



Clare-Gladwin Regional Education Service District  
Board of Education -Regular Board Meeting held at the  
CGRES D Administration Building, 4041 E. Mannsiding Road, Clare, MI 48617  
July 20, 2016 - 6:00 p.m.

## RECORD OF MINUTES

### BOARD of EDUCATION MEETING

- A. Meeting Called to Order at 6:00 p.m. by President Barbara Richards
- B. Pledge of Allegiance was recited.
- C. Members Present Sue Murawski, Barbara Richards, Lynn Grim, Sarah Kile
- Members Absent: Clay Maxwell
- Administration Present Superintendent Sheryl Presler, Deb Snyder, Shay Anderson, Jolene Compton, Mike Simon, Sandy Russell, Jessica Murrell, Rusty Govitz
- D. Organization Meeting - Election of Officers
- For the office of President, Grim nominated Richards and Kile supported. Murawski moved that nominations be closed and that a unanimous ballot be cast in favor of appointing Richards President. Kile supported the motion, which passed 4-0.
- For the office of Vice-President, Murawski nominated Grim and Richards supported. Richards moved that nominations be closed and that a unanimous ballot be cast in favor of appointing Grim Vice-President. Kile supported the motion, which passed 4-0.
- For the office of Secretary, Kile nominated Murawski and Grim supported. Richards moved that nominations be closed and that a unanimous ballot be cast in favor of appointing Murawski Secretary. Kile supported the motion, which passed 4-0.
- For the office of Treasurer, Grim nominated Kile and Richards supported. Richards moved that nominations be closed and that a unanimous ballot be cast in favor of appointing Kile Treasurer. Grim supported the motion, which passed 4-0.
- E. Consent Agenda
1. Approval of the Agenda
  2. Approval of the June 22, 2016 Board Meeting Minutes
  3. Approval of the Bills for June, 2016 - \$2,186,338.52

It was moved by Murawski and supported by Kile that the Board approve the Consent Agenda. The motion carried 4-0.

F. **Communications/Expressions from the Public - None.**

G. **Action Items: New Business**

**1. Organizational Meeting**

**a. Appointment of Board Committee Members**

**1. Labor Relations Committee**

Richards appointed Kile and Richards to serve on the committee.

**2. Clare-Gladwin Area School Board Association**

Richards appointed Murawski and Maxwell to serve on the association.

**3. MASB/LRN Representative**

Richards appointed Murawski to serve as representative.

**b. Board Meeting Dates, Times and Locations**

It was moved by Murawski and supported by Kile to set regular board meetings for the third Wednesday of each month at 6:00 p.m. in the CGRESD Administrative Building for 2016-17, the exceptions being September 28, 2016 and June 28, 2017. Additionally, a board workshop will be held August 17, 2016 from 2 to 5 p.m. at the Magnus Center, and that day's regular board meeting will also be held at the Magnus Center; the December 21, 2016 meeting will begin at 4:30 p.m.; the biennial election of board members will be held June 5, 2017 at 5:30 p.m.; and the annual budget hearing will be held on June 28, 2017 at 5:45 p.m. The motion carried 4-0.

**c. Person to Assume Responsibilities on Behalf of the Board Secretary and to Implement Public Notices**

Murawski appointed Jessica Murrell to assume those duties.

**d. Review of Board Commitment**

It was moved by Murawski and supported by Kile that the board affirm its dedication to the tenets of the Board Commitment document as presented. The motion passed 4-0.

**e. Resolutions**

**1. Establishment of Depository and Financial Institutions for All District Funds**

It was moved by Grim and supported by Kile that the district designate PFM Management LLC, Mercantile Bank, Keystone Bank, PNC Bank, Isabella Bank, Members First Credit Union and Chemical Bank & Trust as depositories of the organization. The motion passed 4-0.

**2. Authorization for the CFO to Perform Electronic Fund Transfers**

It was moved by Grim and supported by Murawski to authorize Chief Financial Officer Shay Anderson and Director of Finance and Human Resources Jolene Compton to perform electronic fund transfers on CGRESD's behalf. The motion passed 4-0.

**f. Retainer Client**

It was moved by Murawski and supported by Kile that the district retain Thrun Law Firm for non-Special Education legal advice and LaPointe and Butler, P.C. for Special Education legal advice. The motion passed 4-0.

**2. Superintendent's Conferences for 2016-2017**

It was moved by Kile and supported by Grim to approve Presler's attendance at conferences in the upcoming school year that require an overnight stay including the MASA Fall Conference, September 21-23 in Traverse City; the MAISA Fall Meeting, Nov. 3-4 in Lansing; the MASA Midwinter Conference, Jan. 25-27 in Grand Rapids; the MAISA Spring Meeting, Mar.

