

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

**November 13, 2023**

**6:00 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 – via Zoom	
Steven Holen, <i>Superintendent</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 6:00 PM

**II – Introduction of Guests**

1. Brandon Davis & Nick Fiecke (Zoom) – CE

**III – Approval of Agenda**

1. Motioned by Northrop, seconded by Ceynar, to approve the agenda as posted. Motion carried 6 – 0.

**IV – Correspondence**

1. Brad Foss family send a thank you card for the memorial provided by MCPSD 1

**V – Board Actions**

1. Motioned by Pennington, seconded by Northrop, to approve the consent agenda. Motion carried 6 – 0.
  - a. Minutes 10/23/2023 regular school board meeting
  - b. District financial reports 10/31/2023, Fund 01 & 06 Revenues and Expenditures
  - c. District Bills for the period ending 10/31/2023
  - d. Committee meeting minutes
2. Motioned by Ceynar, seconded by Pennington, to approve Construction Engineer Payment Application 22060016 \$1,141,267.00, 2218-01B0009 \$76,727.75, 2218-01B0010 \$91,595.87, JLG Architects 2027-23 \$50,270.88, ICON Architectural Group 2027-23 \$50,270.80. Motion carried 6 – 0.
3. Motioned by Northrop, seconded by Ceynar, to approve the Audit Scope and Objectives from Rath & Mehrer P.C. Motion carried 6 – 0.
4. Change of certificate of deposit bidding process to include long term savings call for bids.
5. Motioned by Northrop, seconded by Pennington, to approve the property donation from McKenzie County Head Start at Transportation. Motion carried 6 – 0.

**VI – Recognition of Activities**

1. MCPSD1 received a grant from the Soles4Souls organization to target McKinney Vento students and families including 250 pairs of shoes and 500 socks.
2. Mr. Green, WCHS principal, was appointed to the 2023 – 2024 ND Governor’s Teacher Retention and Recruitment Task Force.
3. Dr. Green, WCMS principal, was appointed to serve as a member of the 2023 – 2024 ND English Learner Program Advisory Committee.

**VII – Administration Reports**

1. Superintendent
  - a. Enrollment update
  - b. Legislative Interim Committee – School Funding Task Force
  - c. Parent Teacher Conferences 11/26-28/2023
  - d. School cancellation 10/26/2023 will be made up 01/15/2023
  - e. WC/RRC discussions discussion regarding handicap access and WCHS/RRC bus loop and guest parking
  - f. Chromebooks purchased to address additional students, loaners, and repair process.
2. Director of Teaching and Learning
  - a. October Board Report
  - b. Math in ND Grant Update
  - c. CLSD Literacy Grant update/visit
  - d. Title I monitoring 2023 – 2024
  - e. Parent teacher conference reports fall 2023
3. Principal Report

4. Activities Director

- a. October Activity Report
- b. Student Activities Handbook revision proposal. Motioned by Northrop, seconded by Pennington, to approve the handbook as presented. Motion carried 6 – 0.
- c. Science Olympiad job description and addition. Motioned by Pennington, seconded by Ceynar, to approve the position. Motion carried 6 – 0.
- d. Winter activity bus schedule
- e. Upcoming winter activities update, staffing, and facility utilization.

VIII – Old Business

1. Davis provided an update on the Bakken Area Skills Center.
  - a. Motioned by Northrop, seconded by Pennington, to approve RFI-068 Plumbing Route Conflict \$8172.00. Motion carried 6 – 0.
  - b. Motioned by Ceynar, seconded by Northrop, to approve CPR-021 Misc. Owner Electrical & Compressed Air \$17,3420.00. Motion carried 6 – 0.
  - c. Tabled CPR-022 Welding Exhaust system (Option C) \$260,683.00.
  - d. Motioned by Northrop, seconded by Pennington, to approve RFI 081 Roller shades at rooms 141, 147, & 156 \$4,364.00. Motion carried 6 – 0.
  - e. Motioned by Pennington, seconded by Northrop, to approve RFI 083 Door 107B (\$20,305.00). Motion carried 6 – 0.
  - f. Motioned by Ceynar, seconded by Pennington, to approve RFI 084 Ceiling Grid Modifications rooms 123 & 134 \$1,440.00. Motion carried 6 – 0.
  - g. Motioned by Ceynar, seconded by Northrop, to approve the Accent Environments Furniture Quote \$12,722.00. Motion carried 6 – 0.
2. Fiecke provided an update on the WCMS.
3. Holen updated the board regarding the Legal Services RFQ meeting with Johnson and Sundeen Attorneys At Law. Motioned by Northrop, seconded by Ceynar, to use their law firm as needed. Motion carried 6 – 0.
4. Foss presented the prepared data for the NDHSAA executive board 11/14/2023. Motioned by Pennington, seconded by Northrop to approve the opt down letter presented by Foss. Motion carried 6 – 0.

IX – New Business

1. Hebert compiled the outcome of the Superintendent Evaluation Fall 2023.
  - a. Motioned by Northrop, seconded by Pennington, to approve Educational Leadership 132/140. Motion carried 6 – 0.
  - b. Motioned by Pennington, seconded by Northrop, to approve Financial & Plant Management Skills 84/84. Motion carried 6 – 0.
  - c. Motioned by Ceynar, seconded by Pennington, to approve Relationship with Community and School Board 104/112. Motion carried 6 – 0.
  - d. Motioned by Northrop, seconded by Ceynar, to approve School Board Policy 111/112. Motion carried 6 – 0.
  - e. Motioned by Pennington, seconded by Northrop, to approve Recruitment/Professional Development/Supervision of Staff 151/168. Motion carried 6 – 0.
2. Dr. Holen provided a staffing update.
  - a. Motioned by Ceynar, seconded by Pennington, to approve the registration received from Derek Larson, WCHS Science, 3 years. Motion carried 6 – 0.
  - b. Motioned by Ceynar, seconded by Northrop, to approve Mary Shockley BA Step 1 2024 – 2025. Motion carried 6 – 0.
  - c. Recruitment plan and discussions regarding 2024 – 2025
  - d. Holen provided an update regarding the family facilitator and social worker position.
  - e. Holen reviewed the fill rates and open positions.

X – School Board Committee Reports

1. Committee Meeting Minutes
  - a. Motioned by Pennington, seconded by Ceynar, to sell the activity bus #27 & #28. Motion carried 6 – 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 – Set the Date of the Next Meeting

1. Monday, December 11<sup>th</sup>, 2023 @ 6:00 PM.

XII – Adjournment

Hearing no further business to come before the school board, President Wisness adjourned the meeting at 8:10 PM

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Heather Wisness, *Board President*

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Brant Hebert, *Business Manager*