

CLEARBROOK-GONVICK SCHOOL
INDEPENDENT SCHOOL DISTRICT #2311
BOARD OF EDUCATION
REGULAR MEETING
July 20, 2020 - 7:00 P.M.

The meeting was called to order by Chairman Westrum at 7:00 p.m. Declaration of Quorum – Members present: Jeff Westrum, Tracy Imle, Richard Hetland, and Tom Stenzel (in person), and none (via zoom). Absent: Corey Petterson, Snyder and Dudley Wishard. Also present: Superintendent Jeff Burgess (in person), Principal Dugstad (in person), multiple staff members (in person/zoom) and community members (zoom). No Board Members are attending via zoom, so votes will not be roll call votes for this meeting.

1. **Town Hall Meeting** (Odd Number Months)

4 **Community Comments** - None

5 **Approval of Agenda** – MMS Imle/Hetland to approve agenda as amended, adding Items 8.4 – Accept Donations, and item 10.6 – Resignation of Lowell Bjerke. MCU.

6 **Approval of Minutes from Previous Meeting** - MMS Stenzel/Hetland to approve minutes as presented. MCU.

6.1 06/20/20 - Regular Meeting

7 **Informational Items**

7.1 **Principal Report** –Principal Dugstad discussed the following items: **1) Open House** – The plan is to hold a virtual Open House depends on Governor’s and MDE decision. **3) Plan for Return** – Principal Dugstad reviewed the current plan for the different possible options for the return in the fall.

7.2 **Superintendent Report** – Mr. Burgess discussed the following items: **1) Building** - A) Project Timeline – The project has been steadily progressing. Work will be done on the metal paneling this week. Change orders have quieted down after the start of the project. They are still looking at project completion of August 17, 2020. One area that is still being worked on is casework for the rooms. Hopefully, it will be here by that time. If not, however, the wait will not be long. B) Technology – This project is progressing at this point. We have to make some small adjustments at this point for how things are stationed in our technology closets. C) Geothermal Unit – We have done testing on our unit because of the problems we had during the winter/spring. They are not able to detect any leaks at this time, but we are losing fluid during the year. While digging to test we found the pipes were surrounded by clay, which could be an issue with the freezing and unfreezing at the onset & end of winter. We are bringing in a more thorough testing service, which will hopefully pinpoint the issues we have been having with fluid loss. **2) Educational – COVID** – A) COVID Updates – We are working on our COVID planning for the upcoming year. We are not receiving a lot of concrete information about what the plan will be moving forward. I’ve included some information that we are working with right now. I’ve been meeting with our safety committee and the county nurse to go over health procedures, how we operate, transportation and facilities. Mr. Dugstad has been working with the instructional piece of the teaching/learning that happens in each plan. I’ve included information for each of the three plans that is critical right now. One consideration is the fact that we have to be prepared to switch between our three plans and what happens if we have students who test positive or are symptomatic. B) Plan A – Back in full. In this situation, we don’t have a lot of concerns about our operations during the day. We have safety procedures for all plans, but in this situation we don’t have to follow the six foot rule, which makes our operations a lot easier. We will still follow a lot of sanitization and safety procedures, but we can operate as normal on a lot of fronts. We will still use our technology platforms as our base. C) Plan B – Hybrid. One of the critical pieces of information we are waiting on is our capacity of students in the building. We have the fire marshal calculations (included in packet), but one of the critical pieces of information is if the 6 foot rule is strictly applied if students are wearing masks in the building or not. Our capacity in each classroom can house more than 50% of kids, but if the 6 foot rule applies, this brings our capacity down for each day and we could do about 50%. Transportation is a large factor in this situation. With a smaller space, like a bus, our ability to transport becomes very limited. A survey question of how many parents can transport students is included with your packet. We are working with the transportation company regarding mid-route drop off scenarios. The next piece of the hybrid puzzle is when kids can attend school. With capacity limits comes scheduling. We can accommodate about half the kids per day. We are planning on an A/B schedule. We surveyed parents, and it was relatively split on whether a Monday/Tuesday and Wednesday/Thursday or Monday/Wednesday Tuesday/Thursday schedule works. Friday is the day that will be in question. Some local districts are putting in a planning/flex day, which has been Fridays for almost all districts. The reason for this is the multiple formats of learning. The other piece that becomes a large factor is how we teach half the kids at home & half the kids at school. Our online platform will help, but the hybrid option also brings up the question of teacher preparation time. If we are doing an online learning platform, and also have students in the building, how do we give teachers time to prepare? In distance learning, the majority of preparation is the online work and grading, while in class instruction is different. Some schools in the area are doing a flex or planning day. The portion of this then becomes, do we use Friday as this day/a partial planning day/or be in school on this day? The last piece of the hybrid option is food service and emergency care. We are required to do emergency care for students aged 4-12 for essential personnel. We would anticipate between 50-70 students, and possibly higher, with this scenario. We have 5 classrooms that we can move to this option, which would allow 50-70 children. If the numbers are higher than this, it would give us some space issues. With emergency care and food service staffing becomes our issue. D) Distance Learning – As with Option A, we are confident in our ability to do distance learning. We have adjustments to make from this spring, but logistical issues are not a challenge. **3) Financial** – A) **Comparison Reports** Reviewing last year’s financials, we seem to be in a pretty good position. Our revenues were strong, with about \$400,000 above what was budgeted. This includes one-time and new funding were not expecting to receive. Our expenses were above where we wanted them to be. It was about \$200,000 more than last year. Portions of this overage were staffing, transportation, and insurance. **4) Community Education** – A) Summer Rec – We have been doing practices for our older students, and it has been going well so far. B) Long-Term Substitute – We are interviewing for this position on July 29th. **5) Personnel** – A) Interviews – Interviews will be held for the front desk

