

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

The meeting was called to order by Clerk Imle at p.m. Declaration of Quorum – Members present: Tracy Imle, Richard Hetland, Tom Stenzel, Dudley Wishard, Kris Snyder, Corey Petterson (in person); no members (via zoom). Absent: Jeff Westrum. Also present: Superintendent Jeff Burgess (in person), Principal Dugstad (in person), staff members (in person/zoom), and community members (zoom)

1. **Town Hall Meeting** (Odd Number Months)
- 4 **Community Comments/Spotlight on Education** – A comment was made regarding a teacher leave request. Ms. Goudge showed a power point presentation of events that have happened since school began on 9/8/20.
- 5 **Approval of Agenda** – MMS Petterson/Stenzel to approve agenda as amended, with the addition of items 8.4 – Approval of Donations; 10.15 – Hiring of Amanda Bodensteiner; 10.16 – Hiring of Virgil Tronnes as Lead Custodian; 10.17 – Hiring Lindsey Lanmors - Junior High Volleyball; MCU.
- 6 **Approval of Minutes from Previous Meeting** - MMS Stenzel/Peterson to approve minutes as presented. MCU.
 - 6.1 08/31/20 - Special Meeting
- 7 **Informational Items**
 - 7.1 **Principal Report** –Principal discussed the following items: **1) Distance Learning** – Principal Dugstad advised that we currently have 72 Distance Learners. He noted a few have returned to in-person learning. He also advised that the staff work load has increased due to the combination of in-person & distance learners. He noted that there is creative work being done to try to get teachers time to focus on the distance learning. **2) Class Sizes** – Principal Dugstad discussed the class & section sizes. **3) CRT** – Picture Day was held on 9/25/20, and went well. **4) FastBridge Testing** – This program will be paid for with ADIS funding. Approximately 75 students will be tested. **5) Student Enrollment** – Principal Dugstad discussed open enrollment.
 - 7.2 **Superintendent Report** – Mr. Burgess discussed the following items: **1) Educational** - A) **Distance Learning** – Supt Burgess discussed the percentage of distance learning students for our district vs other districts. He noted that this is challenging for our teachers, and advised that different options to provide prep time to teachers is being explored. B) **COVID Safety Precautions** – Supt Burgess noted that things have been going well so far, and that minor adjustments are made daily. He advised that the lists noting Hybrid splits were sent out last week. These lists would be used if we needed to switch to the Hybrid model. We are currently finishing preparations for that model. The current list of emergency care participants is approximately 30-40 children. This does allow us some flexibility for low sections to allow students to remain in class on the days the child is in emergency care. This will allow our paras to stay in their current assignments. This can change if more sign up for emergency care. Multiple communications have been sent out to elementary parents regarding emergency care sign up. **2) Technology** – A) **Chromebooks** – Chromebooks are currently on back order. After multiple communications, it appears the arrival date will be around the first part of November. We have put in a 2nd order for Chromebooks with another company. Whichever company ships first, we will cancel the order with the 2nd company. Both companies have indicated that this is okay, due to the current situation. B) **iPads** – These are being used in the K-3 classrooms. This is going well, but teachers have requested 5 more per classroom to enable teachers to send some home in case we have to go to a different learning model. We do have some ESSR funds that could be used for this purpose. If we ordered 40 more iPads, it would cost approximately \$13,160. This would help reduce the dependence on Chromebooks in the early elementary. iPads take approximately 3 weeks to get in. C) **Upgrade/TimeClock** – We have our new technology system installed. We’ve had some glitches I our WiFi service to start the year. One area that is an issue is that we have some old systems running with the new system. Our Timeclock currently requires operating on an old server rather than one of the new servers. It is also not currently supported because of the age of the system. A quote is in your packet for a new system that would allow us to not continue to require running on dual systems. **3) Enrollment** –A) **Current Numbers** – Our enrollment is currently down about 9 students. It was lower at the beginning of the year, but we have gained a few students since then. Enrollment sheets are attached. There are some low elementary numbers, and higher numbers for our first grade teacher. There is a lot of discussion at this point of adjustments to financial support, because of a few districts who have lost significant numbers of students, and how it will impact funding for the year. **4) Financial**– A) **UFARS Compliance** – Supt Burgess discussed the UFARS Compliance Report. This report gives us an ending balance for the year. The unrestricted fund balance did go up, but more was unrestricted & LTFM funds were spent then he is comfortable with. Replacing compressors took more out of LTFM than was anticipated. Our unrestricted fund balance is now at \$1,459,175, which is about 30%. Losing 9 students will impact our funds for this year. **5) Athletics** – A) **MSHSL** – MSHSL held a board meeting today regarding fall sports. Football and Volleyball seasons will start on Monday, September 28th. Both sports have held some practices this fall. **6) Building** – A) **Building Project** – We have almost are completely done with the building project. We are still waiting on the dishwasher placement. I’ve communicated the concern multiple times. The floors will be redone over Christmas break. We are still short on furniture because of shipping delays. **7) Early Childhood** – A) **Structured Day** – The Structured Day is up and running. Our full Early Childhood program starts in October. I’ve included the updated fee schedule for those programs. We bill by the hour for that program, so there was an increase in fees because of the expanded programming.
 - 7.3 **Committee Report** –
 - 7.3.1 – Negotiations – Contracts for 4 positions will be presented later.

