

CLEARBROOK-GONVICK SCHOOL
INDEPENDENT SCHOOL DISTRICT #2311
BOARD OF EDUCATION
REORGANIZATION/SPECIAL MEETING
JANUARY 19, 2021 - 7:00 P.M.

The meeting was called to order by Chairman Westrum at 7:01 p.m. Declaration of Quorum – Members present: Tracy Imle, Vern Wittenberg, Gus Vettleson, Vanessa Gustafson, Dudley Wishard, and Corey Petterson (in person); None (via zoom). Absent: None. Also present: Superintendent Jeff Burgess (in person); Principal Dugstad (in person); staff members (in person/zoom); and community members (in person/zoom)

1. **Town Hall Meeting** (Odd Number Months) – Chairman Westrum explained the purpose of having the Town Hall meeting on the agenda.
- 4 **Community Comments** - None
- 5 **Spotlight on Education** – None – Chairman Westrum explained the purpose of Spotlight on Education.
- 6 **Approval of Agenda** – MMS Imle/Petterson to approve agenda as presented. MCU.
- 7 **Approval of Minutes from Previous Meeting** – MMS Petterson/Wittenberg to approve minutes as presented. MCU.
Vettleson – Yes, Wishard - Yes, Wittenberg – Yes, Westrum – Yes. MCU.
- 7.1 12/21/2020 - Regular Meeting
- 8 **Informational Items**
 - 8.1 **Principal Report** –Principal Dugstad discussed the following items: **1) Enrollment** – Principal Dugstad discussed the current enrollment. We currently have 218 Elementary students, 219 High School students, including 70 Distance Learning Students. **2) Testing** – Elementary NWEA testing is currently underway. He thanked both Jamie Weems and Melissa Weems for the smoothness of the testing. **3) High School Grades 7-9** – These students are currently back in person. A few distance learners have come back to the building. **4) IPP** – The 2020-2021 Indian Ed Policies and Procedures is up for approval. This is presented later in the board meeting. Mr. Dugstad welcomed the new board members. Questions about testing were asked and answered.
 - 8.2 **Superintendent Report** – Mr. Burgess discussed the following items: **1) Educational** – A) **Worlds Best Workforce (WBWF)** – Work on analyzing our district leadership structure and goal setting process through WBWF. WBWF hinges on goals for every student ready for kindergarten, every student reading by 3rd grade, achievement gap, graduation and attendance. The Northstar Report for MDE focuses on these categories, as well as attendance. Once we have some recommendations from that group, we should probably start analyzing those goals along with the board for some long range strategic planning. We should look at a board work session or process for our long term planning as we move forward. B) **Distance Learning** – We biggest challenges we are seeing at this point are assignment completion and attendance on our online days. WE see some students struggle every year, but the hybrid and distance learning has amplified some of these issues. C) **Calendar Committee** – This committee will start discussions for the upcoming year. D) **Masks, Shields, COVID Testing, and Vaccine** – Updates were given on new mandates and availability of testing and vaccines.
2) Building –A) **Floors** – The floor in the gym has been re-coated. This is the same company we used last year. B) **Final Construction Budget** – The final budget for our building project has been included in your packet. We have an overall project balance of \$83,995 left. We have a little bit of time before we need to use these funds. They can be used for expenses on the addition or other building needs. We will take a look at whether there is extra materials, repairs or adjustments we need for the new addition. After that we can use the remaining dollars for other building needs/maintenance. C) **Flag Pole Estimates** – We have some estimates for running electricity to the flag pole. The solar lights don't do well in the winter. **3) Technology** – A) **Managed IT** – We have requested quotes for our Managed IT services. We currently have Marco, but their contract is up at the end of the year. We will use our technology focus group to work the quote process and make recommendations to the board on how we would like to move forward. **4) Finance** – A) **New ESSER Funding** – We received word that we will see the ESSER funding come through this year. We don't have specific timelines for receipt of the funds. The estimate we received shows that we would be receiving approximately \$400,000, which we would be able to use this year and next year. We've identified some priorities of staff devices, and completing iPad purchases for our elementary. We are close to having one device per student. Our staff computers are rather old. Some other categories that we might be able to use the funds for are summer programming and facilities. B) **Current ESSER Funding** – We will start on two things for finance as we move forward. The first is closing out our ESSER I funds. Next will be budgeting for our ESSER II funds, while getting our budget done for next year. **5) Legislative** – A) **Current Status** – Currently, several different pieces of legislation are being discussed. One issue schools are facing is with the decline in enrollment for the year. Ideas have been introduced to do a hold harmless for this year based on student enrollment, but it has not gained much traction. We do get extra funds through ESSER, but those are typically earmarked for specific expenses. We are hearing we will not see any increases in funding, and might see a possible shift moving into next year. **6) Community Education** – A) **Elementary Basketball** – The program will start for grades 4-6 at the end of January. Community Education director is working to separate grades and classes as much as possible. Grades K-3 groups would start at the end of February. B) **Driver's Education** – This program is being scheduled to start soon. **7) Extracurricular** – A) **Procedures** – I've included our initial procedures for our extracurricular events moving forward. We are starting with 2 spectators per player. As we move through the first few games, we will look at if expanding is feasible.
 - 8.3 **Committee Report** – NA

