Lake Fenton Community Schools
Learning For Continuous Success
Board of Education
11425 Torrey Road
Fenton, Michigan 48430
County of Genesee
810.591.2532

Organizational & Regular Meeting of the Board of Education
Monday, July 18, 2016
7:00 p.m.
Alberta B. Martin Board Room
11425 Torrey Road
Fenton, Michigan 48430
MINUTES

I. CALL TO ORDER
The meeting was called to order at 7:00 p.m. by President Fletcher.

II. PLEDGE OF ALLEGIANCE
President Fletcher led the group in reciting the Pledge of Allegiance.

III. OATH OF OFFICE
Executive Assistant, Katy Wade, administered the Oath of Office to newly appointed Board of Education Member, Mr. Thomas B. Hufton II.

IV. ROLL CALL OF MEMBERS
Present:
Mr. Chris Fletcher, President
Mr. Orlin Knuth, Treasurer
Mr. Tom Hufton, Trustee

Absent:
Mr. Larry Godlewski, Secretary

Others:
Mr. Wayne Wright, Superintendent
Mr. Chris Belcher, LFHS Principal
Ms. Katy Schurig
Mr. John Lauve

Mr. Mike Cicalo, Vice-President
Mrs. Heidi Howieson, Trustee
Mr. Bob Hutchins, Trustee
Mrs. Katy Wade, Executive Asst/Recording Secretary
Mr. Matt Hiser, Attorney-Thrun Law Firm
Ms. Maryalice Tanneyhill

V. APPROVAL OF AGENDA
Motion by Vice President Cicalo, supported by Treasurer Knuth to accept the agenda as presented. President Fletcher called for a voice vote to accept the agenda as presented.

The motion carried unanimously, 6 – 0.

VI. PUBLIC COMMENTS
Mr. John Lauve informed the board of his candidacy for the position of State Representative for the 51st District.

VII. PRESENTATIONS
Superintendent Wright informed the board of a recent communication from Skyway Towers regarding the access of easement to the cellular tower at the high school. Supt. Wright has asked for a contract from Skyway Towers for the district attorney to review and determine if it is an agreement the district should enter. Supt. Wright also informed the board the Re-roofing and fascia project at THIS will begin next week. There was no new information to report on the high school boiler project or the middle school track at this time.

VIII. APPROVAL of CONSENT AGENDA for the DESIGNATION OF THE 2016 - 2017 ORGANIZATIONAL ITEMS OF BUSINESS
President Fletcher presented the consent agenda items for approval.
A. BANKING
   1. Bank Depositories
      a. The State Bank - General Fund, Electronic Funds Checking, Kris Hudson Scholarship Fund, Sinking Fund, Scholarship Fund, Change for Kids
      b. First Merit Bank - Payroll Fund, General Fund, Student Funds
   2. Check Signatures for General Fund, Electronic Funds Checking, Payroll, Sinking Fund
      School Board Treasurer, School Board Secretary, Superintendent, Assistant Superintendent, Director of Finance
   3. Check Signatures for School Accounts
      a. Student Funds - Superintendent, Assistant Superintendent, Director of Finance, Building Principals
      b. Scholarship/Memorial Funds - School Board Treasurer, School Board Secretary, Superintendent, Assistant Superintendent, Director of Finance
   4. Signatures for Transfers and Investment of Funds
      Superintendent, Assistant Superintendent, Director of Finance

B. RETAINER CONTRACTS
   1. District Auditor - Taylor & Morgan, P.C., 2302 Stonebridge Drive, Flint, Michigan 48532, (810) 230-8200

C. DISTRICT ATTORNEY
   1. Legal Services - Collins and Blaha, P.C., 31440 Northwestern Hwy, Suite 170, Farmington Hills, MI 48334, (248) 406-1140
   2. Client Retainer - Thrun Law Firm, P.C., 2900 West Road, Suite 400, P.O. Box 2575, East Lansing, MI 48826-2575, (517) 484-8000
   3. Bonding, Borrowing and Election Ballot Language - Thrun Law Firm, P.C., 2900 West Road, Suite 400, P.O. Box 2575, East Lansing, MI 48826-2575, (517) 484-8000

