

**SCHOOL BOARD SPECIAL MEETING MINUTES**

**Crookston Public Schools**

Independent School District #593

Monday, January 4, 2023 – 4:00 p.m.

District Office Conference Room

1. **CALL TO ORDER:**

The meeting was called to order by Chairperson Frank Fee at 4:10 p.m.

Members Present: Dave Davidson, Patty Dillabough, Tim Dufault, Frank Fee, Marcia Meine, Mike Theis

1.1 Welcome New Board Member Marcia Meine, Oath of Office

1.2 Review Policy 209 Code of Ethics: No action was taken

1.3 **Election of Officers:**

1.3.1 **Chairperson:** Member Davidson nominated Member Frank Fee to the position of School Board Chairperson for 2023. There were no other nominations. A roll call vote was taken. Member Davidson, Dillabough, Dufault, Meine and Theis all voted aye. Member Fee abstained.

Frank Fee was elected as School Board Chairperson for 2023.

1.3.2 **Clerk:** Member Dufault nominated Member Mike Theis to the position of School Board Clerk for 2023. There were no other nominations. A roll call vote was taken. Members Davidson, Dillabough, Dufault, Fee, and Meine all voted aye. Member Theis abstained.

Mike Theis was elected as School Board Clerk for 2023.

1.3.3 **Treasurer:** Member Dillabough nominated Member Tim Dufault to the position of School Board Treasurer for 2023. There were no other nominations. A roll call vote was taken. Members Davidson, Dillabough, Fee, Meine and Theis all voted aye. Member Dufault abstained.

Tim Dufault was elected as School Board Treasurer for 2023.

1.3.4 Newly elected Chairperson Frank Fee conducted the remainder of the meeting.

1.4 A presentation by ICON Architects was given on the upcoming School Building projects, no action taken.

1.4.1 New Preschool Addition

1.4.2 High School Remodel

Board Clerk MT  
Mike Theis

2. **MAIN AGENDA:**

2.1 **Designate Official Law Firm:** A motion was made by Member Theis and seconded by Member Fee to designate the following official law firms for the District:

- 5.1.1 Fischer, Rust, Stock & Rust, PLLC
- 5.1.2 Ratwik, Roszak & Maloney, PA

All voted aye. Motion approved.

2.2 **Designate Official Media Outlets:** A motion was made by Member Davidson and seconded by Member Dufault to designate the following official media outlets for the District:

- 5.2.1 Crookston Times
- 5.2.2 KROX Radio Station

All voted aye. Motion approved.

2.3 **Set School Board Meeting Dates and Times:** A motion was made by Member Dillabough and seconded by Member Theis to set the Regular School Board Meeting times to be the 4<sup>th</sup> Monday of every month at 5:00 pm with the exception of December, 2023. The meeting time will be 5:00 pm unless otherwise posted. The meeting location will be the Crookston High School Choir/Orchestra Room unless otherwise noted. The December meeting will be held on Monday, December 11, 2023 at 6:00 pm for the Truth & Taxation hearing.

All voted aye. Motion approved.

2.4 **Approve School Board Committee Assignments:** A motion was made by Member Theis and seconded by Member Fee to approve the list of School Board Committee Assignments for 2023 as presented. (*see attached list*)

All voted aye. Motion approved.

2.5 **Storm Make-up Days:** A discussion was held to review options if the District exceeded the five allotted storm days for school year 2022-23. It was decided to table until the January 23, 2023 Board meeting where it will be voted on. No action was taken.

2.6 **Superintendent Mid-year Evaluation:** A motion was made by Member Meine and seconded by Member Theis to conduct a mid-year evaluation on Interim Superintendent Dave Kuehn at the January 23, 2023 meeting.

All voted aye. Motion approved.

2.7 **Appoint Election Judges:** Member Mike Theis introduced the following resolution and moved its adoption:

Board Clerk           MT            
Mike Theis

RESOLUTION ESTABLISHING BALLOT BOARD

BE IT RESOLVED by the School Board of Independent School District No. 593, State of Minnesota, as follows:

1. As required by Minnesota Statutes, Section 203B.121, the Board hereby establishes a ballot board to process, accept and reject absentee ballots at school district elections not held in conjunction with the state primary or state general election or that are conducted by a municipality on behalf of the school district and generally to carry out the duties of a ballot board as provided by Minnesota Statutes, Section 203B.121 and other applicable laws.
2. The ballot board must consist of a sufficient number of election judges trained in the handling of absentee ballots. The ballot board may include deputy county auditors or deputy city clerks who have received training in the processing and counting of absentee ballots.
3. The clerk or the clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The clerk or the clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the Board from time to time as to its status.
4. Each member of the ballot board shall be paid reasonable compensation for services rendered during an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day.
5. Independent School District No. 593 Ballot Board Roster will consist of the following individuals: Kathy Altringer and Beth Benoit.

The motion for the adoption of the foregoing resolution was duly seconded by Member Dillabough and upon vote being taken thereon, the following voted in favor thereof: Members Davidson, Dillabough, Dufault, Fee, Meine and Theis; and the following voted against the same: None; whereupon said resolution was declared duly passed and adopted.

- 2.8 **Approve Election Judge Roster:** A motion was made by Member Dufault and seconded by Member Meine to appoint the following election judges to serve on the February 14, 2023 School District Special Election:

- Kathy Altringer, Co-Head Judge, Absentee Ballot Board
- Beth Benoit, Co-Head Judge, Absentee Ballot Board
- Jacalyn Coauette

Board Clerk MT  
Mike Theis

- Debby Domier
- Ray Dusek
- Jan Kelly, HCF
- Jerry Knutson
- Kari Kujava
- Paulette Melbye, HCF
- Marlys Mjoen
- Gene/Geri Ovsak
- Tom Skjei

All voted aye. Motion approved.

3. **ADJOURNMENT:**  
Chairperson Fee adjourned the meeting at 5:47 p.m.



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Mike Theis, Clerk  
Independent School District No. 593