- 9 **Consent Calendar** – MMS Imle/Petterson to approve Consent Calendar as presented. MCU.
- 9.1 Approval of Bills Presented – All Funds
 Payroll Expense Checks and Checks Written between Board Meetings: 68906-68924/Wires
 Payroll Checks 0030494 – 0030499
 January Bills Voucher Numbers: 59377 – 59456
 Check Numbers: 68925 – 68965
- Total Payroll/Expense Checks Approved: \$1,234,608.78
- 9.2 Approval of Electronic Transfers and Other Banking Transactions
- 9.3 Approval of Treasurer’s Report
- 9.4 Accept/Approve Donations
- 10 **Board Reorganization**
- 10.1 **Election of Officers -**
- 10.1.1 Chair – Nominations - Imle/Petterson nominate Jeff Westrum for 2021. No other nominations MCU.
- 10.1.2 Clerk – Nominations – Petterson/Vettleson nominate Tracy Imle Board Clerk for 2021. No other nominations MCU
- 10.1.3 Treasurer – Nominations – Imle/Wittenberg nominate Corey Petterson as Treasurer for 2021. No other nominations MCU
- 10.2 **Assignment of Committees** – MMS Wittenberg/Imle to approve committee memberships as listed below. MCU.
- MSBA Legislative – Gus Vettleson and Jeff Westrum
 Communications – Not required. Board decided to not fill committee at this time
 MSHSL – Jeff Westrum
 BRIC – Gus Vettleson
 Food Service Hearing Officer – Corey Petterson
 Safety/Building & Grounds – Vern Wittenberg, Vanessa Gustafson (alternate: Tracy Imle)
 Finance – Corey Petterson, Jeff Westrum and Vern Wittenberg
 Technology – Gus Vettleson (alternate: Jeff Westrum)
 Policy – Dudley Wishard, Vern Wittenberg
 Hiring – Tracy Imle, Vern Wittenberg (alternates: Vanessa Gustafson and Dudley Wishard)
 Negotiating (certified) – Tracy Imle, Gus Vettleson (alternate: Corey Petterson)
 Negotiating (non-certified) – Jeff Westrum, Dudley Wishard (alternate: Vern Wittenberg)
 Meet and Confer – Tracy Imle (alternate: Vanessa Gustafson)
 Transportation – Corey Petterson, Vern Wittenberg
 Superintendent Evaluation – Tracy Imle, Jeff Westrum and Vern Wittenberg
- 10.3 **Board Salaries** – MMS Petterson/Wittenberg to pay board officers \$80 and board members \$75 for board meetings; \$55 for negotiations, and \$50 for committee meetings in 2021. MCU.
- 10.4 **Official Meeting Dates** – MMS Wittenberg/Imle to hold board meetings on the 3rd Monday of every month during 2021, except on dates that fall on a holiday. MCU.
- 10.5 **Official Depositories** – MMS Imle/Petterson to use Border State Bank and Northern State Bank as official depositories for 21. MCU.
- 10.6 **Official Publication** – MMS Wittenberg/Imle to use The Leader Record and the Farmers Independent as the official publications for 2021. MCU.
- 10.7 **Official Signatures** – MMS Imle/Vettleson to assign Superintendent (Jeff Burgess), Business Manager (Paula Boomgaarden), Human Resources Director (Melissa McCoy), Board Chair (Jeff Westrum) and Treasurer (Corey Petterson) as official signatures for all accounts for 2021. MCU.
- 10.8 **School Attorney** – MMS Imle/Petterson to approve Knutson/Flynn & Deans as the School Attorney for 2021. MCU.
- 10.9 **Official Mileage Rate** – MMS Petterson/Wittenberg to use the current IRS rate as the official mileage rate for 2021. If a personal vehicle is used by personal choice when the school car is available, the rate used for mileage will be one half the IRS rate. MCU.
- 10.10 **Authorized LEA Representative** – MMS Wittenberg/Vettleson to name Superintendent as the Authorized LEA for 2021. MCU.
- 10.11 **MSHSL Board Representative** – MMS Petterson/Wittenberg to name Jeff Westrum as the Board Designated MSHSL Representative. MCU
- 11 **Old Business – None**
- 12 **New Business –**
- 12.1 Updated Budget for 2020-2021 – Supt Burgess presented the updated budget. Discussion was held. MMS Petterson/Gustafson to approve the updated budget as presented. MCU.
- 12.2 Generator Maintenance – Supt Burgess presented the quotes for generator maintenance, and explained the difference in pricing. Questions were asked and answered. MMS Imle/Petterson to approve the 3 year maintenance contract with Ziegler. MCU.
- 12.3 Resolution for Administration to Make Recommendations for Reduction of Programs/Staff – MMS Petterson/Vettleson to approve resolution. MCU.
- 12.4 Indian Policies and Procedures – Supt Burgess presented the IPP to the board. MMS Petterson/Vettleson to approve plan as presented. MCU.

12.5 Learning Model Change – Supt Burgess presented the updated Learning Model Plan, as recommended by the Safety Committee. The new plan would include a return to in-person learning for students in grades 7-9, starting on January 9, 2021, and a return to in-person learning for grades 10-12, starting on February 1, 2021. In-Person learning would take place Monday-Thursday, with Friday being a Distance Learning Day. A meeting was held with the Regional Support Team on Monday, January 11, 2021, and they approved this plan. Discussion was held. Questions were asked and answered. MMS Wittenberg/Vettleson to approve plan as presented. MCU.

12.6 Hiring of Brittney Salzer, Special Ed Para – MMS Vettleson/Wittenberg to approve hire. MCU.

12.7 Resignation of Blake Hanson, PT Custodian - MMS Vettleson/Petterson to accept resignation. MCU. The board and Mr. Burgess thanked Blake for his service.

13 **Action Items for February Meeting**

1

2

14 **Adjournment** – MMS Petterson/Vettleson to adjourn at 8:26 p.m. MCU.

Next Regular Meetings – Tuesday, February 16, 2021 at 7:00 p.m.