D. POSTING OF MEETING NOTICES AND LOCATION
   1. Posting of Notices - The superintendent, or his designee, shall have the responsibility of posting notices of all meetings of the Board of Education in compliance with the requirements of the Michigan Open Meetings Act.
   2. Posting Locations - The locations for posting notices of public meetings shall be:
      a. Administrative Services Office, 11425 Torrey Rd., Fenton, Michigan 48430
      b. Lake Fenton High School, 4070 Lahring Rd., Linden, Michigan 48451
      c. Lake Fenton Middle School, 11425 Torrey Rd., Fenton, Michigan 48430
      d. Torrey-Hill Intermediate School, 12410 Torrey Rd., Fenton, Michigan 48430
      e. West Shore Elementary School, 3076 Lahring Rd., Fenton, Michigan 48430

E. ASSISTANT TO THE BOARD SECRETARY - Katy Wade, Executive Assistant to the Superintendent, shall serve as the 2016 – 2017 Assistant to the Board Secretary.

F. OFFICIAL PUBLICATIONS - The Tri County Times and/or The Flint Journal shall be utilized as the official publications.

G. DISTRICT NON-DISCRIMINATION AND EQUAL EMPLOYMENT COMPLIANCE OFFICER - A District Compliance Officer shall be appointed annually to ensure compliance with Policy 1422: Nondiscrimination and Equal Employment Opportunity and Policy 2260: Nondiscrimination and Access to Equal Educational Opportunity. - Dianne Finkbeiner, Director of Finance and Dan Ferguson, MS Principal shall be appointed to serve as the 2016 –2017 District Compliance Officers.

Upon request to the Superintendent, the District shall make reasonable accommodation for a person with disabilities to be able to participate in this meeting. Any person with a disability who needs accommodations for participation in this meeting should contact Wayne Wright, Superintendent, at 810.591.2532 at least five (5) days in advance of the meeting to request assistance.
H. DISTRICT ANTI-HARASSMENT COMPLIANCE OFFICER - An Anti-Harassment Compliance Officer shall be appointed annually to ensure compliance with Policy 0145: Discriminatory Harassment, Policy 1662: Anti-Harassment, Policy 3362: Anti-Harassment of Professional Staff, Policy 4362: Anti-Harassment of Support Staff and Policy 5517: Anti-Harassment of Students. - Dianne Finkbeiner, Director of Finance and Dan Ferguson, MS Principal shall be appointed to serve as the 2016 –2017 District Anti-Harassment Compliance Officers.

I. DISTRICT 504 COMPLIANCE OFFICER/ADA COORDINATOR - A District 504 Compliance Officer/ADA Coordinator shall be appointed annually to ensure compliance to Policy 2260.01: Section 504/ADA Prohibition Against Discrimination Based on Disability. - Jennifer Reinfelder, Special Education Coordinator and Dan Ferguson, MS Principal shall be appointed to serve as the 2016 – 2017 District 504 Compliance Officers/ADA Coordinators.

J. Adoption of the 2016 – 2017 Michigan High School Athletic Association (MHSAA) Membership Resolution
Motion by Treasurer Knuth and supported by Trustee Hutchins to accept the consent agenda items as presented.

President Fletcher asked for discussion.

Discussion: Trustee Hufton questioned whether he should abstain from voting due to his employer being The State Bank and one of the account holders listed under banking items. Both President Fletcher and Supt. Wright did not see the need for his abstention because there will be no direct benefit to Trustee Hufton or his family. Supt. Wright stated since disclosure was made, it will be okay for the vote to be considered. Hearing no other discussion, President Fletcher called for a voice vote.