- 8 **Consent Calendar** – MMS Stenzel/Petterson to approve Consent Calendar as presented. MCU.
- 8.1 Approval of Bills Presented – All Funds
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| Payroll Expense Checks and Checks Written between Board Meetings: | 68554-68560/Wires |
| Payroll Checks | 0030487 – 0030489 |
| August Bills | Voucher Numbers: 58357 – 58529 |
| | Check Numbers: 68577 – 68655 |
- Total Payroll/Expense Checks Approved: \$895,673.04
- 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 **Clearwater Co Nursing Services Contract** –MMS Stenzel/Petterson to approve contract as presented. MCU.
- 10.2 **Preliminary Levy Certification** – Supt Burgess presented the proposed levy. The final levy will be voted on at the December meeting. MMS Stenzel/Hetland to approve proposed levy as presented. MCU.
- 10.3 **IPAD Purchase** – MMS Petterson/Wishard to approve purchase. MCU.
- 10.4 **Time Clock System** – Superintendent presented the different options available for a new time clock, comparable to what we have now, RDT Touch 400 HID Proximity. MMS Stenzel/Petterson to approve purchase of a new time clock system with support. MCU.
- 10.5 **ICS Letter** – Supt Burgess presented the letter from ICS. Discussion was held. MMS Stenzel/Hetland to accept ICS Response. MCU.
- 10.6 **Aspire Investment Addition** – Supt Burgess presented the new investment option for 403B participants. MMS Petterson/Hetland to accept addition. MCU.
- 10.7 **Contract – Human Resources** - MMS Stenzel/Hetland to approve contract. MCU.
- 10.8 **Contract – Confidential Secretary** - MMS Stenzel/Hetland to approve contract. MCU
- 10.9 **Contract – Behavior Interventionist** - MMS Hetland/Stenzel to approve contract. MCU
- 10.10 **Contract – Food Service Director** - MMS Snyder/Petterson to approve contract. MCU
- 10.11 **Employee Class Change Request** - Board advised that job description be updated prior to bringing request to the board.
- 10.12 **Employee Lane Change Request** - MMS Hetland/Stenzel to approve Lane Change Request. MCU
- 10.13 **Employee Leave Request** – Supt Burgess provided the board with an updated leave request for employee. MMS Petterson/Stenzel to accept Leave of Absence Agreement. MCU
- 10.14 **Hiring – Darby Engberg for Early Childhood PT Position** – MMS Stenzel/Hetland to approve hire. MCU
- 10.15 **Hiring – Amanda Bodensteiner for Structured Day FT Position** - MMS Stenzel/Petterson to approve hire. MCU
- 10.16 **Hiring – Virgil Tronnes for Lead Custodian** - MMS Stenzel/Hetland to approve hire. MCU
- 10.17 **Hiring – Lindsey Lamwers – JH Volleyball Coach** - MMS Stenzel/Wishard to approve hire. MCU
11. **Action Items for Next Meeting** –
- 11.1 Discuss MSHSL Billing for 20-21 school year
- 11.2 Employee Class Change
- 11.3
12. **Adjournment** – MMS Hetland/Stenzel to adjourn at 8:33 p.m. MCU

Next Regular Meeting – Monday, October 19, 2020, at 7:00 p.m.