

INDEPENDENT SCHOOL DISTRICT NO. 2311
CLEARBROOK-GONVICK
Clearbrook-Gonvick School
Monday, December 17, 2007 – Regular Meeting

The meeting was called to order by Chairman Corey Petterson at 7:05 p.m. Present were: Corey Petterson, Wes Rogstad, Pete Kjolhaug, Karen Gebhardt and Stanley Sundquist. Absent was Steve Wraa. Dean Shaver arrived at 7:27 p.m. Also present were Principal Burgess and Dean of Students Ostrom, and Technology Coordinator Chris Bakke. Paula Boomgaarden took the minutes and answered financial questions.

3. Motion Kjolhaug/Gebhardt to approve agenda as amended, adding 9k. Kiln purchase, 9l. Smart Board purchase, 9m. Projector purchase; also mentioned that a name needed to be added to 9a. Personnel recommendations. MCU.

4. Community Comments – A second request was made for financial reporting on cost and revenues of all sports. The community member first requested this report in August, and has not been able to attend any board meetings since that time. Community member asked if any presentation had been made during those months. Chairman Petterson stated that no presentation has been made yet, and apologized that this had not been completed. The community member expressed a concern that money might be spent on sports, rather than on academics.

5. Motion Sundquist/Kjolhaug to approve the minutes of 11/19/07. MCU.

6. Claims and Accounts – Several questions were asked regarding the bills that were presented for payment. The questions were as follows:

- 1) Tony Dorn – Monthly Payment? Answer – Yes, the amount is for a monthly maintenance agreement. The maintenance agreement covers, parts and labor for repairs, as well as copies and toner.
- 2) Stellher – Monthly Payment? Answer – Yes, this amount covers the counselor available Monday-Friday.
- 3) Tim Poehler – What is this payment for? Answer – Sports officials are paid through the general account now, instead of through Petty Cash.
- 4) MSBA – Payment for \$500 for Agreement Analysis. This wasn't finished before negotiations with teachers were done. Was this a charge for reviewing both teacher and non-certified contracts? Answer – Perhaps. It seemed that the agreement was to pay \$250 for each contract reviewed; however, when the bill was received there was no breakdown only a lump sum. This will be researched before the next board meeting.
- 5) Hillyard – We continue to purchase our supplies through them. We do/did have a contract for a period of time that included training for our custodial staff if we purchased our supplies through them. Have we fulfilled that contract? Is it possible to seek more competitive pricing? Have we gone past our one-year obligation to continue purchasing supplies exclusively from Hillyard, as was agreed upon in exchange for training services? Answer – Perhaps. This will be researched before the next board meeting.
- 6) Student Teacher Stipends – What is this payment for? Answer – When a teacher accepts a student teacher, they are paid a stipend for the semester. This is a pass

through amount. As soon as we receive the amount, we request payment from the board so the teacher can receive his/her stipend.

- 7) Fuel for generator – Is this a fixed monthly amount? Answer – No. Fuel is purchased as needed, so there is no fixed monthly amount. The amount varies depending upon the weather and our need for fuel.

Motion Sundquist/Kjolhaug to accept the Claims and Accounts as presented and approve payment. This includes check numbers 51960 – 52001 for checks written between November 19, 2007 and December 17, 2007 for payroll and officials, as well as voucher numbers 25253-25405 and check numbers 51960-52086 for bills processed for December 17, 2007 board meeting. MCU.

7a. Treasurer's Report – Due to an error on the date of last month's Treasurer's Report, two reports were submitted for approval.

- 1) Motion Gebhardt/Rogstad to approve corrected Treasurer's Report for month ending October 31, 2007. MCU
- 2) Motion Sundquist/Gebhardt to approve Treasurer's Report for month ending November 30, 2007. MCU.

