

CLEARBROOK-GONVICK SCHOOL
INDEPENDENT SCHOOL DISTRICT #2311
BOARD OF EDUCATION
REGULAR MEETING
October 19, 2020 - 7:00 P.M.

The meeting was called to order by Clerk Imle at 7:03 p.m. Declaration of Quorum – Members present: Tracy Imle, Richard Hetland, Corey Petterson, Kris Snyder, Tom Stenzel and Dudley Wishard (in person); Jeff Westrum (via zoom). Absent: None. Also present: Superintendent Jeff Burgess (in person), Principal Dugstad (in person), multiple staff members (in person/zoom), and multiple community members (zoom)

1. **Town Hall Meeting** (Odd Number Months)
- 4 **Community Comments** – Comments were made by teachers regarding additional pandemic leave. A staff survey was presented to the board regarding the need for a distance focused day.
- 5 **Spotlight on Education** – Ms. Goudge showed a power point presentation of events that have happened since the last board meeting.
- 6 **Approval of Agenda** – MMS Stenzel/Petterson to approve agenda as amended, adding item 11.12 – FMLA request. MCU.
- 7 **Approval of Minutes from Previous Meeting** – MMS Stenzel/Hetland to approve minutes as presented. MCU.
 - 7.1 09/17/20 – Regular Meeting
- 8 **Informational Items**
 - 8.1 **Principal Report** –Principal discussed the following items: **1) Testing** –Principal Dugstad advised that NWEA testing is set up and ready to go. **2) Homecoming** – Principal Dugstad advised that Homecoming is next week. Dress-Up days are posted around the school. **3) Staff Survey** – Principal Dugstad discussed the answers to questions on the survey regarding working outside of the school, as well as finding time to try to fit everything in. **4) IPP** – Mr. Dugstad discussed the IPP that will be on the agenda later in the meeting.
 - 8.2 **Superintendent Report** – Mr. Burgess discussed the following items: **1) Educational** - **A) Current Enrollment** – Supt Burgess advised that our current enrollment is 428, which is down from 444 last year. There is discussion in the legislature to allow funding based on student counts from last year. This will be very helpful. **B) Distance Learning** – Supt Burgess advised that we currently have 50 students involved in distance learning. He noted that we are seeing some struggles with assignment completion from some distance learning students. **C) Time for Prep** – Supt Burgess advised the board that our teaching staff is experiencing a time crunch to effectively handle both distance learning and teaching in person. There are some options that other districts are currently trying, such as half day online (or full day) learning on one day of the week. **2) Building** – **A) Geothermal System** – We had the geothermal crew in to fix our leak. They found he leak, and we were informed that the probable cause was pipes that angled into our system. When the ground freezes and thaws the movement can cause the angle to move, become weak and eventually leak. The crew informed us that they did not find any other issues at this time. **B) Furniture/Dishwasher/Contractor Payments** – We are still waiting for some furniture for the new addition, but most of it is here. We are still working on the dishwasher situation. Currently, the dishwasher sticks out & the plumbing is an issue. We are looking to see if a different sized dishwasher might fit better. Our payments for our contractors are mostly complete. We do keep a retainage for a portion of time. There is an issue with one subcontractor and their requests for payment from one of our contractors. The subcontractor is local. We do not have a contract with any subcontractor, and they deal directly with the general contractor. **3) Financial**– **A) Comparison Reports** – Supt Burgess discussed the Comparison Reports. Overall numbers look different with construction numbers coming out of the overall total. Paula put a separate calculation on the bottom, which shows the general fund calculation. Also, included in the packet this month was the UFARS Compliance Report, which shows the SOD calculation. This compliance report was updated from last month with journal entries that had not been done, specifically in our LTFM and Capital Accounts. This gives us a better picture of those funds, and our overall balance is up. This will help during this year, with our enrollment numbers down, and expenses up. **B) Audit** – The audit presentation will need to move to November. The state system in which the auditors input their data was down for a couple weeks, so the audit was 99% complete. We would not have been able to finalize the audit and approve it as a board in October, with it not being complete. **4) Technology** – **A) Computer Delivery** – We have contacted companies again and are still hoping for our Chromebooks as soon as possible. They said they don't have an exact time, but are hoping on the beginning of November. This would make our learning model a lot easier. Our iPads should hopefully be here shortly.
 - 8.3 **Committee Report** –
- 9 **Consent Calendar** – MMS Stenzel/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: 68656-68688/Wires
 - Payroll Checks No Checks Written – All Direct Deposit
 - August Bills Voucher Numbers: 58653 – 58672
 - Check Numbers: 68669 – 68733
 - Total Payroll/Expense Checks Approved: \$590,237.87
- 9.2 Approval of Electronic Transfers and Other Banking Transactions
- 9.3 Approval of Treasurer's Report
- 9.4 Accept/Approve Donations
- 10 **Old Business – None**
- 11 **New Business**
 - 11.1 **Assurance of Compliance** –MMS Stenzel/Petterson to approve as presented. MCU.
 - 11.2 **Title IX Policy (First Reading)** – Supt Burgess presented the first reading of the policy. No board action needed for 1st reading.
 - 11.3 **Learning Model** – Superintendent Burgess and Board member Imle presented the recommendation of the Safety Committee, which met this afternoon. Discussion was held. MMS Stenzel/Petterson to approve changing the current learning model from all in person Pre-K through 12th to in person elementary and hybrid for high school. MCU.

- 11.4 **Distance Learning Days** – Supt Burgess presented 2 possible options for a distance learning day, which would allow teachers to work with & prepare for distance learners. In Option A – Friday would be an early release day, with distance learning during the 2nd half of the day. Emergency Care would be available until 3:00 p.m. In Option B – Friday would be a full day of distance learning, with emergency care and food service. Discussion was held. MMS Stenzel/Wishard to approve Friday becoming a distance learning day full day (Option B). MCU.
- 11.5 **IPP** – Supt Burgess reviewed the Indian Ed Policy and Procedures. There are no major changes, but yearly approval is required. MMS Petterson/Stenzel to approve as presented. MCU.
- 11.6 **MSHSL Fee** – Supt reviewed the fee for this year. Discussion was held. MMS Stenzel/Hetland to approve bill. MCU.
- 11.7 **Employee Classification** – MMS Stenzel/Hetland to approve a portion ½ day of employee classification to class 4, based on duties being performed. MCU.
- 11.8 **Hiring – Blake Hanson- FT Custodian** - MMS Stenzel/Hetland to approve hire. MCU
- 11.9 **Hiring Stefanie Thomas – DCD Para** - MMS Stenzel/Hetland to approve hire. MCU
- 11.10 **Hiring – Tasha Bakke – Food Service** - MMS Stenzel/Hetland to approve hire. MCU
- 11.11 **Contract – Business Manager** – MMS Petterson/Hetland to approve contract. MCU
- 11.12 **FMLA Request** – MMS Petterson/Hetland to approve FMLA. MCU.
- 12 **Action Items for Next Meeting** –
 - 12.1
 - 12.2
 - 12.3
- 13 **Adjournment** – MMS Hetland/Stenzel to adjourn at 8:32 p.m. MCU

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