

**CLEARBROOK-GONVICK SCHOOL**  
**INDEPENDENT SCHOOL DISTRICT #2311**  
**BOARD OF EDUCATION**  
**REGULAR MEETING**  
**MAY 21, 2018 - 7:00 P.M.**

The meeting was called to order by Chairman Wetrum at 7:01 p.m. Declaration of Quorum – Members present: Jeff Westrum, Tracy Imle, James Galloway, Richard Hetland, Tom Stenzel, and Kris Snyder and Corey Petterson (arrived at 7:45 p.m.) Absent: None Also present: Superintendent Wayne Olson, Principal Burgess, Carl Dugstad (Newly hired Principal for 18-19) 2 ICS Representatives, 9 staff members, and 1 community member

1. **Town Hall Meeting** (Odd Number Months)
- 4 **Community Comments** – None
- 5 **Spotlight on Education** – Ms. Goudge presented a power point highlighting items and events that have happened since the last board meeting.
- 6 **Approval of Agenda** – MMS Imle/Galloway to approve agenda as presented, with 11-4 being moved up before old business. MCU
- 7 **Approval of Minutes from Previous Meeting** - MMS Stenzel/Snyder to approve minutes as presented from the April 186 2018 regular meeting
- 8 **Informational Items**
  - 8.1 **Principal Report – Principal Report** – Principal Burgess discussed the following items: 1) **Graduation** – Seniors are on track to graduate with the possibility of one non-walking senior. 2) **Student Achievement** – Preliminary scores are in. The reading score should rise, while science and math will be down. The elementary will be at the state proficient in reading. We are optimistic for next year's scores. Principal Burgess presented a power point showing preliminary test scores for the recent MCA tests that were taken 3) **7<sup>th</sup>/8<sup>th</sup> Grade Retention** – There are 4 possible retentions for 7<sup>th</sup> & 8<sup>th</sup> grade. Parents were contacted during the school year with a letter every grading period. These parents have been contacted by phone as well. A summer online program is offered for students who risk being retained. 4) **Class Sizes** – One 3<sup>rd</sup> grade section, two 2<sup>nd</sup> grade sections. Numbers will be monitored over the summer to watch for potential changes. A class size recommendation chart is enclosed with the principal's report. 5) **Carl Dugstad** – Mr. Burgess introduced Mr. Carl Dugstad
  - 8.2 **Superintendent Report** – Mr. Olson discussed the following items: 1) **Commons Floor** – We have only received 1 quote for the commons floor. Supt Olson suggested that perhaps we should do the lighting project in the commons this year and continue to look for quotes on the flooring project. 2) **Lead Testing** – As per the new requirements, water samples have been taken and were shipped to the testing facility. 3) **Roof** – We did do some roof repairs. The cost was approximately \$2,500. These repairs will probably be a yearly item, and costs will vary each year. 4) **Health Insurance** – The District Health Insurance plan premiums dropped for next year by approximately 1% 5) **Trap** – An Open House will be held on May 30<sup>th</sup> as a thank you for the support the Trap team has received this year. 6) **Salary Schedule** – Michelle DeVries, Casey Kroulik and Alisha Rude will all be moving to a new lane on the salary schedule 7) **Early Childhood Screening** – 31 3 and 4 year olds were screened this year.
  - 8.3 **Committee Reports** - None
- 9 **Consent Calendar** – MMS Stenzel/Galloway to approve Consent Calendar as presented. MCU
  - 9.1 Approval of Bills Presented

Payroll Expense Checks and Checks Written between Board Meetings:	65934 – 65962/Wires
Payroll Checks	0030125 – 0030148
May Bills	Voucher Numbers: 52018 – 52126
	Check Numbers: 65963 – 66027
  - Total Payroll/Expense Checks Approved: \$508,054.36
  - 9.2 Approval of Electronic Transfers and Other Banking Transactions
  - 9.3 Approval of Treasurer's Report
- 10 **Old Business**
  - 10.1 **Nordlund Leave Request** – Superintendent Olson spoke regarding the two types of leave possible for Mrs. Nordlund. The first is FMLA, which is 12 weeks. In Mrs. Nordlund's case FMLA would begin on 8/27/18 and last until 11/16/18. In addition, the contract allows for Child Care leave. Child Care leave is at the board's discretion, and has a more open ended time line. As Mrs. Nordlund is requesting leave through the end of the Holiday Break, the Child Care Leave would allow her an additional 5 weeks (11/17/18 thru 1/1/19). As per the contract if Child Care Leave is granted, it would be without pay or benefits. For record keeping purposes, Mrs. Nordlund would need to provide a request for Child Care Leave, in addition to the FMLA request that has already been submitted. MMS Imle/Galloway to approve the leave request as follows: 12 weeks FMLA (8/27/18 thru 11/16/18) using both paid time off and unpaid time off, and Child Care Leave under the contract for 5 weeks (11/17/18 thru 1/1/19). The Child Care Leave is to be tentatively approved until receipt of the 2<sup>nd</sup> request is given to the District by Mrs. Nordlund. In addition, Mrs. Nordlund agrees to inform the District prior to the November Board Meeting if she decides not to return after the Holiday Break. MCU.
  - 10.2 **Elementary Class Size** – Mr. Burgess discussed the Elementary Class size recommendations. Discussion was held & questions were asked.
  - 10.3 **School Forest** – Supt Olson discussed the insurance needs for people to be able to harvest trees in our school forest. Discussion was held. Supt Olson asked that the interested party contact him next week, so he can explain the procedure.

- 11 **New Business**
  - 11.1 **Personnel**
    - 11.1.1 **Approval of Contracts/Resignations**
      - 11.1.1.1 **Carl Dugstad (Principal)** – MMS Imle/Petterson to approve contract as K-12 principal for the 2018-2019 school year. MCU
      - 11.1.1.2 **Mandy Knable (Cook)** – MMS Imle/Petterson to approve contract. MCU.
      - 11.1.1.3 **Approve Resignation of Marilyn Johnson (Elementary Teacher)** – MMS Imle/Galloway to accept resignation. MCU.
  - 11.2 **Minnesota State High School League Membership Resolution** – MMS Imle/Galloway to approve MSHSL resolution. MCU.
  - 11.3 **Approval of Superintendent, Jeff Burgess, as the Identified MDE Authority to Authorize User Access for 2018-2019** – MMS Galloway/Imle to approve Supt Burgess as MDE Authority. MCU.
  - 11.4 **ICS Presentation on Facilities Input** – Glen Chido and Jason Splett gave a power point presentation regarding the recent survey and listening sessions held regarding possible updates to our facility. Discussion was held, and questions were asked and answered. Supt Olson advised that a working session/special meeting held with ICS and Ehlers to discuss options before a decision is made as to the next step in early June.
  - 11.5 **MOU with Clearwater County Sheriff's Department for SRO Staffing** – Supt Olson presented the MOU to the board. Andy Anderson will be utilized 1 hour per day as an SRO. Andy will be a licensed officer within the school. His schedule won't change much, and it will be an advantage to the District to have a licensed officer on the premises. Cost will be roughly under \$4,000 if we stay at 170 hours for the year. MMS Imle/Galloway to approve MOU. MCU.
- 12. **Action Items for June Meeting** –
  - 12.1 Special Meeting June 14<sup>th</sup>
  - 12.2
  - 12.3
- 13 **Adjournment** – MMS Imle/Petterson to adjourn at 8:37 p.m. MCU

Next Special Meeting/Working Session – Thursday, June 14, 2018 at 7:00 p.m.

Next Regular Meeting – Monday, June 18, 2018 at 7:00 p.m.