7b. Dean of Students Report – Mrs. Ostrom reported that the 4th and 5th grade music program had gone well and was well attended. Also, Climb Theater had done a presentation on burn barrels for the younger elementary students, which was well received. The members of Climb Theater did an excellent job keeping the younger children involved in the program. Climb Theater has asked to return to do a program for the upper elementary students on higher education. Mrs. Ostrom plans to invite them back, since the last program was so successful and the programs are put on free-of-charge. In addition, the first grade students were interviewed by a local radio station and their interviews had been aired. The 2nd grade class had done the assembly this month and the subject was Honesty. Kathy Toomey had done an in-service for all staff regarding helping young children deal with trauma. Upcoming events include:

December 19, 2007	Elementary Holiday Music Program
December 20, 2007	Staff Formal Dress and Caroling in the Commons
December 24 th – Jan 1 st	Break
January 14 th – 18 th	Para Recognition Week
January	5 th grade will do the assembly

Mrs. Ostrom reviewed discipline numbers for the past month. She stated that the kids have been really great this year. The 6th grade students have been good role models for the most part, and have helped create a good atmosphere.

7c. Principal's Report – Mr. Burgess reviewed the referrals, which have gone down from last month. He discussed the radio program that occurs every Tuesday. High School students meet in his office and are interviewed by the radio announcer regarding community items and events, as well as school items and events. Mr. Burgess noted that the students and announcers seem to enjoy this program. It is in the third year, and has been very successful. Mr. Burgess reminded the board that the Junior/Senior High band concert takes place on Tuesday, December 18th. Mr. Sundquist noted that in looking at Mr. Burgess' enrollment figures, we seem to be pretty close to last year's figure, but expressed concern that our number is down quite a bit from 2003 and 2004 figures.

7d. Superintendent's Report - Mr. Burgess presented the Superintendent's Reports. He discussed our Project Lead the Way Program, which was evaluated by representatives of the state on November 20th. He stated that the evaluators watched classes being taught and were very impressed. The evaluators work for the state, and are involved in developing this project throughout the state of Minnesota. Mr. Burgess gave congratulations to Mr. Vettleson and Mr. Ostrom, who have both worked hard to make Project Lead the Way such a success. The program shows students practical uses for both math and science. There are currently 100+ programs in the state and that number is expanding. The Kern family still donates money to the programs. He also stated that we are fortunate to have good support from our Community Committee involved with Project Lead the Way. Two individuals actually work at TEAM Industries. TEAM Industries gives us guidance, in addition to funding, which helps keep this program successful; Joint Powers Board Election Ballots were distributed to board members. Ballots must be received by Region I by December 28, 2007; Mr. Burgess congratulated the board on being chosen to receive MSBA's Distinguished Leadership Award at the 2008 Leadership Conference. (Mr. Burgess and Chairman Petterson mentioned that if anyone wished to attend the conference, in order to receive training and accept the award, arrangements would need to be made soon.); MSBA now has on-line training available now; Weather Concerns – Mr. Burgess explained that with our current system, in which we attempt to contact parents of every elementary student, it requires a 2 hour lead time. He explained to the board that he keeps in contact with Rick Rhen regarding road conditions, and has secretarial staff listening to weather updates on the radio. Concerns were expressed about sending children home without being able to contact parents. Mr. Burgess explained that we have asked bus drivers to wait and make certain that children are in the house before leaving, but stated that last year a driver thought a student was in the house, but the student could get in the first door but not the second door. A suggestion was made to set up "Snow Homes" for students, allowing the school flexibility in attempts to contact parents/guardians, while ensuring the safety of the student. (Board member Shaver expressed concern that if weather is bad enough to close school, all activities should be cancelled. He also expressed concern that the district maintain an across the board policy – if one after school activity is cancelled, all after-school activities should be cancelled.); Officer Anderson has completed his survey regarding school safety and is currently compiling the information in order to present it to the board; Officer Anderson and Mr. Burgess attended a half-day workshop on threat assessment in Bemidji in late November. The information was delivered by the Minnesota Department of Education. Several publications were handed out, along with a DVD on creating safe school climates and managing threatening situations.

