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

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

III. ROLL CALL OF MEMBERS
Present:
Mr. Larry Godlewski, President
Mr. Orlin Knuth, Treasurer
Mr. Mike Cicalo, Trustee
Mrs. Heidi Howieson, Trustee
Mr. Mike Cicalo, Trustee
Mr. Bob Hutchins, Trustee
Student Representatives:
Mr. Mason Rinks, 12th Grade Student Representative
Mr. Jack Babbitt, 11th Grade Student Representative
Absent:
Mr. Chris Fletcher, Vice-President
Others:
Mr. Wayne Wright, Superintendent
Mrs. Katy Wade, Recording Secretary
Mr. Vince Cicalo, HS Asst. Principal/AD
Mrs. Kathleen Conover, THIS Principal
Brett & Danielle DeWeese
Carlee & Allison Muenzer
Joe Rohens, LFEA
The Merrell Family
Katie Sabourin, LFEA
Others

IV. APPROVAL OF AGENDA
Secretary Grubbs presented the agenda without changes.

Motion by Trustee Cicalo, supported by Trustee Hutchins, to accept the agenda as presented. President Godlewski called for a voice vote.

The motion carried unanimously.

V. STUDENT RECOGNITION
A. Principal Shaughnessy, Supt. Wright and Trustee Cicalo presented West Shore Elementary School students, Regan Angle, Liana Brown, Paige DeWeese, Emma Hawkins and Mia Merrel, with certificates for demonstrating Safe, Respectful and Responsible behavior during the month of October.

B. Principal Reynolds, Supt. Wright and Trustee Cicalo, presented high school students, Jalen Miller and Allison Muenzer, with certificates for being selected as Student of the Month for School Spirit. Miss Muenzer is the first All Star Award Winner for having been selected for an award twice.
C. Asst. Principal/Athletic Director Cicalo, Supt. Wright and Trustee Cicalo presented certificates to Lake Fenton High School Athletes, Andrew Aragon-Varsity Soccer and Alexis Cash-Varsity Cross Country for being selected as The State Bank Athlete of the Week for October.

VI. PRESENTATIONS
Superintendent Wright informed the Board he will be presenting the first budget update at the regular meeting on November 23rd. Due to lower enrollment numbers and unexpected expenses, the projected budget will not be as favorable as the one presented in June. The next issue of The Breeze will be published at the end of November. Recently, administrators attended a six (6) hour Title IX training to update staff on recent changes. Lastly, legislation was signed which impacts Administrator and Teacher Evaluations. The district will be addressing the evaluation tools being used in the district to ensure compliance with the new law.

VII. PUBLIC COMMENTS
None

VIII. DISCUSSION ITEMS
A. Meeting Minutes
Secretary Grubbs presented the meeting minutes and stated he had not received any corrections for the following:
1. October 12, 2015 - Committee of the Whole
2. October 12, 2015 - Closed Session Notes
3. October 26, 2015 - Regular Meeting

President Godlewski asked for discussion.

Discussion: Hearing none, President Godlewski advanced the minutes to the consent agenda of the next regular meeting on Monday, November 23, 2015.

B. Financial Report
Treasurer Knuth reported the following cash disbursements by check paid prior to October 31, 2015 in the amount of $586,005.72

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$511,766.86</td>
</tr>
<tr>
<td>Sinking Fund</td>
<td>$3,114.70</td>
</tr>
<tr>
<td>Lunch Fund</td>
<td>$64,407.40</td>
</tr>
<tr>
<td>Community Services Fund</td>
<td>$3,466.76</td>
</tr>
<tr>
<td>Trust/Scholarship Fund</td>
<td>$3,250.00</td>
</tr>
<tr>
<td>Total Disbursements by check</td>
<td>$586,005.72</td>
</tr>
</tbody>
</table>

President Godlewski asked for discussion.

Discussion: Hearing none, President Godlewski advanced the financial reports to the consent agenda of the next regular meeting on Monday, November 23, 2015.

C. 2014 - 2015 Board of Education Final Evaluation - L. Godlewski
The Board reviewed the 2014-2015 Board of Education Final Evaluation results and discussed those items with comments, as well as, any with scores of minimally effective or ineffective. The composite rating for the evaluation was 1.537 which falls into the range of Effective.

D. Parent Advisory Council (PAC) Nominee
Asst. Superintendent Williams presented the name of Lori Smith as the parent representative from Lake Fenton to the Parent Advisory Council. The parent advisory council is formed under Michigan Administrative Rule 340.1838 to provide advisory input matters to improve special education services within the intermediate school district.

President Godlewski asked for discussion.

Discussion: Hearing none, President Godlewski advanced the item to the consent agenda of the next regular meeting on Monday, November 23, 2015.
E. **Donation of $6000.00 to the Robotics Club**
   Principal Reynolds presented the following donations to the Robotics Club.
   1. The $5000.00 donation from GM FIRST is an annual sponsorship received from General Motors. These monies are paid directly to First Robotics.
   2. The $1000.00 donation from Bar’s Products is for sponsorship of the Robotics Club.

