

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

**June 26, 2023**

**5:35 PM**

<b>Members Present</b>	<b>Members Absent</b>
Heather Wisness, <i>President</i>	
Jake Pennington, <i>Vice President</i>	
Virginia Ceynar	
	Dawn Maki
Dia Northrop	
	Alex Quale
Lisa Samuelson	
Steven Holen, <i>Superintendent – ZOOM Host</i>	
Wyatt Voll, <i>Attorney</i>	
Brant Hebert, <i>Business Manager</i>	

Call Meeting to Order

President Wisness called to order the McKenzie County School District No. 1 School Board special meeting at 5:35 PM.

Agenda

1. Bakken Area Skills Center Project
2. Watford City Middle School Project Phase 1A and 1B
3. Elementary Attendance Boundary Waiver Report
4. Activities Director Update and Staff Report
5. Budget and Finance Committee report – Classified Staff Compensation 2023 – 2024
6. Policy Committee report – Second reading proposals
7. State Purchasing Card Program Application
8. Professional Staff Contracts 2023 – 2024
9. Harlow’s Contract Service Proposal Review 2023 – 2026

Meeting

1. Brandon Davis provided an update on the BASC construction project.
  - a. Davis presented the following Owner Contingencies:
    - i. PR17 \$34,000
    - ii. RFI35 \$1650
    - iii. RFI43 \$21,000
      1. Motioned by Northrop, seconded by Samuelson, to approve the contingencies as presented. Motion carried 5 -0.
  - b. Leon Sevigny presented a budget update regarding soft construction costs.
  - c. Dr. Holen presented the bids for the furniture. The bid from Accent Furniture was presented for approval. Motioned by Ceynar, seconded by Pennington, to approve the \$130,875.00 bid as presented. Motion carried 5 – 0. Holen mentioned the staffing requirements.
2. Leon Sevigny provided an update on the WCMS construction project Phase 1A and 1B
  - a. Leon Sevigny presented the following Owner Contingencies:
    - i. Bathroom
    - ii. Skipped - ASI 6
    - iii. Vault Door
    - iv. RFI 5 – Remaining duct work \$8889.00
      1. Motioned by Pennington, seconded by Ceynar to approve the contingencies as presented. Motion carried 5 – 0.
3. Elementary Attendance Boundary Waiver Report
  - a. Activities Director Update and Staff Report
  - b. Foss proposed two WCHS FFA Advisors. Motioned by Northrop, seconded by Ceynar, to approve the proposal as presented. Motion carried 5 – 0.
  - c. Motioned by Northrop, seconded by Ceynar, to approve the Strength and Conditioning coach rework of position with Sanford Power. Motion carried 5 – 0.
  - d. Foss presented the Out of State Travel Parameters for HS Activities. Motioned by Samuelson, seconded by Ceynar, to approve the parameters as presented. Motion carried 5- 0.
  - e. Foss presented the request for cheerleading to attend the event in Orlando.
4. Budget and Finance Committee report – Classified Staff Compensation 2023 – 2024
  - a. Motioned by Samuelson, seconded by Pennington, to approve the 2023 – 2024 classified benefit plan as presented. Motion carried 5-0.
  - b. Motioned by Pennington, seconded by Ceynar, to approve the 2023 – 2024 Classified Salary Schedule as presented. Motion carried 5 -0.
  - c. Motioned by Northrop, seconded by Samuelson, to approve the 2023 – 2024 Resource Team (Social Workers and Nurses) Salary Schedule as presented. Motion carried 5 -0.
  - d. Motioned by Ceynar, seconded by Pennington, to approve the Managers Salary Schedule as presented. Motion carried 5 – 0.

- e. Motioned by Northrop, seconded by Samuelson, to approve 07/03/2023 as a paid holiday for level one employees. Motion carried 5 – 0.
- 5. Policy Committee report – Second reading proposals
  - a. Motioned by Northrop, seconded by Pennington, to approve policy DKBB for a second reading. Motion carried 5 – 0.
  - b. Motioned by Pennington, seconded by Samuelson to approve policy DDEA for a second reading. Motion carried 5 – 0.
  - c. Motioned by Northrop, seconded by Ceynar, to approve policy ABBB for a second reading. Motion carried 5 – 0.
  - d. Motioned by Pennington, seconded by Ceynar, to approve policy ABAB for a second reading. Motion carried 5 – 0.
  - e. Motioned by Northrop, seconded by Samuelsson, to approve policy ABCD for a second reading. Motion carried 5 – 0.
  - f. Motioned by Pennington, seconded by Ceynar, to approve policy FFH for a second reading. Motion carried 5 – 0
  - g. Motioned by Samuelson, seconded by Pennington, to approve policy GCBB for a second reading. Motion carried 5 – 0
- 6. Motioned by Northrop, seconded by Ceynar, to approve applying for ND State Purchasing Card Program Application for a second reading. Motion carried 5 – 0
- 7. Professional Staff Contracts 2023 – 2024
  - a. Dr. Holen presented the following professional contracts:
    - i. Victoria Vollmer – Elementary Teacher – BA Step 1
    - ii. Angela Bilyeu – Elementary Teacher – MA Step 5
      - 1. Motioned by Samuelson, seconded by Pennington, to approve the contracts as presented. Motion carried 5 – 0.
- 8. Motioned by Northrop, seconded by Pennington, to approve the Harlow’s Contract Service Proposal Review 2023 – 2026 as presented. Motion carried 5 – 0.

Adjournment

Hearing no further business to come before the school board, President Wisness adjourned the meeting at 8:04 PM

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Heather Wisness, *Board President*

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Brant Hebert, *Business Manager*