OLD BUSINESS

8a. Building & Grounds – Gonvick Property - Veit Corporation has not sent us a confirmation yet that the job on the Gonvick Property has been done correctly. We have been advised to withhold payment until this confirmation/certificate has been received. Mr. Burgess recently spoke with Ron Weber. Ron has not received this confirmation yet either, and again advised us to withhold payment until we have received the proper paperwork. Local contractors will be paid by Veit when Veit has received our payment; Trophy Cases – Materials have been ordered to complete the cases. The Shop Class is working in conjunction with Mr. Ballard, and hope to have the cases done soon.

8b. Board to Board agreement – Motion Sundquist/Rogstad to approve Board to Board agreement. Voting in favor – Sundquist, Kjolhaug, Rogstad, Gebhardt, Voting against – Shaver. Motion Carried.

8c. Complaint on Instructional Materials – Discussion was held regarding the book, The Giver. Chairman Petterson stated that he had read the book, and asked for any follow-up discussion. Discussion was held on existing policy which precludes the school board's need to determine curriculum for individual books. Chairman Petterson discussed sending a syllabus for each class home to parents, leaving the decision to parents to request another option for their child if something in the curriculum disturbs them, and giving them the opportunity to discuss concerns with the teacher. Board member Kjolhaug asked if book lists would be sent home. Principal Burgess sent around the syllabi he had collected from the high school teachers. Board member Shaver asked if it is an easy process for parents to find information on books that might be read by a student. Mr. Burgess explained that information is available on line regarding book selections, and that computers are available in the library for any parent who would like to use them in order to find information on books being used in our curriculum. Board members Sundquist and Gebhardt discussed reviewing existing policy at the next Policy Committee Meeting. Board member Shaver thanked the parent involved with bringing this item to the district's attention, and stated that thanks to his involvement as a concerned parent, our system of communication should be improved.

NEW BUSINESS

9a. Personnel Recommendation – Mr. Burgess advised the board that Paul Gustafson was unable to coach this season as planned. Due to this, some coaching changes needed to be made. Motion Kjolhaug/Shaver to move Casey Kroulik up as coach for Junior Varsity. MCU. Motion Kjolhaug/Shaver to hire Mark Bagaason as C Team coach. MCU. Motion Kjolhaug/Shaver to hire Andy Gunning as 7th grade coach. MCU.

9b. Resolution of Concurrence – The American Indian Education Transmittal of Resolution was agreed to by the Indian Parent Committee on December 11, 2007. The Parent Committee agreed on the JOM budget for Native American students attending Clearbrook-Gonvick. The form was signed by Parent Committee Chair, Jessie Smith, and will be sent to the state. Motion – Kjolhaug/Rogstad to approve annual report. A roll call was taken – the votes are as follows: Sundquist-Yes, Kjolhaug-Yes, Rogstad-Yes, Gebhardt-Yes and Shaver-Yes. MCU. A request was then made for Mr. Burgess to check on the JOM budget for board review at the next board meeting.

9c. Community Education Annual Report - Discussion was held regarding Bear Wear and the possibility of moving the Bear Wear expenses and sales to another fund or the general account. Paula Boomgaarden will check with the auditors about which would be best.

9d. No item – Inadvertently omitted from original agenda.

9e. Para Recognition Week – Para Recognition Week takes place January 15, 2008 – January 19, 2008. We have approximately 15 paras working in the building.

