Benefits of Full-time Versus Part-time (Introduced by the Board)** – Business Manager Hunter said that all benefits are calculated off of the one FTE. She proposed those below the one FTE, the District would pay a lesser percentage of their benefits.

**Full-time Teachers Working Eight Hours Instead of 7-3/4 Hours (Introduced by the Board)**

**Build Agenda for Second Meeting** – Chair Schwartz listed some of the topics for the next meeting. These would include reviewing and approving the minutes from today's meeting, approving the final documents as per the ground rules, prioritizing the topics for discussion, and both sides will present their first salary proposals. By consensus, the next meeting was scheduled for Wednesday, March 30, 2022, at 5:00 p.m. at the Professional Learning Lab.

**Debrief** – Human Resources Manager Ziegs summarized today's meeting. The attitudes were reviewed and approved as presented. The proposed ground rules that had been emailed to the team on Friday were approved and signed as presented. The updated financials had been emailed to the team previously. Business Manager Hunter provided a presentation on the financials. Both sides presented topics for discussion. The second meeting has been scheduled. The financials will be approved at the second meeting as per the ground rules. Topics for discussion will include: the language on PTO, the language on graduate hours, salary schedule, a sustainable salary schedule, the transition from 10-month to 12-month paychecks, adding an integration clause, adding a management rights clause, distinguishing between full-time and part-time teachers regarding the benefits, and the workday from 7-3/4 hours to 8 hours. These topics will be prioritized at the second meeting. The preliminary agenda topics have been established. There will be a first reading of the salary proposals from both sides. The third meeting will also be scheduled at the next meeting. DEA President Shawna Knipp is scheduled to chair the second meeting.

**Adjournment** – Chair Schwartz declared the meeting adjourned at 5:25 p.m.

Dated this 30th day of March 2022.

DICKINSON PUBLIC SCHOOLS

  
By: Board Negotiator

DICKINSON EDUCATION ASSOCIATION

  
By: DEA Negotiator

## Addendum A

### 22-23 FINANCE STATS:

21/22 STUDENT AID/ADM	\$	10,136.00	
1% State Aid Increase	\$	101.36	
22/23 STUDENT AID/ADM	\$	10,237.36	
DPS STUDENT 22/23 INCREASE	\$	385,269.36	(22-23 est. ADM 3801)
DPS PER FTE 1% STATE AID INCREASE	\$	636.60	(TOTAL 21-22 DPS FTEs: 605.2)
DPS STATE AID ALLOCATION	\$	308,215.49	\$ 77,053.87
	80% STAFF		20% OPERATIONS

### 22/23 NEGOTIATION SCENARIOS

#### CERTIFIED

#### TOTAL INCREASE\*

\*WITH ALL BENEFITS, TAXES,  
RETIREMENT INCREASE

1. 0.5 % NO S&L	\$	203,261.87
2. 1 % NO S&L	\$	306,757.33
3. S&L Only	\$	568,746.47
4. 0.5% With S&L	\$	633,396.09
5. 1% With S&L	\$	788,592.19

#### ADMIN

1. 0.5 % NO S&L	\$	21,335.77
2. 1 % NO S&L	\$	37,176.00
3. S&L Only	\$	30,730.42
4. 0.5% With S&L	\$	46,651.00
5. 1% With S&L	\$	62,578.74

#### CLASSIFIED

1. 0.5%	\$	66,548.54
2. 1%	\$	111,191.83
3. 2% (EQUIVALENT TO S&L ONLY)	\$	200,478.43
4. 2.5% (EQUIVALENT TO 0.5% & S&L)	\$	245,121.72
5. 3% (EQUIVALENT TO 1% + S&L)	\$	289,765.02

#### EXTRACURRICULAR

1. .05%	\$	6,360.83
2. 1%	\$	12,100.02
3. S&L Only	\$	1,491.96

### TOTALS (all classes combined):

1. 0.5 % - No S&L	\$	297,507.01
2. 1%- No S&L	\$	467,225.18
3. S&L ONLY (2% CLASS)	\$	801,447.28
4. 0.5% With S&L (2.5% CLASS)	\$	931,529.64
5. 1% With S&L (3% CLASS)	\$	1,153,035.97

