**CLEARBROOK-GONVICK SCHOOL**

**INDEPENDENT SCHOOL DISTRICT #2311**

**BOARD OF EDUCATION**

**REGULAR MEETING**

**May 18, 2020 - 7:00 P.M.**

**The meeting was called to order by Chairman Westrum at 7:01 p.m. Declaration of Quorum – Members present: Tom Stenzel, Jamie Wishard, Corey Petterson, Jeff Westrum, Richard Hetland (in person); Tracy Imle, Kris Snyder (via zoom). Absent: None. Also present: Superintendent Jeff Burgess (in person), Principal Dugstad (in person), 9 staff members (in person/zoom), and 2 community members (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 amended 11.6 – Prom, 11.7 – Principal Contract, 11.8 – Superintendent. Roll Call Vote: Hetland – Yes, Imle - Yes, Petterson - Yes, Snyder - 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 , Snyder - Yes , Stenzel - Yes, Wishard - Yes, Westrum – Yes. MCU

7.1 05/04/20 - Regular Meeting

8 **Informational Items**

8.1 **Principal Report** –Principal Dugstad discussed the following items: **1) Elementary Update –** Principal Dugstad discussed how the Elementary staff was progressing with Distance Learning **2**) **High School Update** – Principal Dugstad discussed how the Elementary staff was progressing with Distance Learning **3) Materials** – A**) Students Returning Materials -** Principal Dugstad reviewed the plan currently in place for student return of materials. B) Returning Personal Items to Students – Principal Dugstad reviewed the plan for returning personal items from students’ lockers and desks. **4) Academic Banquet –** Principal Dugstad discussed the upcoming virtual banquet, and explained how the banquet would proceed via Zoom. **5) Graduation** – Principal Dugstad discussed the current MDE guidelines, as well as the plan for CG graduation.

8.2 **Superintendent Report** – Mr. Burgess discussed the following items: **1)** **COVID-19 Update** - A) Educational –This is still going okay. We are seeing some issues with assignment completion in our high school. We have a process in place to make contact with students who are struggling. We are also planning for the end of the year right now. We are starting to tackle items, such as: getting student materials out, getting class materials and curriculum in, technology & other items. It 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 are working with the budget right now, as well as the programming.. **2) Employee Matters –** A) We have again advertised for our English position. We are going to hopefully see some applications coming in. We are in a holding pattern for our other hires until we know more for next year. **3)** **Building** –A) Construction Update – Things are moving along well, and we are on schedule. **4)** **Financial –** A) We are meeting with MDE budget personnel on June 2nd. This will give us an idea of what next year will look like. The state is receiving less funds in taxes and, therefore, revenues are down. We have heard rumors of payments being split differently in upcoming years. We have no factual basis for this, but we have heard rumors that rather than a 90/10 split, we might get an 80/20, or even a 60/40 split. If this is the case, we might wish to look at aid anticipation. We have a good general fund built up, but we might not want to use that to cover cash flow. We don’t know what will happen yet, but it is good to start anticipating this possibility. The other thing we have heard is that we will most likely not be seeing percentage increases in the future. B) Supt Burgess reviewed the Comparison Reports through April of this year.

8.3 **Committee Report –** None

9 **Consent Calendar –** MMS Hetland/Stenzel to approve Consent Calendar as presented. . Roll Call Vote: Hetland - Yes, Imle - Yes, Petterson - Yes, Snyder - Yes, Stenzel - Yes, Wishard – Yes, Westrum – Yes. MCU

**9**.1 Approval of Bills Presented (including Student Activity)

Payroll Expense Checks and Checks Written between Board Meetings: 68280-68292/Wires

Payroll Checks 0030473 – 0030474

May Bills Voucher Numbers: 57769 – 57817

Check Numbers: 68293 – 68323

Total Payroll/Expense Checks Approved: $424,383.34

9.2 Approval of Electronic Transfers and Other Banking Transactions

9.3 Approval of Treasurer’s Report

10 **Old Business –**

10.1 None

11 **New Business**

11.1 **Graduation –** Supt Burgess reviewed the new proposal for graduation**,** focusing on a drive in/virtual ceremony, with the potential ceremony later if restrictions are relaxed. This new proposal is based on new restrictions from MDE and the MN Dept of Health. A discussion was held regarding the new options, due to the renewed guidance from MDE, for a graduation ceremony that incorporates the COVID-19 mandates, and MDE guidance. MMS Imle/Snyder to approve the modified graduation ceremony plan, on May 23, 2020, but to allow up to 4 vehicles per graduate in the parking lot. The motion also stated that if restrictions are lifted, we will return to the original plan. The backup dates would remain the same. Roll Call Vote: Hetland - Yes, Imle - Yes , Petterson - Yes, Snyder - , Stenzel - No, Wishard - Yes , Westrum – Yes. Motion Carried.

11.2 **Community Education –** Discussion was held regarding the Community Ed for the summer. Supt will keep the board updated. No motion/action needed.

11.3 **ADSIS Budget Approval -** MMS Petterson/Hetland to approve budget as presented. Roll Call Vote: Hetland - Yes, Imle - Yes, Petterson - Yes, Snyder - Yes, Stenzel - Yes, Wishard - Yes, Westrum – Yes. MCU.

11.4 **Aid Anticipation** **–**Discussion was held regarding potential Aid Anticipation. Discussion was held regarding the possibility of applying for aid anticipation. If we prepare now, we can apply and determine what rate we would get if we decided to borrow. No motion/action needed.

11.5 **QComp Adjustments –** Superintendent Burgess discussed the adjustments made to the QComp reimbursement formula for 19-20, due to the COVID shutdown, and the inability to complete some of the QComp requirements. MMS Petterson/Hetland to approve the adjusted QComp reimbursement rates as presented. Roll Call Vote: Hetland - Yes, Imle - Yes, Petterson - Yes, Snyder - Yes, Stenzel - Yes, Wishard - Yes, Westrum – Yes. MCU.

11.6 **Prom** – Discussion was held regarding the lack of options to hold Prom. The class has decided that it should be cancelled. MMS Petterson/Hetland to cancel the 2021 Prom. Roll Call Vote: Hetland - Yes, Imle - Yes, Petterson - Yes, Snyder - Yes, Stenzel - Yes, Wishard - Yes, Westrum – Yes. MCU.

11.7 **Principal’s Contract** – MMS Imle/Petterson to approve a 2 year contract with Principal Dugstad. Roll Call Vote: Hetland - Yes, Imle - Yes, Petterson - Yes, Snyder - Yes, Stenzel - Yes, Wishard - Yes, Westrum – Yes. MCU.

11.8 **Superintendent’s Contract** – MMS Imle/Petterson to approve a 2 year contract with Superintendent Burgess. Roll Call Vote: Hetland - Yes, Imle - Yes, Petterson - Yes, Snyder - Yes, Stenzel - Yes, Wishard - Yes, Westrum – Yes. MCU.

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

12.1

12.2

12.3

13. **Adjournment –** MMS Hetland/Petterson to adjourn at 8:03 p.m. Roll Call Vote: Hetland - Yes, Imle - Yes, Petterson - Yes, Snyder - Yes, Stenzel - Yes, Wishard - Yes, Westrum – Yes. MCU.

Next Regular Meeting – Monday, June 15, 2020, at 7:00 p.m.