position on July 27th, and the long-term substitute for community education on July 29th. **6) School Board Breakfast** – This will be held on Monday August 31st.

7.3 **Committee Report** –

7.3.1 – Negotiations – Chair Westrum gave a report regarding the Support Staff, MSEA negotiations. A tentative agreement was reached. MSEA members will vote, and will be presented for approval at the next meeting.

7.3.2 – Building Committee - None

8 **Consent Calendar** – MMS Imle/Stenzel to approve Consent Calendar as presented. MCU.

8.1 Approval of Bills Presented (including Student Activity)

Payroll Expense Checks and Checks Written between Board Meetings:	68389-68429/Wires
Payroll Checks	0030475 – 0030479
June Bills (19-20 Year End Clean Up)	Voucher Numbers: 58057 – 58089
	Check Numbers: 68430 – 68442
July Bills	Voucher Numbers: 58091 – 58146
	Check Numbers: 68443 – 68480

NOTE: Voucher # 58090 was done in between bill runs. This was for the Bank of Montreal June Statement. It was processed in June of 2020, and paid (as a wire) in July of 2020. The items paid on the bill were listed as accounts payable for 19-20.

Total Payroll/Expense Checks Approved: \$930,966.36

8.2 Approval of Electronic Transfers and Other Banking Transactions

8.3 Approval of Treasurer’s Report

8.4 Accept/Approve Donations totaling 17,112.22 for period 6/13/20 through 6/30/20

9 **Old Business** – None

10 **New Business**

10.1 **Resolution Approving LTFM Plan** – Superintendent Burgess presented the 10 year LTFM plan. MMS Stenzel/Hetland to approve Resolution. MCU.

10.2 **Approval Lunch Fees for 20-21** – Supt Burgess presented the increases required for school meals for 20-21, increasing .05 cents for both elementary and high school. MMS Hetland/Imle to approve meal increase for 20-21. MCU.

10.3 **Milk Bids for 20-21** – Superintendent presented bids received. MMS Stenzel/Hetland to accept the bid from Prairie Farms (Formerly Dean’s Foods). MCU.

10.4 **Technology Purchasing for 20-21** – Supt Burgess presented the purchasing plan for 20-21. MMS Stenzel/Hetland to approve technology purchases for 2020-2021, 100 chrome books (4-12) and 7 iPads per room (K-3). MCU.

10.5 **Approve Addition of Early Childhood Structured Day Para** – Supt Burgess discussed the need to add an additional person to the Early Childhood team in preparation for the addition of programming. MMS Imle/Hetland to approve adding a para position for Early Childhood Structured Day Program, which would be paid through Achievement & Integration Funds. MCU.

10.6 **Accept Resignation – Lowell Bjerke – Head of Maintenance** – MMS Imle/Stenzel to accept resignation effective in October of 2020. MCU. Superintendent Burgess expressed his appreciation for Lowell’s work over the years. Chair Westrum thanked Lowell for his many years of dedicated service.

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

11.1

11.2

11.3

12. **Adjournment** – MMS Hetland/Imle to adjourn at 7:55 p.m. MCU

Next Special Meeting – Monday, August 3, 2020 at 7:00 p.m.

Next Regular Meeting – Monday, August 17, 2020, at 7:00 p.m.