

CLEARBROOK-GONVICK SCHOOL
INDEPENDENT SCHOOL DISTRICT #2311
BOARD OF EDUCATION
REGULAR MEETING
December 21, 2020 - 7:00 P.M.

The meeting was called to order by Chairman Westrum at p.m. Declaration of Quorum – Members present: Richard Hetland, Corey Petterson, Tracy Imle, Jeff Westrum (in person); Kris Snyder, Dudley Wishard, (via zoom). Absent: Tom Stenzel. Also present: Superintendent Jeff Burgess (in person); Principal Dugstad (in person); staff members (in person/zoom); and community members (zoom)

1 **Town Hall Meeting**

4 **Community Comments** – None

5 **Spotlight on Education** – Ms. Anderson showed a power point presentation of events that have happened since the last regular board meeting

6 **Approval of Agenda** – MMS Imle/Petterson to approve agenda as presented, Roll Call Vote: Hetland - Yes, Imle - Yes, Petterson - Yes, Snyder - Yes, Wishard - Yes, Westrum – Yes. MCU.

7 **Approval of Minutes from Previous Meeting** –

7.1 11/23/20 – Regular Meeting – MMS Imle/Petterson to approve minutes as presented - Roll Call Vote: Hetland - Yes, Imle - Yes, Petterson - Yes, Snyder - Yes, Wishard - Yes, Westrum – Yes. MCU.

7.2 10/26/20 – Special Meeting - MMS Petterson/Imle to approve minutes as presented - Roll Call Vote: Hetland - Yes, Imle - Yes, Petterson - Yes, Snyder - Yes, Wishard - Yes, Westrum – Yes. MCU.

8 **Informational Items**

8.1 **Principal Report** –Principal discussed the following items: **1) Enrollment Update** – Principal Dugstad discussed the current enrollment numbers. **2) PLC** – Principal Dugstad advised the current items being discussed in PLCs with teachers. **3) MLK** – Principal Dugstad advised that MLK will be a virtual workshop hosted by Thief River Falls **4) Truancy** – Principal Dugstad gave an update on regarding state advice on how to handle truancy in the district, for the 2020-2021 school year. **5) Teacher Observations/Walkthrough** – Principal Dugstad discussed the upcoming observations and walk through visits for teachers. **6) Testing** – Elementary NWEA testing will be held in January.

8.2 **Superintendent Report** – Mr. Burgess discussed the following items: **1) Educational** - A) **VPK** – Supt Burgess advised a very low amount of students participated in pre-k across the state this year. He advised that they are re-assigning some of the funds for programs that are eligible and applied, but did not receive funds. The District has again applied for VPK, and hopefully will receive good new regarding funding. B) **Community Education** – Supt Burgess advised that Community Ed is getting lists together for drivers ed, and are trying to plan a time to do that program. **2) Building** – A) **Computer for Heating System** – The computer used to control our heating & cooling system has been very glitch lately. We are currently keeping an eye on the situation. B) **Long Term Generator Care** – We are currently looking at some long term contracts for our generator vs using a yearly contract. **3) Personnel** – A) Health Insurance – Our insurance bids are up for the year, so we will be getting bids on our health insurance for upcoming years. **4) Financial**– A) **Gen Ed** – Supt Burgess advised that our general education aid is still down, however, we have made up for that in other areas. Our expenses are still up, with some particular large expenses being in technology. We are still working on our budget update, and will have that ready in January. Our financial position looks okay at this point, but we are still wading through the different expenses and revenues we have seen for the year. Once we look at the budget for this year in January, we can start to budget for next year, using the updated levy certification. **5) Legislative** – A) **Regional Meetings** – Supt Burgess advised that Regional meetings were held, and legislative agenda items are starting to roll out for the spring and the new budget sessions. There is some discussion on the “Hold Harmless” for this year, but there doesn’t seem to be a strong push forward on that front. B) **State Budget** – With the budget biennium coming up MSBA and MREA updated superintendents on some possible things the state might do moving forward. With a looming budget deficit of 1-2 billion dollars, we are not expecting any increases for education moving forward. We are starting to hear that we may either have to look at some cuts to education overall, or funding shifts. Possible shifts could include an 85/15 or 80/20 scenario. C) **Committee Assignments** – Supt Burgess advised that he included committee assignment sheets in the December board packet. He advised it might be a good idea to think about what committee people would like to serve on as we move forward.

8.3 **Committee Report** – None

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

9.1 **Approval of Bills Presented** – All Funds

Payroll Expense Checks and Checks Written between Board Meetings:	68830-68852/Wires
Payroll Checks	0030491-0030493
December Bills	Voucher Numbers: 59153 – 59239
	Check Numbers: 68853 – 68905

Total Payroll/Expense Checks Approved: \$603,117.99

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**

10.1 – Title IX Third Reading – A third reading of the policy was done. Supt Burgess explained the updates to the policy. MMS Petterson/Imle to accept policy as presented. Roll Call Vote: Hetland - Yes, Imle - Yes, Petterson - Yes, Snyder - Yes, Wishard - Yes, Westrum – Yes. MCU.

