

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

July 20, 2023

8:00 PM

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

I - Call Meeting to Order

Business Manager Hebert, Acting Chairperson, called the annual meeting of the Board of Education of McKenzie County School Board District No. 1 to order at 7:22 PM.

II - Recognition of the 2022-2023 school board members

1. Disclaimer
2. Mission and Vision

III - Reorganization of School Board

1. Business Manager Hebert called for nominations for Board President. Northrop, nominated Wisness, for Board President. Hebert called for any other nominations, heard none. Secondly, Hebert called for any other nominations, heard none. Thirdly, Hebert called a third and final time for any other nomination, heard none. A unanimous vote was taken for as President Wisness: Yes – 5, No – 0.
2. President Wisness moved into the chair position and called for nominations for Board Vice President. Ceynar, nominated Pennington, for Vice President. President Wisness called for any other nominations, heard none. President Wisness called for nominations a second time, heard none. President Wisness called for nominations a third and final time, heard none. A unanimous vote was taken for Pennington as Vice President. Yes – 5, No – 0.
3. **Board Member Salaries**
Board Members acknowledged meals and mileage reimbursement as per NDCC for and reimbursement for 2023 – 2024 as follows:
 - \$175 per regular, special, and negotiations meetings
 - \$175 per day for out-of-town meetings in which the board member represents the school board
 - \$100 per committee meeting.Motioned by Quale, seconded by Ceynar, to approve the board member salaries as presented. Motion carried 5 – 0.
Motioned by Samuelson seconded by Northrop, to pay out a maximum of six (6) virtually (Zoom). Motion carried 5 – 0.
Motioned by Quale, seconded by Pennington, to require physical presence at committee meetings and no longer utilize Zoom. Motion carried 5 – 0.
4. **Appoint School Board Committees** - Committees for the 2023 – 2024 school year are as follows:
 - Transportation: Ceynar, Northrop, Pennington, Director of Transportation and Superintendent
 - Buildings & Grounds: Maki, Pennington, Quale and Superintendent
 - Budget & Finance: Quale, Pennington, Northrop and Superintendent
 - Planning: Maki, Samuelson, and Wisness
 - Curriculum: Ceynar, Samuelson, Wisness, School Principals, and Superintendent
 - Negotiation: Northrop, Pennington, Wisness, and Superintendent
 - Policy Committee: Ceynar, Quale, and Northrop
 - CTE Board: Heather SamuelsonBoard Representatives on School Committees:
 - Wellness: Ceynar, Samuelson, and Wisness
 - Technology: Quale, Samuelson, and Maki
 - CTE: Wisness

Motioned by Ceynar, seconded by Northrop, to approve the committees as presented. Motion carried 5 – 0.

President Wisness authorized substitute committee members voting authority when serving in place of stated committee member.

IV - Designate Authorized Representative for Federal Programs

Motioned by Pennington, seconded by Quale, to appoint Supt. Holen as authorized representative for the Title I, Title II, Title III, Title IV, Title V, Vocational Education, Great Western Education Cooperative, Corps of Discovery High-Tech Consortium, ND PHIT, all other federally funded programs and to appoint Brant Hebert as authorized representative for Consolidated Literacy State Development Grant and financial management in WebGrants for the 2023 -2024 school year. Motion carried 5 – 0.

V - Designate Authorized Representative for WilMac Program

Motioned by Northrop, seconded by Samuelson, to appoint Supt. Holen as authorized representative for the WilMac program for the 2023 – 2024 school year. Motion carried 5 – 0.

VI - Approve Meeting Agenda and Dates

Motioned by Pennington, seconded by Ceynar, to accept the basic consent agenda and date revisions (second Monday of the month), for the 2023-2024 school year as presented. Motion carried 5 – 0.

VII - Designate Official Newspaper

Motioned by Quale, seconded by Northrop, to acknowledge the McKenzie County Farmer as the official newspaper for the 2023 - 2024 school year. Motion carried 5 – 0.

VIII - Designate Legal Counsel

Motioned by Pennington, second by Ceynar, to approve release an RFP for the district's legal counsel for 2023 – 2024 with the ability to use NDSBA Legal Direct. Motion carried 5 – 0.

IX - Declaration of Conflicts

X – Financial investment plan for 2023 – 2024

Mr. Hebert provided a brief summary of the interest earned through investments in 2023 – 2024. Motioned by Samuelson, seconded by Quale, to approve BNC, Cornerstone, DWCU, and FIBT as official depositories of MCPSD#1. Motion carried 5 – 0.

XI -Health and Safety Plan

Motioned by Northrop, seconded by Pennington, to approve the revision and review of the health and safety plan Return to In-Person Instruction and Continuity of Services Plan. Motion carried 5 – 0.

XII – Substitute Teacher

Motioned by Ceynar, seconded by Pennington, to approve the substitute teacher rate of compensation at \$155/day for 2023 – 2024. Motion carried 5 – 0.

XIII – New Business

MCSD#1 Budget Review - Supt. Holen presented a budget recap for 2022 - 2023 expenditures and income for General Fund, Building Fund, School Food Service Fund, and Activity Fund.

Dr. Holen provided and update on the Food Service Program 2023 – 2024. Motioned by Northrop, seconded by Pennington, to set the meal prices for students 2023 – 2024 as follows:

Student breakfast = \$2.25

Student milk = \$0.40

Student lunch = \$3.25 elementary, \$3.35 middle school, \$3.45 high school

Adult breakfast = \$2.90

Adult lunch = \$4.35

Motion carried 5 – 0.

XIV - Call for Bids

Motioned by Pennington, seconded by Quale, to call for gasoline and diesel bids for the 2023 - 2024 school year to be received by hand delivery on or before 4:00 PM on August 11th, 2022. Motion carried 5 – 0.

Next Meeting Date

The next Special meeting will be held July 27th @ 5:30 PM and Regular meeting August 14th, 2023 @ 6:00 p.m.

Adjourn Meeting

President Wisness adjourned the meeting at 8:17 PM.

Heather Wisness, *President*

Brant Hebert, *Business Manager*