

**CLEARBROOK-GONVICK SCHOOL  
INDEPENDENT SCHOOL DISTRICT #2311  
BOARD OF EDUCATION  
TOWN HALL /REGULAR MEETING  
JULY 16, 2018 - 7:00 P.M.**

The meeting was called to order by Chairman Wetrum at 7:02 p.m. Declaration of Quorum – Members present: Jeff Westrum, Tracy Imle, Kris Snyder, James Galloway, Corey Petterson Richard Hetland (arrived at 7:52 p.m.) Absent: Tom Stenzel; Superintendent Jeff Burgess, Principal Carl Dugstad, Glen Chido & Jason Splett representing ICS, 5 staff members, and no community members

1. **Town Hall Meeting** (Odd Number Months)
- 4 **Community Comments** – None
- 5 **Approval of Agenda** – MMS Imle/Galloway to approve agenda as amended, adding items 10.6.2 - hiring, 10.6.3 - resignation, 10.6.4-FMLA, and 10.6.5 (items 10.6.5.1 -10.6.5.9) - Contracts. MCU
- 6 **Approval of Minutes from Previous Meeting** –
  - 6.1 **June 18, 2018 Meeting** – MMS Imle/Snyder to approve minutes as presented. MCU
- 7 **Informational Items**
  - 7.1 **Principal Report** - Principal Dugstad discussed the following items: 1) **General Comments** – I have been in the office on the workdays, and feel very welcome at the school & in the community. Mr. Burgess has been getting me up to speed on a lot of issues (Curriculum Cycle, Technology, Personnel, etc.) The staff I have met so far are awesome & I am excited to work with everybody. 2) **Hiring** – We have interviewed 3 people for the long-term sub position for 2<sup>nd</sup> grade. I would like to thank everyone who attended the interviews & gave input. 3) **Getting Started** – A leadership team meeting is scheduled for Tuesday, July 24, 2018. We will discuss where we are currently and the direction we would like to go. Mr. Burgess and I have met with a parent group in Red Lake to discuss education issues. I met with Willow Christen about Staff Development and PLCs. She caught me up on the planning process. I appreciate her coming in.
  - 7.2 **Superintendent Report** – Mr. Burgess discussed the following items: 1) **Political/Legislative** – The Janus Decision for the Supreme Court states employees do not have to contribute to union fair share. We don't see any major impacts initially for the District. 2) **Building** – Some damage occurred during the late June storm – a large tree was knocked over, some parts of the roof leaked, and the flag pole was bent. We are waiting on the timelines for the trash compactor. The grant was initially approved, but the County is gathering more information before continuing the project. Commons lighting is being updated in the commons. The project is almost done. The gym floor has been refinished. This is a yearly project. 3) **Negotiations** – The office staff and department heads. Support staff negotiations will be on July 18, 2018 at 7:00 p.m. It has been difficult to find a meeting time prior to this date. 4) **Financial** – Clearwater County Collaborative is not getting the same funding for this year. They provide Stellher Human Services and Nursing Services. Our costs will increase this year in the \$5,000 - \$10,000 range for nursing. Insurance will increase this year for the District in the neighborhood of \$20,000. The Teacher In Service is scheduled for Monday, August 27<sup>th</sup>. If any board members are available for breakfast your help would be greatly appreciated.
  - 7.3 **Committee Reports** –
    - 7.3.1 **Building** – The committee met on June 25, 2018 to go over initial plans. The committee and Mr. Burgess met with teachers to go over wants/needs.
- 8 **Consent Calendar** – MMS Petterson/Imle to approve Consent Calendar as presented. MCU
  - 8.1 **Approval of Bills Presented**

Payroll Expense Checks and Checks Written between Board Meetings:	66117 – 66138/66184/66207/Wires
Payroll Checks	0030178 – 0030182
June Bills (Cleanup Vouchers)	Voucher Numbers: 52404 – 52472
	Check Numbers: 66139 – 66183
July Bills	Voucher Numbers: 52474 – 52520
	Check Numbers: 66185 – 66206