11 **New Business**

- 11.1 **Truth in Taxation** – Supt Burges presented the Truth in Taxation report. No action needed.
- 11.2 **Approve Final Levy & Certify** – Supt Burgess presented the final levy. The maximum levy allowed is \$1,882,725.94, and includes a levy for Alternative Compensation (Q-Comp). The final levy, which removes the Alternative Compensation levy, totals \$1,837,300.43. MMS Imle/Petterson to approve levy as presented, without levying for Alternative Compensation. Roll Call Vote: Hetland - Yes, Imle - Yes, Petterson - Yes, Snyder - Yes, Stenzel - Yes, Wishard - Yes, Westrum – Yes. MCU.
- 11.3 **Minimum Wage** – Superintendent Burgess advised that we currently pay our subs \$10/hour. Minimum wage has increased to \$10.08/hr. MMS Petterson/Imle to approve increasing sub pay to \$11.00 /Hr, and to look at a possible increase based on what other districts offer. Roll Call Vote: Hetland - Yes, Imle - Yes, Petterson - Yes, Snyder - Yes, Wishard - Yes, Westrum – Yes. MCU.
- 11.4 **Resolution to Set Polling Place**– Supt Burgess advised that this is a legislated, yearly requirement. This is not for a general election. This is only for special elections not running with another election. He recommended that we set the polling place as the school. MMS Imle/Petterson to set the school as the polling place. Roll Call Vote: Hetland - Yes, Imle - Yes, Petterson - Yes, Snyder - Yes, Wishard - Yes, Westrum – Yes. MCU
- 11.5 **Approve NW MN Foundation Grant** – Supt Burgess advised that an additional GEER grant was made available by NW MN Foundation. He advised that he applied for the maximum grant of \$7,500, which would be used towards the cost additional iPads. The total cost of additional iPads is approximately \$8,820, so the District would pay approximately \$1,300 towards the cost of iPads. MMS Imle/Hetland to approve the grant. Roll Call Vote: Hetland - Yes, Imle - Yes, Petterson - Yes, Snyder - Yes, Wishard - Yes, Westrum – Yes. MCU
- 11.6 **Approve WBWF Plan** – Supt Burgess presented the plan. MMS Imle/Petterson to approve plan as presented. Roll Call Vote: Hetland - Yes, Imle - Yes, Petterson - Yes, Snyder - Yes, Wishard - Yes, Westrum – Yes. MCU
- 11.7 **Memorandum of Agreement Ed-MN** – Supt Burgess presented the MOU for Pandemic Leave for Ed MN. The agreement would make an additional 15 days of leave available through the remainder of the 2020-2021 school year. Supt Burgess advised that he believed the agreement to be reasonable, while offering protection to both the District and the staff. MMS Imle/Hetland to approve MOU. Roll Call Vote: Hetland - Yes, Imle - Yes, Petterson - Yes, Snyder - Yes, Wishard - Yes, Westrum – Yes. MCU
- 11.8 **Transportation Request** – Supt Burgess advised that we have received a request for pickup in Bagley. This year, we do have enough room on the bus at this point. It would be approximately 6 extra miles per day, which adds approximately \$2,000 in cost through the remainder of the year. Discussion was held. MMS Petterson/Hetland to approve Bagley pickup for the remainder of the 2020-2021 school year, and to review the issue for next year. Roll Call Vote: Hetland - Yes, Imle - Yes, Petterson - Yes, Snyder - Yes, Wishard - Yes, Westrum – Yes. MCU
- 11.9 **Learning Model** – Supt Burgess updated the board on the new guidance received from the Governor and MDE. Discussion was held. He advised that no action is needed at this time, if we wish to continue in our current learning model until the Safety Committee meets in January.
- 11.10 **Approve Hiring Tiffany Barta – Long Term Art Substitute** – MMS Imle/Petterson to approve hire. Roll Call Vote: Hetland - Yes, Imle - Yes, Petterson - Yes, Snyder - Yes, Wishard - Yes, Westrum – Yes. MCU
- 11.11 **Approve Hire of Guy Garner – Part Time Custodian** – MMS Imle/Hetland to not approve hire at this time. Roll Call Vote: Hetland - Yes, Imle - Yes, Petterson - Yes, Snyder - Yes, Wishard - Yes, Westrum – Yes. MCU
- 11.12 **Resignation of Brittany Salzer – Paraprofessional** – MMS Petterson/Hetland to accept resignation. Roll Call Vote: Hetland - Yes, Imle - Yes, Petterson - Yes, Snyder - Yes, Wishard - Yes, Westrum – Yes. MCU. Superintendent Burgess thanked Brittany for her service.
- 11.13 **Leave of Absence Agreement** – Supt Burgess presented the update leave agreement. MMS Imle/Petterson to approve leave agreement. Roll Call Vote: Hetland - Yes, Imle - Yes, Petterson - Yes, Snyder – Yes, Wishard - Yes, Westrum – Yes. MCU
- 11.14 **Adding Distance Learning Coordinator** – Supt Burgess discussed the need for the addition of this position, and the importance of having this person in place for the second semester. Discussion was held. MMS Imle/Hetland to approve distance coordinator position for the remainder of the school year. Roll Call Vote: Hetland - Yes, Imle - Yes, Petterson - Yes, Snyder - Yes, Wishard - Yes, Westrum – Yes. MCU

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

- 12.1
- 12.2
- 12.3

13 **Adjournment – Chairman Westrum thanked the departing board members for their service on the board.** MMS Imle/Petterson to adjourn at 8:24 p.m. Roll Call Vote: Hetland - Yes, Imle - Yes, Petterson - Yes, Snyder - Yes, Wishard - Yes, Westrum – Yes. MCU

Next Regular Meeting – Tuesday, January 19, 2021, at 7:00 p.m.