

**CLEARBROOK-GONVICK SCHOOL**  
**INDEPENDENT SCHOOL DISTRICT #2311**  
**BOARD OF EDUCATION**  
**REGULAR MEETING**  
**November 23, 2020 - 7:00 P.M.**

The meeting was called to order by Chairman Westrum at 7:04 p.m. Declaration of Quorum – Members present: Tracy Imle, Tom Stenzel, Jamie Wishard, Corey Petterson, and Jeff Westrum, (in person); Kris Snyder (via zoom). Absent: Richard Hetland. Also present: Superintendent Jeff Burgess (in person); Principal Dugstad (in person); Vern Wittenberg-Board Elect (in person); Brian Stavanger – representing Eide Bailly (via zoom); staff members (in person/zoom); and community members (in person/zoom)

1. **Community Comments** - None

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

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

6 **Approval of Minutes from Previous Meeting**

6.1 10/19/20 – Regular Meeting – MMS Imle/Stenzel - Roll Call Vote: Imle - Yes, Petterson - Yes, Snyder - Yes, Stenzel - Yes, Wishard - Yes, Westrum – Yes. MCU.

6.2 11/09/20 – Special Meeting – MMS Imle/Stenzel - Roll Call Vote: Imle - Yes, Petterson - Yes, Snyder - Yes, Stenzel - Yes, Wishard - Yes, Westrum – Yes. MCU.

7 **Informational Items**

7.1 **Principal Report** –Principal discussed the following items: **1) MDE, AIPAC Meeting** – Principal Dugstad discussed the results of the recent meeting with MDE. Current expected uses for the funding includes Scholarships and fees, after practice/tutoring bus, and Paras who are working directly with American Indian students. **2) Learning Model – High School** – Principal Dugstad advised that the current model in the high school is the Hybrid Model, and it seems to be going well. Our biggest challenge is social distancing. **3) Learning Model - Elementary** – Principal Dugstad advised that the in-person, Friday distance model is going well in the elementary school. Our biggest issue is staffing concerns, and probably will be moving forward. **4) Sports Activities** – Principal Dugstad advised that per orders of the Governor of the State of Minnesota, there are new prohibitions for sports and gatherings. **5) PLCs** – Focus on subject areas and teaching teams.

7.2 **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) Extra-Curricular** – Supt Burgess advised that the recent governor’s orders paused in person extracurricular activities through December 18, 2020. We can still have virtual practices at this time. We are still preparing to run our seasons. **2) Building – A) Leak** – We had the plumbers in to fix a significant leak last week in one of our water lines. Fortunately, they came in at 8:30 at night, so we were able to have school the next day. Thank you! **B) Furniture -New Addition** – Most of our furniture for the new addition has arrived. **C) Flooring** – We have met with the flooring contactor for the new addition, and they will be replacing the floor in the hallway and two classrooms because it was not up to expectations. **D) Final Bills** - We are finishing our final budgets for projects, and should have those available at the December board meeting. **3) Financial– A) Budget** – Supt Burgess advised that we are currently working to adjust the budget to account for our drop in students, and our adjustments to revenue and expenditures. We are spending a bit more money this year with the additional purchases of technology, but are also trying to spend within the extra revenues we have received so far. Comparison reports were reviewed.

7.3 **Committee Report – None**

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

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

Payroll Expense Checks and Checks Written between Board Meetings:	68734-68767/Wires
Payroll Checks	0030490
December Bills	Voucher Numbers: 58915 – 59040
	Check Numbers: 68768 – 68829

Total Payroll/Expense Checks Approved: \$793,973.72

8.2 **Approval of Electronic Transfers and Other Banking Transactions**

8.3 **Approval of Treasurer’s Report**

8.4 **Accept/Approve Donations**

9 **Old Business – None**

10 **New Business**

10.1 **Approval of Auditors Report** – Brian Stavanger of Eide Bailly presented the audit report for fiscal year 2020. Questions were asked and answered. MMS Imle/Petterson to approve audit report as presented. Roll Call Vote: Imle - Yes, Petterson - Yes, Snyder - Yes, Stenzel - Yes, Wishard - Yes, Westrum – Yes. MCU.

10.2 **Title IX Policy (Second Reading)** – Supt Burgess presented the second reading of the policy. No board action needed for the 2<sup>nd</sup> reading.

10.3 **Learning Model** – Superintendent Burgess discussed the current situation and presented the recommendation of the Safety Committee, which met on Thursday, November 19, 2020. Discussion was held and questions were answered. The board decided to continue as we are, as long as we can staff the models

- 10.4 **Approval of Hiring a Cook for the 2020-2021 School Year**— Supt Burgess advised that we have been using a sub cook in the kitchen for a portion of this year, in order to help meet the requirements of providing meals in a variety of different formats. The addition of an extra cook for this school year would help us get meals out to the students who need it without having to pull staff from other areas, which can impact our maintenance of effort. MMS Imle/Stenzel to approve hiring an additional cook for the 2020-2021 school year. Roll Call Vote: Imle - Yes, Petterson - Yes, Snyder - Yes, Stenzel - Yes, Wishard - Yes, Westrum – Yes. MCU
- 10.5 **Set Board Dates for January and February** – Supt Burgess advised that the normal meeting dates in January and February fall on Federal holidays, and meetings are not allowed on those dates. Therefore, we would need to set different dates for those meetings. – MMS Imle/Petterson to move January meeting date to 1/19/21, and the February meeting to 2/16/20 at 7:00 pm. Roll Call Vote: Imle - Yes, Petterson - Yes, Snyder - Yes, Stenzel - Yes, Wishard - Yes, Westrum – Yes. MCU
11. **Action Items for December Meeting** –
- 11.1
- 11.2
- 11.3
12. **Adjournment** – MMS Petterson/Imle to adjourn at 8:33 p.m. Roll Call Vote: Imle - Yes, Petterson - Yes, Snyder - Yes, Stenzel - Yes, Wishard - Yes, Westrum – Yes. MCU

Next Regular Meeting – Monday, December 21, 2020, at 7:00 p.m.