The motion carried unanimously, 6 – 0.

IX. ACTION ITEMS
A. Recommendation to Approve the Offer of Employment to Maryalice Tanneyhill for the High School English Instructional Position
Motion by Vice-President Cicalo and supported by Trustee Howieson for the Lake Fenton Community Schools Board of Education to approve the offer of employment for the high school English instructional position to Maryalice Tanneyhill at a BA – Step 1 with a salary of $39,070.00 (pending verification of transcripts) per the 2014 – 2017 LFEA Master Agreement as presented.

President Fletcher asked for discussion.

Discussion: Principal Belcher stated 115 applicants were reviewed for the two instructional positions being brought forth tonight. Two rounds of interviews were held of which one was a practice lesson to NHS students. Supt. Wright added this position was created by the request to transfer from Mr. Dimich who filled the vacated position of Mr. Mills due to his retirement in June 2016. Hearing no other discussion, President Fletcher called for a voice vote.

The motion carried unanimously, 6 – 0.

B. Recommendation to Approve the Offer of Employment to Kathleen Schurig for the High School English/Social Studies Instructional Position
Motion by Treasurer Knuth and supported by Trustee Howieson for the Lake Fenton Community Schools Board of Education to approve the offer of employment for the high school English/Social Studies instructional position to Kathleen Schurig at a BA +18 – Step 1 with a salary of $41,050.00 (pending verification of transcripts) per the 2014 – 2017 LFEA Master Agreement as presented.

President Fletcher asked for discussion.

Discussion: Principal Belcher stated in addition to what was said previously, this position was created due to class overages in the high school. Hearing no other discussion, President Fletcher called for a voice vote.

The motion carried unanimously, 6 – 0.

C. Recommendation to Approve the Board of Education Meeting Minutes
Motion by Vice-President Cicalo and supported by Treasurer Knuth for the Lake Fenton Community Schools Board of Education to approve the meeting minutes for the following dates as presented.
1. June 13, 2016 - Public Hearing/Truth in Taxation Meeting
2. June 13, 2016 - Committee of the Whole Meeting

Upon request to the Superintendent, the District shall make reasonable accommodation for a person with disabilities to be able to participate in this meeting. Any person with a disability who needs accommodations for participation in this meeting should contact Wayne Wright, Superintendent, at 810.591.2532 at least five (5) days in advance of the meeting to request assistance.
3. June 27, 2016 - Regular Meeting
4. June 28, 2016 - Special Meeting

President Fletcher asked for discussion.

**Discussion:** Hearing none, President Fletcher called for a voice vote.

**The motion carried unanimously, 6 – 0.**

**D. Recommendation to Approve the Financial Reports Ending June 30, 2016**

Motion by Treasurer Knuth and supported by Trustee Hutchins for the Lake Fenton Community Schools Board of Education to approve the cash disbursements by check paid for the month ending June 30, 2016 in the amount of $720,443.63 as presented.

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$704,744.84</td>
</tr>
<tr>
<td>Sinking Fund</td>
<td>$723.75</td>
</tr>
<tr>
<td>Lunch Fund</td>
<td>$13,225.32</td>
</tr>
<tr>
<td>Community Services Fund</td>
<td>$1,249.71</td>
</tr>
<tr>
<td>Trust/Scholarship Fund</td>
<td>$500.00</td>
</tr>
<tr>
<td>Total Disbursements</td>
<td>$720,443.62</td>
</tr>
</tbody>
</table>

President Fletcher asked for discussion.

**Discussion:** Vice-President Cicalo stated there was an error in the motion due to a typographical error. The total amount of the cash disbursements is $720,443.62, not $0.63 as read. President Fletcher asked Treasurer Knuth and Trustee Hutchins if they concurred with the amended motion. Both concurred. Hearing no other discussion, President Fletcher called for a voice vote for the amended motion for cash disbursements of $720,443.62.