   President Godlewski asked for discussion.

   **Discussion:** Hearing none, President Godlewski advanced the item to the consent agenda of the next regular meeting on Monday, November 23, 2015.

F. **Donation of $943.84 from Devils Youth Wrestling Club to the High School Wrestling Team**
   Asst. Principal/Athletic Director Cicalo presented the donation of $943.84 from Devils Youth Wrestling Club to the High School Wrestling Team for the purchase of wrestling singlets, which will be used for final matches of all competitions. A singlet in each weight class will be ordered.

   President Godlewski asked for discussion.

   **Discussion:** Hearing none, President Godlewski advanced the item to the consent agenda of the next regular meeting on Monday, November 23, 2015.

G. **1st Reading of NEOLA Policy Update, Volume 30, Number 1**
   Supt. Wright presented the first reading of the following NEOLA Bylaws and Policies. The Board of Education Policy Committee previously met and decided on the recommendations for the Board to consider for adoption.
   1. Bylaw 0140.3 – Conflict of Interest................................................................. Revised
      This revision updates the amount a Board member may receive in the form of gifts from vendors. The committee recommends the Board chose the option in which the value of the gift “may not exceed” and use $100 as the nominal amount.
      **Recommendation:** Approve the Bylaw as presented.
      **Board in agreement with recommendation.**
   2. Bylaw 0175.1 – School Board Conferences, Conventions and Workshops.................. Revised
      The Bylaw spells out what Board members can be reimbursed for when they attend the above mentioned events for meals and tips. We do need to select “reasonable” amounts.
      **Recommendation:** Approve the Bylaw as presented.
      **Board in agreement with recommendation, except the food allowance should be $55.00 per day rather than set amounts for each meal.**
   3. Policy 1130, 3110 and 4110– Conflict of Interest.................................................. Revised
      The policies deal with accepting gifts and items from vendors. It establishes the values of the gifts cannot exceed $100, also no employee may accept gifts from subcontractors involved with Federal grant funds.
      **Recommendation:** Approve the Policies as presented.
      **Board in agreement with recommendation.**
   4. Policy 1217 – Weapons......................................................................................... New
      The Policy could prohibit members of the administration from possessing, storing, making or using weapons on school property, either leased or owned by the district. It also provides exceptions to the weapons group. Does the District want to allow administrators to have a weapon locked in their trunk out of site?
      **Recommendation:** Approve the Policy as presented.
      **Board in agreement with recommendation.**
   5. Policy 1420 – School Administrator Evaluation..................................................... Revised
      The revision made very minor changes to the policy. Previously the rating of effective was not included. With the passage of SB103 I believe there will be changes to this policy on the next NEOLA revision.
Recommendation: Approve the Policy as presented.

Board in agreement with recommendation.

6. Policy 1630.01, 3430.01 and 4430.01 – Family & Medical Leaves of Absence (FMLA)…. Revised
The policy includes the latest changes incorporated by the U.S. Department of Labor regarding FMLA into Policy. The Policy provides clarification regarding leave for pregnancy or the birth of a child.
Recommendation: Approve the Policy as presented.

Board in agreement with recommendation.

7. Policy 3217, 4217 and 5772 – Weapons.......................................................................... Revised
The policy further defines what a weapon is. It does provide an option that weapons could be on school property as long as they are locked in a vehicle. What are the Boards thoughts? What about weapons in students vehicles?
Recommendation: Approve the Policies as presented.

Board in agreement with recommendation.

8. Policy 5517.02 – Sexual Violence......................................................................................... New
This is new Policy which includes guidance from the Office of Civil Rights. It deals with the important steps of investigating and responding to sexual violence allegations
Recommendation: Approve the Policy as presented.

Board in agreement with recommendation.

9. Policy 5830 – Student Fund-Raising................................................................................ Revised
The policy allows the district to conduct fund-raisers that are non-compliant with the USDA Smart Snack in Schools nutrition standards. The committee chose the option to follow the Federal standards, also advisors may not accept any type of compensation from the vendors.
Recommendation: Approve the Policy as presented.

Board in agreement with recommendation.

10. Policy 6110 – Grant Funds............................................................................................... Revised
This policy required the district to identify in the District accounting all grants received and expended from Federal programs. The policy all provides that there must be disclosure to any potential conflict of interest when spending Federal award/grant dollars.
Recommendation: Approve the Policy as presented.

Board in agreement with recommendation.

11. Policy 6111 – Internal Controls............................................................................................. New
The policy directs the Superintendent to establish and maintain effective control of the spending of grant dollars.
Recommendation: Approve the Policy as presented.

Board in agreement with recommendation.

The revision allows for favorable actions for districts if they self-report any possible violations to the SEC during any Bond actions.
Recommendation: Approve the Policy as presented.

Board in agreement with recommendation.