9f. Generator – Mr. Burgess explained that we have had troubles with the generator. Clearwater-Polk Electric put a monitor on the generator and discovered it drops 60 volts on average each time it is put in use. Mr. Burgess presented a cost sheet from Garden Valley listing the cost of repairing problems with our phone system that have possibly been caused by the generator being put in use. Garden Valley has not charged for any of the repairs so far, but is unable to continue repairing the phone system free-of-charge. We have hired a private individual to come check the voltage regulator. It was explained that our current protection is not sufficient. It was also explained that not every problem can be blamed on the generator. Sometimes power surges have been caused by problems with utility lines. Board member Shaver asked if the problem would improve if the generator was repaired. Mr. Burgess stated that was the hope, but it would be a step-by-step process, and the board would be kept

informed as progress towards solving the problem continued. Chris Bakke was in the audience, and also helped answer the technical questions. No action is needed at this time.

9g. Sports Sharing - Bagley dropped tennis for the fall of 2008. Bagley School District has requested that our students pay their sport fee directly to their school to help cover the cost of transportation to events. Transportation costs are not part of our current agreements. The coaches and athletic directors will get together to discuss this issue in more depth. No action is needed at this time.

9f. Sports Planning - Mr. Burgess explained that area principals met to discuss the possibility of having 7th & 8th grade teams play amongst the four schools in our area. Discussion was held about the possibility of having weekend tournaments, allowing more out of the area teams to come and play more than one game, as well as giving parents the opportunity to attend the game. The hope is to cut transportation costs, and shorten the time that the younger students are on the road. Work is being done on a coach's poll to see how well this plan is received. Coaches and Athletic Directors will work on a proposal. No action is needed at this time.

9i. Banking Proposal Letter – Principal Burgess advised the board that if we wish to have banking quotes by the January Board Meeting, we should send out the letters soon. The board requested that Principal Burgess mail out letters requesting quotes from the bankers.

9j. Next Meeting - Moved to end of meeting. Listed below 9m.

9k. Kiln Purchase – Mr. Burgess discussed our current kiln, which is quite old and is in need of replacement. He presented bids for 2 models. Mr. Burgess also advised the board that this money was not in the art budget and would need to come from the General Fund. The first bid was in the amount of \$1873.95. The second bid was for a higher efficiency model, and was approximately \$50 higher, \$1923.17. Motion Rogstad/Shaver to purchase the energy saving model, as per quote, with money to come from the General Fund. MCU.

9l. Smart Boards Purchase – Mr. Burgess presented a quote for a smart board purchase. Mr. Burgess advised the board that Mrs. Lehse agrees with the idea of purchasing 2 Smart Boards. Chris Bakke was in the audience and explained that she had recently been to a TIES conference, and smart boards were demonstrated. These boards interact with a teacher's computer, and are very useful because they can be moved from room to room and project on the white boards we currently have. Mrs. Bakke requested that she be able to train all teachers planning to use the Smart Boards. The cost per board is \$699. Each board would also come with an upgrade kit for a cost of \$199.00, for a total cost of \$898.00 per board. Mounting brackets would be a one-time purchase at a cost of \$24.95. Magnets would also be a one-time purchase at a cost of \$39.95. Motion Rogstad/Gebhardt to purchase two (2) units. MCU. Board member Shaver requested that after units were received and training had been completed, that a presentation be made to the board by Mrs. Bakke showing the various ways the Smart Board can be used.

9m. Projector Purchase – Mr. Burgess explained we would like to purchase additional projectors. The projectors that we are currently looking at can be used as a TV, DVD and projector. The total cost is \$741.00 per unit. Mr. Burgess advised the board that there is enough money in the technology budget to purchase 6 projectors. He also advised the board that Mrs. Lehse agrees with the purchase, when the price is right. Chris Bakke was asked about the price of the units. She explained that the current price has been stable for a few months. However, around this time last year, there were good sales on projectors. It is her hope that there will be sales again this year. Motion Shaver/Rogstad to purchase six (6) units at a cost not to exceed \$741.00 per unit. MCU.

9j. Next Meeting – The next meeting date was set for Monday January 28, 2008. The organizational meeting will be held at 6:30 p.m., with the regular meeting to follow at 7:00 p.m. Motion Gebhardt/Rogstad to adjourn at 9:04 p.m. MCU.