

CLEARBROOK-GONVICK SCHOOL
INDEPENDENT SCHOOL DISTRICT #2311
BOARD OF EDUCATION
REGULAR MEETING
(With Members Attending in Person/and Via Zoom)
May 4, 2020 - 7:00 P.M.

The meeting was called to order by Chairman Westrum at 7:02 p.m. Declaration of Quorum – Members present: (4-in person) Tom Stenzel, Richard Hetland, Corey Petterson and Jeff Westrum; (2-via zoom) Dudley Wishard, and Tracy Imle. Absent: Kris Snyder. Also present: Superintendent Jeff Burgess (in person), Principal Dugstad (in person), 15 staff members (in person/zoom), and 1 community member (zoom)

1. **Town Hall Meeting** (Odd Number Months)
- 4 **Community Comments** - None
- 5 **Spotlight on Education** – None
- 6 **Approval of Agenda** – MMS Stenzel/Petterson to approve agenda as presented. Roll Call Vote: Hetland - Yes, Imle - Yes, Petterson - Yes, Stenzel - Yes, Wishard - Yes, Westrum - Yes. MCU.
- 7 **Approval of Minutes from Previous Meeting** – MMS Stenzel/Hetland to approve minutes as presented. Roll Call Vote: Hetland - Yes, Imle - Yes, Petterson - Yes, Stenzel - Yes, Wishard - Yes, Westrum – Yes. MCU
- 7.1 03/16/20 - Regular Meeting
- 8 **Informational Items**
 - 8.1 **Principal Report** –Principal Dugstad discussed the following items: **1) Elementary Staffing** – Principal Dugstad presented a list of assignments for the 20-21 school year. 1st Grade will be one section & all others will be 2 sections. **2) Distance Learning Update** – Principal Dugstad discussed the latest information regarding Distance Learning including, attendance, assignments, and when to cut off instructional time with students. **3) Graduation Attire** – Principal Dugstad reviewed proper graduation attire. **4) Room Updates – 20-21** – Principal Dugstad presented the room assignments & student numbers for 20-21. **5) Valedictorian/Salutatorian Update** – Principal Dugstad discussed the upcoming graduation & requirements for these honors. **6) Kitchen** – The kitchen is sending out over 300 meals a day. The paras have stepped into the Roll of working with the kitchen.
 - 8.2 **Superintendent Report** – Mr. Burgess discussed the following items: **1) COVID-19 Update** - **A)** Educational –So far the education portion is going okay. We have some issues with assignment completion in the high school. There is a process in place for making contact with students that might be struggling. This will be a different end of year. **B)** Early Childhood – With building plans going well we are starting to get early childhood programming sorted out. We plan to increase programming so that a 4 year old can attend 5 days a week with an instructional/structured day program. We are exploring the option of 3 year old programming as well. In all, our programming should remain cost neutral. **2) Employee Matters** – **A)** One of the issues we are currently working on is our Q-Comp plan. We are looking at different options on how we run it. A large portion was based upon observations and student testing. We are now working on a middle ground or alternate activities for this plan. We should have this worked out by the next board meeting. **3) Building –A)** Construction has started on the building. Forms are poured & they are working on getting everything else poured. We are looking at 2 changes at this point. One is the temporary fencing. The cost was \$11,000 for the fencing, I’ve inquired about the cost for this on other projects, to make certain our cost is comprable. The other is the pump portion for the localized sprinkler. We ae looking at a new location for this, as the room we had planned to use might not have enough room. I will keep the board updated **4) Financial** – **A)** Comparison reports are on track. We are receiving full funding at this time, and revenues are on track. We will face some small revenue losses due to food service, fees for pre-school & other small fees. This should not impact our overall budget greatly. We will see where food service ends up. We can continue as we are through the end of the school year. However, if the state asks that we provide summer food service and emergency care we would need to use a different model. We’ve started exploring options for this. **5) Other** – We have received some reports from the state on what things look like for the future. Right now the state government expects that the revenue surplus of this year and the rainy day fund should be able to cover the loss of taxes for this year. Next year they are not expecting us to see any funding reductions. The years after next year are the concern at this point. We don’t know how this will impact state revenues down the road. We need to be cautious as we move forward.
 - 8.3 **Committee Report** – None
- 9 **Consent Calendar** – MMS Stenzel/Hetland to approve Consent Calendar as presented. . Roll Call Vote: Hetland - Yes, Imle - Yes, Petterson - Yes, Stenzel – Yes, Wishard - Yes, Westrum – Yes. MCU
- 9.1 **Approval of Bills Presented** (including Student Activity)