16-17 in Lansing; and the MAISA Summer Conference, June 21-23 in Midland. The motion passed 4-0.

### **3. Contracts**

#### **a. Kevin Smalley, Technology Systems Administrator**

It was moved by Grim and supported by Kile to approve the contract for Smalley, retroactive to July 1, 2016. The motion passed 4-0.

#### **b. Melissa Kleiman, Area School Teacher - 8 days @ 1.5 hours/day - Homebound Instruction**

It was moved by Grim and supported by Murawski to approve the contract for Kleiman, retroactive to May, 2016. The motion passed 4-0.

#### **c. Jessica Murrell, Administrative Assistant to the Board and Superintendent**

It was moved by Murawski and supported by Kile to approve the contract for Murrell, whose start date was July 20, 2016. The motion passed 4-0.

#### **d. Christine Brauker, Teacher Consultant for the Visually Impaired (up to 6 days)**

It was moved by Kile and supported by Grim to approve the contract for Brauker with the understanding that it will be reimbursed by the Bay-Arenac ISD. The motion passed 4-0.

### **4. Policies and Bylaws - First Reading**

- a. 0175.1 - Board Conferences, Conventions, and Workshops (Revised)
- b. 1420 - School Administrator Evaluation (Revised)
- c. 1217 - Weapons (New)
- d. 3217/4217/5772 - Weapons (New)
- e. 7217 - Weapons (Revised)
- f. 8400 - School Safety Information (Revised)
- g. 8321 - Criminal Justice Information Security (Revised)
- h. 9211 - District Support Organizations (Revised)
- i. 0144.3 - Conflict of Interest (Revised)
- j. 1130/3110/4110 - Conflict of Interest (Revised)
- k. 6110 - Grant Funds (Uniform Grand Guidelines) (Revised)
- l. 6111 - Internal Controls (Revised)
- m. 6112 - Cash Management of Grants (New)
- n. 6114 - Cost Principles - Spending Federal Funds (New)
- o. 6116 - Time and Effort Reporting (New)
- p. 6325 - Procurement - Federal Grants/Funds (New)
- q. 6550 - Travel Payment and Reimbursement (Revised)
- r. 7330 - Disposition of Real Property (Revised)
- s. 7310 - Disposition of Surplus Property (Revised)
- t. 7450 - Property Inventory (Revised)
- u. 8500 - Food Services (Revised)

Presler reminded board members that no action was required as this was a first reading and that the board will act on the policy revisions at its August 18 meeting. She also offered clarification for board members with regard to specific policy changes.

### **5. Calendars for 2016-2017**

It was moved by Murawski and supported by Kile that the board adopt the calendars for CTE and the Area School as recommended. The motion passed 4-0.

### **H. Administrative Information Items: Superintendent's Administrative Report**

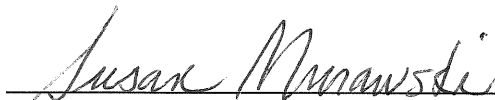
Presler shared several updates, including:

- Parents Kevin and Cathy Mielke donated a kitchen table, two storage units, and a headboard and bed base to be used at Verna's House.
- Workspace reconfiguration and relocation at the Central Office building is nearly complete, and it has presented the opportunity to purge and organize. Presler noted the specific efforts of staffers Joe Trommater, Keri Retzloff, DeVonna Haskell, Stacey Beebe Roxie Greenman, Amy Pratt, and Brandi Warner in successfully completing the project.
- Jolene Compton has earned her Chief Financial Officer certification from the Michigan School Business Officials organization.
- Presler commented that the pre-audit process performed by Weinlander Fitzhugh was completed ahead of schedule.
- The IT department will work with Skeels Christian School to provide proper firewall protection for school computers. Skeels will reimburse the RESD for its portion of the cost of the firewall.
- Presler relayed some of the information she gleaned while attending the MAISA conference in June.
- The CTE interview team has been meeting with candidates for the Criminal Justice and Business Management instructor positions. Additionally, several other posted organizational openings are in varying stages of completion.
- Presler shared important upcoming dates, including the Legislative Dinner on July 21; Opening Day on August 23; and the MASB Fall Conference November 10-13.
- Presler shared that she's been in conversations with Verna Magnus Green regarding a groundbreaking celebration for the Construction Trades building on the Magnus Center property. Possible dates include Oct. 1 and Oct. 8.

**I. Board Comments**

Richards noted the coverage of the CTE Summer Camp in the local media. She also applauded the efforts staff-wide in making the last year so successful for the RESD.

**J. Meeting Adjournment** - The meeting adjourned at 6:46 p.m.

  
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 Sue Murawski, Board of Education Secretary  
 Clare-Gladwin Regional Education Service District

Rusty Govitz, Recorder/Communications Director and  
 Administrative Assistant to the Superintendent and Board of Education