**The motion carried unanimously, 6 – 0.**

**E. Recommendation to Approve the 2016-2017 Board of Education Meeting Dates, Times and Places**

Motion by Trustee Hutchins and supported by Trustee Hufton for the Lake Fenton Community Schools Board of Education to approve the 2016-2017 Board of Education meeting dates, times and places as presented.

Committee of the Whole meetings of the Board of Education for the 2016-2017 school year will be the second Monday of each month at 7:00 p.m., unless indicated*.

Regular meetings of the Board of Education for the 2016-2017 school year will be the fourth Monday of each month at 7:00 p.m., unless indicated**.

Unless otherwise posted, all 2016-2017 Committee of the Whole meetings and Regular Board of Education meetings will be held at:

Lake Fenton Community Schools
Alberta B. Martin Board Room
11425 Torrey Road
Fenton, Michigan 48430

<table>
<thead>
<tr>
<th>Committee of Whole Meetings</th>
<th>Regular Meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, August 8, 2016</td>
<td>Monday, August 22, 2016</td>
</tr>
<tr>
<td>Monday, September 12, 2016</td>
<td>Monday, September 26, 2016</td>
</tr>
<tr>
<td>Monday, October 10, 2016</td>
<td>Monday, October 24, 2016</td>
</tr>
<tr>
<td>Monday, November 14, 2016</td>
<td>Monday, November 28, 2016</td>
</tr>
<tr>
<td>December - No meeting*</td>
<td>Monday, December 12, 2016</td>
</tr>
<tr>
<td>Monday, January 9, 2017</td>
<td>Monday, January 23, 2017</td>
</tr>
<tr>
<td>Monday, February 13, 2017</td>
<td>Monday, February 27, 2017</td>
</tr>
<tr>
<td>Monday, March 13, 2017</td>
<td>Monday, March 27, 2017</td>
</tr>
<tr>
<td>April – No Meeting*</td>
<td>Monday, April 17, 2017 **</td>
</tr>
</tbody>
</table>

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Upon request to the Superintendent, the District shall make reasonable accommodation for a person with disabilities to be able to participate in this meeting. Any person with a disability who needs accommodations for participation in this meeting should contact Wayne Wright, Superintendent, at 810.591.2532 at least five (5) days in advance of the meeting to request assistance.
President Fletcher asked for discussion.

**Discussion:** Hearing no discussion, President Fletcher called for a voice vote.

**The motion carried unanimously, 6 – 0.**

F. **Recommendation to Approve the 2016-2017 Board of Education Compensation for Meeting Attendance**

President Fletcher asked for discussion prior to the motion because the motion requires a starting point for consideration. He stated the board was compensated $10.00 per meeting last year and asked for input from the board. All were in consensus with the same amount for this year. The board also had to consider whether payment would be made to those who are in attendance via electronic communication. The board was in agreement that a board member must be physically present at a meeting to receive compensation.

Motion by Vice-President Cicalo and supported by Trustee Hutchins for the Lake Fenton Community Schools Board of Education to approve the 2016-2017 Board of Education compensation amount of $10.00 to each board member attending a meeting where a roll call vote is taken as presented. Board members in attendance via electronic communication are not eligible for compensation.

President Fletcher asked for discussion.

**Discussion:** Hearing no discussion, President Fletcher called for a voice vote.

**The motion carried unanimously, 6 – 0.**

G. **Recommendation to Approve the 2016-2017 Board of Education Goals**

Motion by Vice-President Cicalo and supported by Trustee Hufton for the Lake Fenton Community Schools Board of Education to approve the 2016-2017 Board of Education Goals as follows:

**District Goal 1: We commit to providing Quality Leadership that supports our vision and inspires student performance and district effectiveness.**

- Maintain high standards for staff performance.
- Maintain and revise district policies.
- All new Board members will achieve certification within the first 12 months of their term.
- Board members will participate in continuing professional development.