Total Payroll/Expense Checks Approved: \$620,747.08
  - 8.2 **Approval of Electronic Transfers and Other Banking Transactions**
  - 8.3 **Approval of Treasurer's Report**
- 9 **Old Business**
  - 9.1 **Facility** – Supt. Burgess discussed a timeline for our current operating & building referendums. A report from Tremco recommends roof restoration in 2024. Recommendation is that building referendum funds can be kept in the construction fund for 5 years. Mr. Burgess also discussed teachers needs/wants that were discussed at building committee meetings. We should look at a direction tonight that we would like to head in. Review & Comment documentation for the project would be August 8<sup>th</sup>. The deadline for a question being added to the fall ballot is mid-August. Glen Chido & Jason Splett of ICS presented information regarding the possible building project. Discussion was held.
- 10 **New Business**
  - 10.1 **Approval of Elementary Handbook** – Supt Burgess presented the updates. MMS Imle/Petterson to approve handbook as presented. MCU
  - 10.2 **Approval of High School Handbook** – Supt Burgess presented the changes to the High School Handbook. MMS Imle/Galloway to approve handbook as presented. MCU.

- 10.3 **Approval of Lunch Fees** – Supt Burgess discussed to increase lunch prices by 10 cents and breakfast by 5 cents. MMS Imle/Snyder to approve lunch fees as presented. MCU
- 10.4 **Approval of Long-Term Facilities Maintenance Revenue** – MMS Imle/Petterson to approve LTFM Revenue report as presented. MCU.
- 10.5 **Resolution Approving LTFM Plan** – MMS Imle/Galloway to approve resolution. Roll Call Vote – Imle - Yes, Snyder - Yes, Galloway - Yes, Petterson - , Hetland - Yes, Westrum – Yes. MCU.
- 10.6 **Personnel**
  - 10.6.1 **Hiring of Sarah Goudge, Assistant VB Coach** - MMS Imle/Snyder to approve. MCU.
  - 10.6.2 **Hiring of Brittany Beckstrand, JH VB Coach** – MMS Imle/Galloway to approve. MCU.
  - 10.6.3 **Resignation of Mandy Knable, Assistant Cook** – MMS Galloway/Imle to accept resignation. MCU.
  - 10.6.4 **Approve Chelsey Ehlers for FMLA, 10 weeks** – MMS Imle/Hetland to approve 10 weeks of FMLA. Motion Carried, with Corey Petterson abstaining.
  - 10.6.5 **Approval of Personnel Contracts for the following office staff and department heads** – MMS Imle/Galloway to approve all contracts as presented for the following office staff and department heads: MCU.
    - 10.6.5.1 **Paula Boomgaarden, Business Manager**
    - 10.6.5.2 **Jenetta Weems, Human Resources**
    - 10.6.5.3 **Debbie Moy, Administrative Assistant/MARRS**
    - 10.6.5.4 **Andy Anderson, Behavior Interventionist**
    - 10.6.5.5 **Robin Proffit, Food Service Director**
    - 10.6.5.6 **Judy Engebretson, Community Ed Coordinator**
    - 10.6.5.7 **Garrett West, Technology**
    - 10.6.5.8 **Jo Voxland, Administrative Assistant/Testing**
    - 10.6.5.9 **Lowell Bjerke, Head Custodian**
- 11 **Action Items for August Meeting** –
  - 12.1
  - 12.2
  - 12.3
- 12 **Adjournment** – MMS Galloway/Imle to adjourn at 8:04 p.m. MCU

Next Building Committee Meeting – Wednesday, July 25, 2018 at 7:00 p.m.

Next Special Meeting – Monday, July 30, 2018 at 7:00 p.m.

Next Regular Meeting – Monday, August 20, 2018 at 7:00 p.m.