## Addendum B

DPS 22-23 Extracurricular Negotiation Impact						
Experience	Step to Calculate	21-22	S&L Only Increase	22-23- .5% Increase	22-23- 1% Increase	
0 YEARS	BS-0	\$ 46,000.00	\$ 46,000.00	\$ 46,227.00	\$ 46,455.00	
1 YEAR	BS-1	\$ 46,932.00	\$ 46,932.00	\$ 47,164.00	\$ 47,397.00	
2 YEARS	BS-1	\$ 46,932.00	\$ 46,932.00	\$ 47,164.00	\$ 47,397.00	
3 YEARS	BS-2	\$ 47,865.00	\$ 47,865.00	\$ 48,101.00	\$ 48,338.00	
4 YEARS	BS-2	\$ 47,865.00	\$ 47,865.00	\$ 48,101.00	\$ 48,338.00	
5 YEARS	BS-3	\$ 48,797.00	\$ 48,797.00	\$ 49,039.00	\$ 49,280.00	
6 YEARS	BS-3	\$ 48,797.00	\$ 48,797.00	\$ 49,039.00	\$ 49,280.00	
7 YEARS	BS-4	\$ 49,729.00	\$ 49,729.00	\$ 49,976.00	\$ 50,222.00	
8 YEARS	BS-4	\$ 49,729.00	\$ 49,729.00	\$ 49,976.00	\$ 50,222.00	
9 YEARS	BS-5	\$ 50,662.00	\$ 50,662.00	\$ 50,913.00	\$ 51,163.00	
10 YEARS	BS-5	\$ 50,662.00	\$ 50,662.00	\$ 50,913.00	\$ 51,163.00	
TOTAL OF CONTRACTS:		\$ 723,217.97	\$ 724,417.97	\$ 728,334.06	\$ 732,950.15	
TOTAL WAGES*:		\$ 899,176.90	\$ 900,668.86	\$ 905,537.74	\$ 911,276.92	
<b>TOTAL INCREASE:</b>			<b>\$ 1,491.96</b>	<b>\$ 6,360.83</b>	<b>\$ 12,100.02</b>	
* WAGES INCLUDE TFFR & FICA						

## Addendum C

### **PRELIMINARY DISTRICT 22-23 SAVINGS/ ADDS**

#### **Rumors:**

\* **We are cutting three positions at each school-** False, still working through attrition, and Leadership reflection on each position when retirement or resignation occurs

\* **We are ridding teachers-** False, still working through attrition and Leadership reflection on each position when retirement or resignation occurs

#### **ESTIMATED 22-23 SAVINGS**

- \* 50k Payroll Manager CAO - attrition
- \* 50k Head Janitor at Hagen- attrition
- \* 200k Technology - budget
- \* 70k SRC cost-share - renegotiate
- \* 70k DMS ELA teacher- attrition
- \* 70k DMS math teacher- attrition
- \* 35k DHS ELA position- attrition
- \* 75K Teachers On Call
- \* 40K Food Service Director
- \* 125k Director of Students Services- attrition
- \* 5K+ Rent at North Campus
- \* 100K Purchased 1 bus not 2
- \* 40K Superintendent
- \* 100K ECC Rent
- \* 70K Tech intergration Coach- attrition
- \* 200K Food Services

**TOTAL : \$1.3 Million**

#### **ESTIMATED ADDS TO 22-23 BUDGET**

- \* 100K 2 Elementary Teachers
- \* 20K CAO Classified (additional Hours)
- \* 50K Custodian Hagen
- \* Day Treatment at DHS
- \* 70K 1 Process Facilitator

**ESTIMATE TOTAL: 240K +**

## Addendum D

### ESTIMATED DEFICIT SUMMARY

#### CURRENT 21-22 \*

\$ (1,357,238.64)

\* INCLUDES \$1 MILLION CONTINGENCY

#### 2022-2023 DEFICIT ESTIMATE BASED ON NEGOTIATION SCENARIOS \*

NO INCREASE	\$ (40,484.96)	(ALL SAVINGS/ADDS ARE INCLUDED)
.5% INCREASE ONLY	\$ (336,500.01)	
1% INCREASE ONLY	\$ (506,218.18)	
STEPS & LANES (2% CLASS)	\$ (840,440.28)	
STEPS & LANES + .5% ON BASE (2.5 % CLASS)	\$ (970,522.83)	
STEPS & LANES + 1% ON BASE (3 % CLASS)	\$ (1,192,028.97)	

\*ALL SCENARIOS INCLUDE A \$750K CONTINGENCY

THE FOLLOWING PAGES SHOW THE BREAK DOWN OF EACH DEFICIT YEAR