**District Goal 2: We commit to maintaining a culture in our schools and community that fosters and supports student success.**

- Provide a safe and healthy environment within the district.
- Maintain positive relationship with the Lake Fenton schools community, administration and staff.
- Promote use of a variety of communication tools.

**District Goal 3: We commit to managing and utilizing resources that support our mission and vision to ensure success for all students.**

Upon request to the Superintendent, the District shall make reasonable accommodation for a person with disabilities to be able to participate in this meeting. Any person with a disability who needs accommodations for participation in this meeting should contact Wayne Wright, Superintendent, at 810.591.2532 at least five (5) days in advance of the meeting to request assistance.
• Maintain financial responsibility by using district resources effectively and efficiently through annual planning and monthly monitoring of district finances.
• Promote instructional use of technology to enrich student learning.
• Oversee and prioritize use of sinking funds dollars for capital improvements within the district.

District Goal 4: We commit to a data driven approach to raise the academic achievement of each student (PreK – 12) by strengthening teaching and learning throughout the district.
• Maintain and improve achievement in all categories on standardized tests and assessments.
• Support the implementation of professional development to enable staff to effectively use data to promote the welfare of our students.

President Fletcher asked for discussion.
Discussion: Hearing no discussion, President Fletcher called for a voice vote.
The motion carried unanimously, 6 – 0.

H. Recommendation to Approve the 2016-2017 Superintendent Goals
Motion by Trustee Hutchins and supported by Trustee Howieson for the Lake Fenton Community Schools Board of Education to approve the 2016-2017 Superintendent Goals as follows:

Superintendent Goal 1: Provide quality leadership that supports the vision of the district and encourages student performance and district effectiveness.
• Evaluate all staff annually to promote high staff performance.
• Review NEOLA policy updates with policy committee and Board of Education. Write new policy as needed.
• Complete review and development of District Guidelines.
• Attend professional development to maintain knowledge of current educational strategies and fiscal responsibilities.

Superintendent Goal 2: Provide a culture in our schools which supports student success.
• Provide a safe environment for staff and students.
• Maintain positive communication with staff and community.
• Keep staff and community informed regarding situations at school.

Superintendent Goal 3: Manage and utilize resources available to the district to support the mission of the district and provide a positive environment.
• Maintain financial responsibility and provide quarterly budget updates to the Board of Education.
• Develop a 5 year plan for use of sinking funds.
• Review revenues and expenditures monthly to monitor district’s use of financial sources.

Superintendent Goal 4: Commit to a data driven approach to review and monitor student academic achievement and review and improve teaching techniques throughout the district.
• Review data received from state and national standardized tests to achieve a rating of top 5 amongst Genesee County school districts.
• Provide professional development opportunities to teaching staff to promote teacher effectiveness in identified lower achieving student academic areas.

President Fletcher asked for discussion.
Discussion: Supt. Wright stated he felt it important for his goals to parallel those of the Board of Education. Hearing no other discussion, President Fletcher called for a voice vote.
The motion carried unanimously, 6 – 0.
I. Recommendation to Approve the 2016-2017 Membership in the Michigan Association of School Boards (MASB)
Motion by Vice-President Cicalo and supported by Trustee Hufton for the Lake Fenton Community Schools Board of Education to Approve the 2016-2017 school year membership to the Michigan Association of School Boards (MASB), at an annual cost of $4,345.00, which includes a renewal contribution to the Legal Trust Fund as presented.

President Fletcher asked for discussion.
Discussion: Hearing none, President Fletcher called for a voice vote.
The motion carried unanimously, 6 – 0.

J. Recommendation to Approve the Authorization for the Board President to Make and Support Motions for Consideration by the Board
Motion by Trustee Hufton and supported by Trustee Howieson for the Lake Fenton Community Schools Board of Education to Approve the Authorization for the Board President to Make and Support Motions for Consideration by the Board of Education as presented.

