

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

**July 20, 2023**

**5:30 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</i>	
Wyatt Voll, <i>Attorney</i>	
Brant Hebert, <i>Business Manager</i>	

**I – Call Meeting to Order**

1. President Wisness called to order the McKenzie County School District No. 1 School Board regular meeting at 5:33 PM

**II – Introduction of Guests**

1. Rachel Tollefson – MCPSD#1 Communications

**III – Approval of Agenda**

1. Motioned by Northrop, seconded by Ceynar, to approve the agenda as posted. Motion carried 5 – 0.

**IV – Correspondence**

1. Letter received from NDDPI regarding CLSD Supplemental Funds Grant for nearly \$75,000.00

**V – Board Actions**

1. Motioned by Samuelson, seconded by Pennington, to approve the consent agenda. Motion carried 5 – 0.
  - a. Minutes 06/12/2023 regular school board meeting
  - b. Minutes 06/26/2023 special school board meeting
  - c. District financial reports 06/2023, Fund 01 & 06 Revenues and Expenditures
  - d. District Bills for the period ending 06/30/2023
  - e. Committee meeting minutes
2. Motioned by Quale, seconded by Northrup, to approve invoices for BASC for the following Construction Engineers #22060011 \$954,357.70 and ICON #20232002596 \$12,567.72 and WCMS project #20267-19 \$7918.42. Motion carried 5 – 0.
3. Motioned by Samuelson, seconded by Ceynar, to approve Rath & Mehrer P.C. to audit the year ending June 30,2023. Motion carried 5 – 0.
4. Motioned by Pennington, seconded by Quale, to approve the transfer of funds from the general fund 01 to hot lunch 05 to zero the account balance at approximately \$97,000.00. Motion carried 5 – 0.

**VI – Recognition of Activities**

1. MCPSD#1 expresses its gratitude and appreciation the McKenzie County Commission for the Bankhead Jones allocation.

**VII – Administration Reports**

1. Superintendent
  - a. Enrollment update
  - b. Summer meal program review and DPI audit
  - c. Wolf Run housing update
  - d. Teacher leave and substitute report
  - e. MOU Flagship School Case Study with Able in Action
  - f. WilMac funding meeting discussion
  - g. RRC user agreement 2023 – 2024
  - h. Air Force JROTC application by WCHS
  - i. Flow Forms enrollment process and assessment
  - j. Back to school teacher onboarding/mentoring schedule for 08/2023
  - k. Parent night addressing mental health and new cell phone policy
  - l. Boundary Waiver Adjustment

**VIII – Old Business**

1. Dr. Holen provided and update regarding the BASC and its organization of classes and programming, staffing and contracted services, grant status, equipment, governing board, and dedication plaque design. Motioned by Ceynar, seconded by Pennington, to approve the GTI invoice for contracted services relative to the development of the BASC \$20,431.00. Motion carried 5 – 0.

2. Dr. Holen provided a staffing update.
3. MCPSD#1 received a 2023 – 2024 tuition agreement and 2024- 2025 open enrollment request for a 10<sup>th</sup> grade resident of Alexander School District. Motioned by Samuelson, seconded by Quale, to approve the tuition agreement at no cost and the open enrollment request. Motion carried 5 – 0.
4. Clarification regarding Classified Staff Benefit Plan 2023 – 2024 – Section C. Motioned by Northrop, seconded by Pennington, to approve the Classified Staff Benefit Plan 2023 clarification as presented. Motion carried 5 – 0.

#### IX – Policy

1. The following policy received second reading recommendation from the Policy Committee:
  - a. DKBB – Release from Contract. Motioned by Samuelson, seconded by Quale, to approve the second reading of DKBB. Motion carried 5 – 0.
2. The following policies received first reading recommendations from the Policy Committee:
  - a. ABEC – School Meal Charge Policy
  - b. HCAA – Purchasing
  - c. HCAG – Purchasing Cards
  - d. HCAG-AR – MCPSD #1 Card holder Manual
  - e. HCAG-E – MCPSD #1 Cardholder Employee Agreement
  - f. FFK – Suspension and Expulsion Policy
  - g. FFK-BR – Guidelines for Suspension and Expulsion
  - h. DE – Staff Code of Conduct
  - i. DED – Administrative Leave
    - i. Motioned by Northrop, seconded by Ceynar, to approve the policies as presented for a first reading. Motion carried 5 – 0.

#### X – School Board Committee Reports

1. Committee Meeting Minutes
  - a. Building and Grounds 07/18/2023 WCHS storage and weightroom project recommendation
    - i. Motioned by Pennington, seconded by Quale, to approve the weight room proposal \$248,519.71. Motion carried 5 – 0.
    - ii. Motioned by Pennington seconded by Northrop to reject the sole bid of athletic equipment and put it out for rebid. Motion carried 5 – 0.
    - iii. Motioned by Ceynar, seconded by Samuelson, to rebid the theater project for a winter timeframe. Motion carried 5 – 0.
  - b. Policy 07/18/2023
  - c. Dr. Holen presented the Activities School Board Proposal. Motioned by Samuelson, seconded by Ceynar, to approve proposals 1, 3, and 4 \$35,250.00 as presented. Motioned carried 5 – 0. Motioned by Northrop, seconded by Pennington to reject proposal 6 as presented. Motion carried 5 – 0.
2. Upcoming meetings
  - a. Curriculum committee meeting –TBD
  - b. Policy committee - TBD
  - c. Planning committee – TBD
  - d. Negotiations – TBD
  - e. Budget and Finance – TBD
  - f. Building and Grounds – TBD
  - g. Technology committee – TBD
  - h. Spring/Summer Board Retreat – TBD
  - i. Health & Safety – TBD
  - j. Transportation – TBD
  - k. Wellness – TBD

#### XI – Disband the 2022 – 2023 MCPSD #1 School Board

1. Motioned by Pennington, seconded by Quale, to disband the 2022 – 2023 MCPSD #1 school board. Motion carried – 0.

#### XII – Adjournment

Hearing no further business to come before the school board, President Wisness adjourned the meeting at 7:12 PM

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Heather Wisness, *Board President*

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Brant Hebert, *Business Manager*