13. Policy 6320 – Purchasing................................................................................................. Revised
The policy deals with the procurement of supplies, materials, equipment and services. The committee also recommends increasing the amount the superintendent may approve from $10,000 to $11,500 approximately half of the limit which requires closed bids to be taken. The revision also provides a procedure for a bid protest.
Recommendation: Approve the Policy as presented.
**Board in agreement with recommendation.**

14. Policy 6550 – Travel Payment & Reimbursement………………………………………………… Revised
The policy requires that travel and reimbursement from Federal Funds must be requested in advance of the actual travel.
Recommendation: Approve the Policy as presented.

**Board in agreement with recommendation.**

15. Policy 6850 – Public Disclosure and Reporting…………………………………………………… Revised
The policy revisions address the required reporting requirements and timelines for finances.
Recommendation: Approve the Policy as presented.

**Board in agreement with recommendation.**

16. Policy 7217 – Weapons……………………………………………………………………………… Revised
The committee had concerns with the policy additions. If all of the revision were accepted, the District would be required to go into lock-down if someone had an open carry weapon. The committee thinks we need to make that choice on an individual basis.
Recommendation – Approve the Policy with changes.

**Board in agreement with recommendation.**

17. Policy 8321 – Criminal Justice Information Security…………………………………………….. Revised
The policy provides procedure to changing criminal justice information security requirements. The superintendent was informed that districts are being audited to make sure the policy is in place.
Recommendation: Approve the Policy as presented.

**Board in agreement with recommendation.**

18. Policy 8400 – School Safety Information……………………………………………………………… Revised
There have been two recent court rulings involving weapons in schools. The court rulings were in conflict with each other. The committee recommends we not accept this revision and maintain our current policy.
Recommendation: Not approve the Policy revision.

**Board in agreement with recommendation.**

19. Policy 8500 – Food Services……………………………………………………………………………. Revised
The policy revision adds some references to Federal law which we are already following. It also adds the requirement we need to provide alternative lunch if what we are providing is in conflict with the students health standards.
Recommendation: Approve the Policy as presented.

**Board in agreement with recommendation.**

20. Policy 9211 –District Support Organizations………………………………………………………… Revised
The revision to the policy states that District support organizations shall have open meetings open to the public and shall not discriminate for any reasons. The policy adds some restrictions as to what the fund-raisers may include to raise money.
Recommendation: Approve the Policy as presented.

President Godlewski stated a policy for succession planning will be a topic for discussion at the board workshop being held in December. He then asked for any further discussion.

**Discussion:** Hearing none, President Godlewski advanced the item to the next regular meeting on Monday, November 23, 2015 for second reading as required by board policy and followed by action for adoption.

**IX. PUBLIC COMMENTS**

None
COMMUNICATIONS
Secretary Grubbs stated he had received no communications.

XI. ITEMS FROM TRUSTEES/ADMINISTRATORS
   → Future Board Workshop Topics - L. Godlewski
   → President Godlewski stated he had attended a PTO meeting recently.

XII. ADVANCED PLANNING
   → GCASBM Fall Workshop, 11/11, 5:30 p.m., Genesee Career Institute
   → 3 Districts Consortium Board Meeting, 11/17, 6:00 p.m., Linden High School Media Center
   → Co-Curricular Committee Meeting, 11/19, 1:00 p.m., Alberta B. Martin Board Room
   → Technology Committee Meeting, 11/23, 3:00 p.m., Alberta B. Martin Board Room
   → LFMS Building Tour, 11/23, 6:15 p.m., Lake Fenton Middle School Media Center
      *The meeting time for the tour was changed to 6:25 p.m. The tour will begin promptly at 6:30 p.m.
   → Regular BOE Meeting, 11/23, 7:00 p.m., Lake Fenton Middle School Media Center
   → MASP CBA Weekend, 12/4-12/5, Oakland Schools
   → Board Workshop, 12/7, 4:30 p.m., Alberta B. Martin Board Room
   → GCASBM Service Awards Dinner, 12/10, 5:30 p.m., Zehnder’s of Frankenmuth
   → Regular BOE Meeting, 12/14, 7:00 p.m., West Shore Elementary School Media Center
   → Technology Committee Meeting, 12/21, 3:00 p.m., Alberta B. Martin Board Room

XIII. CLOSED SESSION
   President Godlewski stated he had received a request from Superintendent for the discussion of his personnel evaluation to be held in closed session.

President Godlewski called for a motion to go into closed session.
At 8:10 p.m., Secretary Grubbs moved, and supported by Trustee Cicalo, for the board to convene to closed session pursuant to the Open Meetings Act, Section 8 (a) for the purpose of considering a periodic personnel evaluation.

President Godlewski called for a roll call vote.

Ayes: Cicalo, Godlewski, Grubbs, Howieson, Hutchins, Knuth
Nays: None
Motion carried unanimously, 6-0.

At 8:15 p.m., President Godlewski convened the meeting to closed session.

At 8:30 p.m., President Godlewski re-convened the meeting to open session

XIV. ADJOURNMENT
There being no further business, President Godlewski adjourned the committee of the whole meeting at 8:31 p.m.

Respectfully submitted,

[Signature]

Bob Grubbs, Secretary
Katy Wade, Recording Secretary