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|---|--------------------------------|
| Payroll Expense Checks and Checks Written between Board Meetings: | 68206-68241/Wires |
| Payroll Checks | 0030468 – 0030472 |
| April Bills | Voucher Numbers: 57638 – 57713 |
| | Check Numbers: 68242 – 68279 |

Total Payroll/Expense Checks Approved: \$772,876.54
- 9.2 **Approval of Electronic Transfers and Other Banking Transactions**
- 9.3 **Approval of Treasurer’s Report** – February Correction and March
- 10 **Old Business** –
 - 10.1 None

New Business

- 11.1 **Graduation** – A discussion was held regarding the options for a graduation ceremony that incorporates the COVID-19 mandates. MMS Stenzel/Hetland to hold a reduced outdoor ceremony on Memorial Weekend, using the original day of Saturday, and backup dates of Sunday, and Monday, along with an alternate date of June 13th if weather is inclement during any of the previous dates.. Roll Call Vote: Hetland - Yes, Imle - Yes, Petterson - Yes, Stenzel - Yes, Wishard - Yes, Westrum – Yes. MCU.
- 11.2 **Valedictorian** – Discussion was held regarding how to select Valedictorian, as there is currently a tie. After discussion, the board decided to have 2 Valedictorians and a Salutatorian rather than breaking the tie. Moving forward we can set a tie breaker. No motion needed.
- 11.3 **Resolution to Participate in Minnesota State High School League for the 20-21 School Year.** MMS Petterson/Hetland to participate. Roll Call Vote: Hetland - Yes, Imle - Yes, Petterson - Yes, Stenzel - Yes, Wishard - Yes, Westrum – Yes. MCU.
- 11.4 **Approve the Superintendent of Schools, Jeff Burgess, to be the Official Authority to Approve Access to MDE Website** –MMS Petterson/Hetland to approve the motion. Roll Call Vote: Hetland - Yes, Imle - Yes, Petterson - Yes, Stenzel - Yes, Wishard - Yes, Westrum - Yes. MCU
- 11.5 **2020-2021 Grade Placements** - MMS Petterson/Hetland to approve placements as presented. Roll Call Vote: Hetland - Yes, Imle - Yes, Petterson - Yes, Stenzel -Yes, Wishard - Yes, Westrum – Yes. MCU.
- 11.6 **Community Education Position** – MMS Stenzel/Hetland to approve advertising for a long term sub for this position. Roll Call Vote: Hetland - Yes, Imle - Yes, Petterson - Yes, Stenzel - Yes, Wishard - Yes, Westrum – Yes. MCU.
- 11.7 **Administrative Assistant/Testing Support** – Discussion was held regarding delaying hiring for this position – No motion needed.
- 11.8 **Resignation of Janell Maxie, Food Service** – MMS Petterson/Stenzel to accept resignation. Roll Call Vote: Hetland - Yes, Imle - Yes, Petterson - Yes, Stenzel - Yes, Wishard - Yes, Westrum – Yes. MCU
- 11.9 **Next Meeting Date** – Board decided to keep regular meeting date for Monday, May 18, 2020. No motion needed.

12. **Action Items for Next Meeting –**

- 12.1
- 12.2
- 12.3

- 13. **Adjournment** – MMS Hetland/Petterson to adjourn at 8:01 p.m. Roll Call Vote: Hetland - Yes, Imle - Yes, Petterson - Yes, Stenzel - Yes, Wishard - Yes, Westrum – Yes. MCU

Next Regular Meeting – Monday 18, 2020, at 7:00 p.m.