

**McKenzie County School District No. 1 School Board
Minutes of Regular Board Meeting**

August 10, 2020

6:00 p.m.

Members Present	Members Absent
Pam Ramage, <i>President</i>	
Heather Wisness, <i>Vice President</i>	
Virginia Ceynar	
	Dawn Maki
	Corey Meuchel
Jake Pennington	
Lisa Samuelson – via ZOOM	
Steven Holen, <i>Superintendent</i>	
Wyatt Voll, <i>Attorney</i>	
Brant Hebert, <i>Business Manager</i>	

I – Call Meeting to Order

President Ramage called to order the McKenzie County School District No. 1 School Board regular meeting at 6:04p.m.

II – Introduction of Guests

III – Approval of Agenda

Motioned by Pennington, seconded by Ceynar, to approve the agenda as posted. Motion carried 5-0.

- Dr. Holen requested the addition of a tuition agreement under new business.

IV – Correspondence

V – Board Actions

1. Motioned by Samuelson, seconded by Wisness, to approve the minutes of the regular board meeting 7/20/2020. Motion carried 5-0.
2. Motioned by Samuelson, seconded by Wisness, to approve the minutes of the annual board meeting 7/20/2020. Motion carried
3. Motioned by Wisness, seconded by Pennington, to approve the minutes of the special board meeting 7/29/2020. Motion carried 5-0.
4. Motioned by Ceynar, seconded by Pennington, to approve the financial report for 07/2020. Motion carried 5-0.
5. Motioned by Wisness, seconded by Ceynar, to approve the General Fund Bills as presented. Motion carried 5-0.
6. ND Community Foundation will be coordinated through the 06 Fund for 2020 – 2021. Motioned by Samuelson, seconded by Pennington to approve the ND Community Foundation transfer from the general (01) to the activity (06) fund. Motion carried 5-0.
7. Motioned by Pennington, seconded by Ceynar to approve the deficit balance transfer from the general (01) to the food service (05) to zero the balance for 2019 – 2020. Motion carried 5-0.

VI – Recognition of Activities

1. Condolences to the family and friends of Louise Arnold who passed away on 7/23/2020. The district recognizes Arnold for her impact on and dedication to the district as a paraprofessional.
2. Linda Pittman, Equinor US has been a partner of the district through Workforce Skills Initiative. Equinor donated PPE to the district and MCPSD#1 thanks them for the generous donation.
3. Watford City PTO decided to purchase all items on the k-8 school supply list except tennis shoes, water bottle, backpack, and pencil box. MCPSD#1 thanks the Watford City PTO for their generous donation and support.
4. United Quality Cooperative is facilitating a cleaning supplies drive starting 8/12/2020 – 8/31/2020. MCPSD#1 thanks them for this effort and support.

VII – Old Business

1. Dr. Holen provided a brief update on the Fox Hills Elementary construction project and ongoing Covid-19 monitoring. He presented the board with Certificate of Payment #17 = \$1,724,957.30. Motioned by Ceynar, seconded by Wisness, to approve payment #17 to Construction Engineers, Inc. Motion carried 5-0.
2. Dr. Holen presented the Health & Safety Restart Plan approved at the special board meeting 7/29/2020 with some additional recommendations. Motioned by Wisness, seconded by Ceynar, to approve the changes to the Health and Safety Plan with a revisit planned prior to school starting. Motion carried 4-1.
 - a. “Aye”: Virginia Ceynar, Lisa Samuelson, Heather Wisness, and Pam Ramage
 - b. “Nay”: Jake Pennington
 - c. Absent: Dawn Maki and Corey Meuchel
3. Dr. Holen presented the board with the most recent 2020 – 2021 budget draft for approval to submit to the county auditor. The final levy determination is due 10/10/2020. Motioned by Pennington, seconded by Samuelson, to approve the preliminary budget for submission to the county auditor and set the public budget hearing for 09/14/2020 at 5:30 p.m. Motion carried 5-0.
 - a. “Aye”: Virginia Ceynar, Jake Pennington, Lisa Samuelson, Heather Wisness, and Pam Ramage
 - b. “Nay”:
 - c. Absent: Dawn Maki and Corey Meuchel
4. Dr. Holen discussed the Food Service milk/meal prices, the donated funds, and the deficit in the Food Service fund. Motioned by Ceynar, seconded by Wisness, to approve the meal prices (10 cent increase in milk) and donation grant from ND Community Foundation. Motion carried 5-0.
5. Dr. Holen reviewed the registration process, enrollment, and any related impacts.