President Fletcher asked for discussion.
Discussion: President Fletcher stated this item was discussed during the board workshop and it was decided there may be times when the board president will be needed to make and support motions. This action item supports that need. Hearing no other discussion, President Fletcher called for a voice vote.
The motion carried unanimously, 6 – 0.

K. Recommendation to Adopt the Resolution to Approve the 2016 Refunding Bond Purchase Agreement
Motion by Treasurer Knuth and supported by Trustee Hutchins for the Lake Fenton Community Schools Board of Education to Approve the Resolution to Approve the 2016 Refunding Bond with a Total Purchase Price of $8,657,463.55 as presented.

President Fletcher asked for discussion.
Discussion: Supt. Wright introduced Mr. Matt Hiser, Attorney from Thrun Law Firm, who handled the bond refunding transaction. Mr. Hiser stated the district was able to refinance the Callable bonds at a savings rate of 12.96% for the community. Hearing no other discussion, President Fletcher called for a roll call vote.
Ayes: Cicalo, Fletcher, Howieson, Hufton, Hutchins, Knuth
Nays: None
The motion carried unanimously, 6 – 0.

L. Recommendation to Approve the Technology Purchase of 72 Chromebooks and 2 Chromebook Carts
Motion by Treasurer Knuth and supported by Trustee Howieson for the Lake Fenton Community Schools Board of Education to Approve the Technology Purchase of 72 Acer Chromebooks and two Chromebook Carts at a cost of $20,894.00 using 2016-2017 EDP and Curriculum Monies as presented.

President Fletcher asked for discussion.
Discussion: The board inquired as to where the carts will be housed. Principal Belcher stated he knew one cart would be going to the high school. President Fletcher stated the write up by Technology Director Reichert stated the carts will be going to the high school and the middle school. Hearing no other discussion, President Fletcher called for a voice vote.
The motion carried unanimously, 6 – 0.

M. Recommendation to Accept the Donation of $300.00 from Walters Financial Group
Motion by Treasurer Knuth and supported by Vice-President Cicalo for the Lake Fenton Community Schools Board of Education to Accept the Donation of $300.00 from Walter’s Financial Group for the purpose of Supporting Lake Fenton Employees at the Back to School Breakfast as presented.
President Fletcher asked for discussion.

**Discussion:** Supt. Wright stated the monies are used to offset the cost of the breakfast during the Welcome Back Breakfast for staff. Hearing no other discussion, President Fletcher called for a voice vote.

The motion carried unanimously, 6 – 0.

**X. PUBLIC COMMENTS**

Mr. John Lauve questioned the goals of the board and Supt. Wright addressed the concerns.

**XI. COMMUNICATIONS**

None

**XII. ITEMS FROM TRUSTEES/ADMINISTRATORS**

→ President Fletcher reminded the board to add items to the document on Google for future board workshop topics.

→ Mr. Hufton will assume the committee assignments of Mr. Grubbs.

→ Board members were reminded to update their biographies for use on the district website.

**XIII. ADVANCED PLANNING**

→ August Committee of the Whole Meeting, TBD

→ CBA Weekend, 8/12 & 8/13, Traverse Bay Area ISD

→ August Regular Board of Education Meeting, TBD

→ Open Houses
  - West Shore Elementary - 8/31, 4:30-6:30 p.m.
  - Torrey Hill Intermediate - 8/31, 5:00-7:00 p.m.
  - LF Middle School - 8/31, 6:00-8:00 p.m.

→ Welcome Back Breakfast, 9/1, 7:30 a.m., LF High School Commons

→ District Flu Shot Clinic, 9/1, 10:00 a.m.-12:00 p.m. (Tentative Time), LF High School Commons

**XIV. ADJOURNMENT**

There being no further business, President Fletcher adjourned the organizational and regular meeting at 8:05 p.m.

Respectfully submitted,

[Signature]

Mike Cicalo, Vice-President

Katy Wade, Recording Secretary