

CLEARBROOK-GONVICK SCHOOL
INDEPENDENT SCHOOL DISTRICT #2311
BOARD OF EDUCATION
REGULAR MEETING
July 22, 2019 - 7:00 P.M.

The meeting was called to order by Chairman Westrum at 7: p.m. Declaration of Quorum – Members present: Tom Stenzel, Kris Snyder, Jeff Westrum, Richard Hetland Corey Petterson (arrived at 7:12 pm) Absent: James Galloway, Tracy Imle. Also present: Superintendent Jeff Burgess, Principal Dugstad, representing ICS, Jerry & Deb Stein of Steins Bussing, 3 staff members, and 1 community member

1. **Town Hall Meeting** (Odd Number Months)
- 4 **Community Comments** – None
- 5 **Approval of Agenda** – MMS Stenzel/Snyder to approve agenda as amended Item number correction, and adding Item # 10.9 -Q-Comp Report; MCU
- 6 **Approval of Minutes from Previous Meeting** – MMS Stenzel/Hetland to approve minutes as presented. MCU
 - 6.1 06/17/19 - Regular Meeting
- 7 **Informational Items**
 - 7.1 **Principal Report** –Principal Dugstad discussed the following items: **1) Personnel Recommendations** – Mr. Dugstad recommended the following individuals – Laura Takkunen for the HS English position; Pam Bagaason for the K-3 Math Interventionist position; Hannah Marsh for the 6th Grade teaching position. **2) Oydessyware** – This credit recovery program should be up and running soon. It will be paid for with Achievement & Integration dollars. **3) Leadership Team** – There will be a meeting on Tuesday, July 23rd, at 8:00 a.m. **4) Handbook Changes** – Several changes were made to the handbook, including - PSEO students not attending CG will not be considered for Valedictorian and Salutatorian; Deviation from Graduation Ceremony attire needs to be requested at least a month prior to Graduation Day; Students with credit from multiple sources must get paperwork into office at least 2 weeks prior to graduation. This will give the office time to correctly credit and verify the work; the requirement for lunch bills to be paid in order for a student to participate in the Graduation Ceremony has been removed.
 - 7.2 **Superintendent Report** – Mr. Burgess discussed the following items: **1) Political/Legislative** – A) Legislative – Things have been pretty quiet after budget bills have passed. We are seeing some of the changes through the bill passages. One is that schools are now allowed to sell/give surplus computers to students, with free/reduced students having priority. **2) Building** – A) Painting – Two elementary rooms are finished. We have a person with the MNCEP program doing the painting. The MNCEP program has reimbursable wages. **3) BRIC** – A) DCD – BRIC has hired a person for our DCD position. We will be getting more information regarding the newly hired person soon. **4) Financial** – A) Revenues – Our final numbers are starting to come in for 2018-2019. We received more funding earlier this year than in the past. This is reflected in the balance sheets. We budgeted to receive \$6,642,210 and have received \$6,447,742. B) Expenses- Expenses are over budget as has been customary over the past few years. Our major overages this year was teacher salaries - \$100,000, and substitute salaries. C) Budget – Our area of focus for this year is to more accurately predict expenses for those areas so we do not keep seeing overages in the budgeted amounts. **5) School Board Breakfast** – A) Breakfast for staff will be served on August 26th. Once again, board members are encouraged to attend and serve breakfast if possible.
 - 7.3 **Committee Report** –
 - 7.3.1 Negotiations – Committee met. There is an overall agreement. Some language items need to be cleaned up. We hope to have the final numbers at the August Board Meeting.
 - 7.3.2 Transportation – Committee met. Discussion will be held later in the meeting.
- 8 **Consent Calendar** – MMS Hetland/Stenzel to approve Consent Calendar as presented. MCU
 - 8.1 Approval of Bills Presented

Payroll Expense Checks and Checks Written between Board Meetings:	67313 – 67327/Wires
Payroll Checks	0030299 – 0030304
June Bills (Cleanup Vouchers)	Voucher Numbers: 55296 – 55390
	Check Numbers: 67328 – 67357
July Bills	Voucher Numbers: 55391 – 55420
	Check Numbers: 67358 – 67378

Total Payroll/Expense Checks Approved: \$723,870.60
 - 8.2 Approval of Electronic Transfers and Other Banking Transactions
 - 8.3 Approval of Treasurer’s Report
- 9 **Old Business** – None
- 10 **New Business**
 - 10.1 **Approval of Building Plans** – Bids originally came in at \$265,000 over budget. ICS presented some possibilities to reduce costs. Discussion was held & questions were asked. MMS Petterson/Hetland to approve building plans as presented, using Value Engineering Options to keep costs down. In addition, more options/discussion will be held at the August board meeting. MCU
 - 10.2 **Approval of Lunch Fees** – MMS Stenzel/Hetland to approve increasing lunch and breakfast fees by .05 cents per meal for 2019-2020. MCU
 - 10.3 **Approval of Long-Term Facilities Maintenance Revenue** – MMS Stenzel/Hetland to approve LTFM revenue. MCU.
 - 10.4 **Approval of LTFM Maintenance Plan** – MMS Petterson/Stenzel to approve LTFM Plan Resolution. MCU.
 - 10.5 **Handbook Changes Approval** – MMS Stenzel/Snyder to approve handbook changes as presented. MCU.

- 10.6 **Transportation** – Discussion was held regarding the addition of another route. MMS Stenzel/Hetland to not approve adding another route for the 2019-2020 school year. MCU.
- 10.7 **Approve Hiring of Hannah Marsh, 6th Grade** – MMS Petterson/Stenzel to approve hire. MCU.
- 10.8 **Approve Hiring of Laura Takunnen, Secondary English** – MMS Stenzel/Hetland to approve hire. MCU.
- 10.9 **Approve Q-Comp Report** – MMS Petterson/Stenzel to approve the 2018-2019 Q-Comp report as presented. MCU.
- 11. **Action Items for August Meeting** –
 - 11.1
 - 11.2
 - 11.3
- 12 **Adjournment** – MMS Snyder/Hetland to adjourn at 8:35 p.m. MCU

Next Regular Meeting – August 19, 2019 at 7:00 p.m.