VIII – New Business

1. Dr. Holen reviewed the consolidated application for federal Title programs for 2020 – 2021. Motioned by Pennington, seconded by Samuelson, to approve the application for submission. Motion carried 5-0.
2. Dr. Holen reviewed the professional staffing update and open positions. He presented two new staff positions. They are as follows: McKenzie Munday – BA, Step 0 and Sara Skarda – Social Worker (pending licensure). Motioned by Ceynar, seconded by Pennington, to approve McKenzie Munday. Motion carried 5-0. Motioned by Wisness, seconded by Ceynar, to approve Sara Skarda (pending licensure). Motion carried 5-0.
3. Mrs. Stansfield presented documents related to McKinney Vento program. DPI requested their annual approval of the policies and procedures. Mr. Nichols will be the liaison for the 2020 – 2021 school year. Motioned by Ceynar, seconded by Pennington, to approve McKinney Vento policies and procedures H03, FC04, FC05, and FC06 as presented. Motion carried 5-0.
4. Harlow’s School Bus Service presented the board with the cost adjustments for the 2020 – 2021 school year. Motioned by Pennington, seconded by Samuelson, to acknowledge the 2.5% rate adjustment. Motion carried 5-0.
5. Dr. Holen provided an overview on policy DBK – Substitute Teacher Pay.
6. Dr. Holen presented the board with a tuition agreement from Natalie Garcia for A. Garcia. Motioned by Pennington, seconded by Wisness, to approve the tuition waiver at no cost. Motion carried 5-0.

IX – Administration Reports

1. Superintendent
 - a. Strength & Conditioning position offer
 - b. Professional development days (8/27/2020, 8/31/2020 – 9/04/2020)
 - c. Summer building projects and school readiness report
 - d. Kid Stop program
 - e. Skill Center/Career Academy feasibility study
 - f. Head Start 2020 – 2021 and fiscal agent update
 - g. Education Funding Interim Committee update
 - h. MCPSD#1 Foundation updated and report
 - i. Mineral Tracker report 2020 Q2
 - j. Property Survey and transition (Toles)
 - k. Johnson Controls service agreement revisions 2020 – 2021
 - l. Update on elementary school attendance boundary waivers
2. Director of Instruction & Learning Krogen
 - a. Start of school year report
 - b. New curriculum implementation and outlook
 - c. Distance learning process and planning
3. Elementary Principal Foss/Stansfield
 - a. Start of school year report

- b. Schooltron – proposed replacement for Dismissal Manager. Motioned by Wisness, seconded by Ceynar, to approve the purchase of Schooltron. Motion carried 5-0.
- c. Building level Health and Safety Plans
- d. Gearing Up for Kindergarten
- 4. Middle School Principal N. Green
 - a. Start of school year report
 - b. Building level Health and Safety Plans
 - c. Other
- 5. High School Principal J. Green
 - a. Start of school year report
 - b. Building level Health and Safety Plans
 - c. other
- 6. Activities Director Dokken
 - a. Work agreements and provisions for possible shutdowns/cancellations 2020 – 2021.
 - b. Fall activities outlook
 - c. Team store and apparel online
 - d. Health and Safety guidelines for activities update
 - e. WDA discussions on event attendance and restrictions
 - f. Wolves Scramble Golf Tournament.
 - i. Motioned by Wisness, seconded by Samuelson, to approve the 2020 – 2021 student activities handbook as presented. Motion carried 5-0.
 - ii. Motioned by Pennington, seconded by Ceynar, to approve the 2020 – 2021 Coaches and Advisors handbooks as presented. Motion carried 5-0.

X – School Board Committee Reports

- 1. Committee Meeting Minutes
 - a. Curriculum – 11:00 a.m. August 6th.
 - i. Review of hand books for board approval.
 - 1. Motioned by Ceynar, seconded by Pennington, to approve the 2020 – 2021 handbooks as presented. Motion carried 5-0.
 - ii. Review of new curriculum programs/purchases and implementation
 - iii. Pilot programs and curriculum reviews 2021 – 2022
 - iv. Other
 - b. Budget and Finance – 5:00 p.m. August 10th.
 - i. Review preliminary budget 2020 – 2021
 - ii. Discussion regarding Bankhead Jones funds and debt application
 - iii. Mill levy determination tax year 2020 and 3-5 year outlook
 - iv. Inventory and appraisal proposal
- 2. Upcoming meetings
 - a. Curriculum committee meeting –TBD
 - b. Transportation 8/17/2020
 - i. Bus route review and registration update
 - ii. Staffing discussion and outlook
 - iii. Fuel bids – award bid 2020 – 2021
 - iv. Restart guidelines for transportation review/discussion
 - v. Bus purchase outlook
 - c. Policy committee – TBD
 - i. Policy revision and templates progress
 - ii. Policy ponderings and policies for considerations
 - iii. Goals and timeline for revisions and online access
 - d. Planning committee – TBD
 - e. Negotiations – Fall interim process postponed from Spring
 - f. Budget and Finance – TBD
 - g. Building and Grounds – 09/2020
 - i. Remaining projects for 2019 – 2020
 - ii. School properties and lease work (2.25 acre sections)
 - iii. Toles property and surveying
 - iv. Future planning for Transportation facility (current and former buildings)
 - h. Wellness committee – Fall
 - i. Technology committee – Fall
 - j. Spring/Summer Board Retreat – TBD 8/2020 or 9/2020 with strategic planning

XI – Set date of next meeting

1. 8/24/2020 – Special 6:00 p.m.
2. 9/14/2020 – Public Hearing 5:30 p.m.
3. 9/14/2020 – Regular 6:00 p.m.

XII – Adjournment

Hearing no further business to come before the school board, President Ramage adjourned the meeting at 9:39 p.m.

Pam Ramage, *Board President*

Brant Hebert, *Business Manager*