

SCHOOL BOARD MINUTES
Crookston Public Schools
Independent School District #593
Monday, July 24, 2023 – 5:00 p.m.
Crookston High School Choir/Orchestra Room

1. **CALL TO ORDER:**

The meeting was called to order by Chairperson Frank Fee at 5:00 p.m.

Members present: Patty Dillabough, Tim Dufault, Frank Fee, Mike Theis

1.1 Pledge of Allegiance

1.2 Visitors/Non-Agenda Items

2. **APPROVAL OF AGENDA:**

2.1 **Additions or Corrections to Agenda:** There were no additions or corrections made to the main agenda.

2.2 **Approval of Agenda:** A motion was made by Member Dufault and seconded by Member Dillabough to approve the main agenda as printed.

All voted aye. Motion approved.

3. **CONSENT AGENDA:**

A motion was made by Member Theis and seconded by Member Fee to approve the Consent Agenda which included the following items:

3.1 Approve prior minutes of regular meeting on June 26, 2023.

3.2 Approve current bills as presented. The bill summary included the following amounts:

General:	\$62,226.18
Food Service:	7,324.58
Community Service:	1,819.87
Capital Outlay:	<u>21,434.75</u>
Total:	\$92,805.38

3.3 Personnel Items:

3.3.1 Accept resignation letter from Jessica Holzer, Administrative Assistant at CHS, effective June 29, 2023. *(letter on file in D.O.)*

3.3.2 Accept resignation letter from Heidi Achartz, Music Instructor at HES, effective July 5, 2023. *(letter on file in D.O.)*

3.3.3 Accept retirement letter from Laura Lyczewski, Business Manager, effective October 31, 2023. *(letter on file in D.O.)*

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- 3.3.4 Approve employment with Toni Gullekson, Special Education Instructor at HES, at MA Step 8, 1.0 FTE, 183 Days, effective August 29, 2023. Toni will be replacing Stephanie Tappe, who has resigned.
- 3.3.5 Approve employment with Marianne Isaacs as a Paraprofessional at HES, 7 hours per day at \$19.99 on Step 11 of the Paraprofessional Salary Schedule, effective August 29, 2023. Marianne will be replacing Nicholle Fredrick, who has resigned.
- 3.3.6 Approve employment with Melinda Larson as a Paraprofessional at HES, 8 hours per day at \$18.57 on Step 8 of the Paraprofessional Salary Schedule, effective August 29, 2023. Melinda will be replacing Maria Hammer, who has resigned.
- 3.3.7 Approve employment with Timothy Sanchez as a Paraprofessional at HES, 8 hours per day at \$15.51 on Step 1 of the Paraprofessional Salary Schedule, effective August 29, 2023. Timothy will be replacing Katrina Gonzalez/Emily Olson, who have both resigned.
- 3.3.8 Approve employment with Mandie Stoe as a Paraprofessional at WES, 6.75 hours per day at \$19.04 on Step 9 of the Paraprofessional Salary Schedule, effective August 29, 2023. Mandie will be replacing Danielle Edlund, who has resigned.
- 3.3.9 Approve employment with Katie Scott as a Paraprofessional at WES, 8 hours per day at \$19.04 on Step 9 of the Paraprofessional Salary Schedule, effective August 29, 2023. Katie will be replacing Marissa Arriaga, who has resigned.
- 3.4 Approve Student Handbooks for the 2023-2024 School Year:
 - 3.4.1 Crookston High School
 - 3.4.2 Crookston Middle School
 - 3.4.3 Highland Elementary School
 - 3.4.4 Washington Elementary School
- 3.5 Approve Staff Handbooks:
 - 3.5.1 Highland Elementary School
- 3.6 Designate Official Financial Institutions:
 - 3.6.1 Payroll Account: United Valley Bank, Crookston, MN
 - 3.6.2 Financial Account: Bremer Bank, Crookston, MN
 - 3.6.3 Lock Box Account (direct wire of State funds): Bremer Bank, Crookston, MN
- 3.7 Designate Investment Authority:
 - 3.7.1 Randal Bergquist, Superintendent
 - 3.7.2 Laura Lyczewski, Business Manager
- 3.8 Designate Official Signatories:
 - 3.8.1 Financial Operations:
 - 3.8.1.1 Frank Fee, School Board Chairperson
 - 3.8.1.2 Mike Theis, School Board Clerk
 - 3.8.1.3 Tim Dufault, School Board Treasurer
 - 3.8.1.4 Randal Bergquist, Superintendent
 - 3.8.1.5 Laura Lyczewski, Business Manager

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Mike Theis

- 3.9 Designate Personnel to lease, purchase and contract for budgeted goods and services:
 - 3.9.1 Randal Bergquist, Superintendent
 - 3.9.2 Laura Lyczewski, Business Manager
- 3.10 Accept grants/donations:
 - 3.10.1 Accept donation in the amount of \$3,500 from Pirate Boosters for a VIBE Board for Boy's Hockey
 - 3.10.2 Accept donation in the amount of \$4,350 from Pirate Boosters for ½ of the cost of a Hudl Subscription for Volleyball, Football, Boys & Girls Soccer, Boys & Girls Basketball, and Boys & Girls Hockey teams
 - 3.10.3 Accept donation in the amount of \$2,500 from the Fraternal Order of the Eagles for the FFA Program
 - 3.10.4 Accept donation in the amount of \$500 from the Fraternal Order of the Eagles Charity for the FFA Program
 - 3.10.5 Accept donation in the amount of \$6,500 from the Pirate Boosters for the purchase of ½ of a trailer to be used for the athletics program.

All voted aye. Motion approved.

4. **MAIN AGENDA:**

- 4.1 **Long-Term Facilities Maintenance:** A motion was made by Member Dufault and seconded by Member Theis to approve the Long-Term Facilities Maintenance (LTFM) ten-year plan.

All voted aye. Motion approved.

- 4.2 **CEA Master Agreement:** A motion was made by Member Dufault and seconded by Member Dillabough to approve the Crookston Education Association (CEA) Master Agreement for the 2023-2024 and 2024-2025 SY. (*see attached*)

All voted aye. Motion approved.

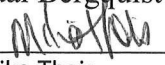
- 4.3 **Approve Construction Manager:** A motion was made by Member Theis and seconded by Member Dufault to approve Gehrtz Construction Services, Inc. out of Fargo, ND as the Construction Manager for the Multiuse Complex Facility.

All voted aye. Motion approved.

5. **REPORTS:**

- 5.1 **Administrative Reports**
 - 5.1.1 Matt Torgerson – CHS / Cierra Hangsleben – CMS
 - 5.1.2 Chris Trostad – HES
 - 5.1.3 Denice Oliver – WES
 - 5.1.4 Kathy Stronstad – Special Ed
- 5.2 **Superintendent's Report:** Randal Bergquist

BOARD CLERK


Mike Theis

6. **MEETING DATES:**

6.1 The next regular Board of Education Meeting is scheduled for Monday, August 28, 2023 at 5:00 p.m. at the Crookston High School Choir/Orchestra Room.

7. **ADJOURNMENT:**

Chairperson Fee adjourned the meeting at 6:07 p.m.



Mike Theis, Clerk
Independent School District No. 593