**SPRINGPORT PUBLIC SCHOOLS**

**REGULAR MEETING**

**Monday, June 27, 2016**

**Meeting Minutes**

The June 27, 2016, regular meeting of the Board of Education was called to order at 7:00 p.m. by President Craig Ward.

Members present: Julie Baglien, Rob Baum, Jeff Caudill, Linda Kubiak, David Lightner, Eric Taylor, and Craig Ward.

Administrative members present: Randall Cook, Janis Sanford, Chris Kregel, Rhonda Potts and Chris Talbot.

Visitors present: Patty Dack, Mr. and Mrs. Halstead and family and Jeff Steers.

Motion by Member Lightner, second by Secretary Baglien to approve the agenda as amended to add an action item of Administration Restructuring of positions.

**Motion Carried, all ayes.**

Motion by Treasurer Caudill, second by Trustee Lightner to approve the consent agenda as presented.

* Regular Meeting Minutes of May 16, 2016
* General Fund Bills of $ 531,966.68
* Hot Lunch Bills of $ 13,314.12

**Motion Carried, all ayes.**

The Finance Committee Report was given by Treasurer Jeff Caudill. He reported the Amended Food service budget started strong in July of 2015 and remains strong. The Food Service program provided meals for many students in activities afterschool. There is a good fund balance to build the budget for 2016-2017. The Amended General Fund Budget, is a financially strong budget, the district did need to use fund balance for approximately $100,000. The district has been able to update and maintain many different areas of our facilities. With staff restructuring, and some staff reduction costs, the 2016-2017 budget is financially well built, knowing there will be changes to the amendment in January. Treasurer Caudill commended Superintendent Cook and Financial Manager Rhonda Potts for their work on the budgets, and commended the Board of Education for their fiscal responsibility in maintaining a high fund balance while continuing to improve school programs and facilities.

The Personnel Committee Report was given by Secretary Baglien. She explained restructuring the secondary administrative positions to absorb the position of athletic director, and shifting duties among the building administrators.

Rhonda Potts gave the Finance report, she explained the borrowing of State Aid Funds remains the same as the previous year.

Secondary Administrator Chris Kregel presented the Annual Bullying and Aggressive Behavior Report for the 2015-2016 school year. The highest incidents of bullying occur at the middle school level, but the amounts of aggressive behavior have decreased from previous years. All aggressive behaviors were technology related. Superintendent Cook commended Mr. Kregel for his consistent work in addressing the students and informing parents in regards to discipline.

Elementary Principal Janis Sanford reported her aggressive and bullying referrals have been cut in half this year. This is due in part to teacher training and character education of the students. National trainers have used some of the multi-tiered system of support developed by the elementary staff.

Superintendent Cook presented four new teachers for consideration. Staff and administration have been interviewing candidates for two positions at the high school. Both have multiple certifications that can provide flexibility in scheduling. There are also two positions at the elementary school.

Motion by Secretary Baglien, second by Member Taylor to approve Rebecca Schwartz as an English and Social Studies Teacher at the high school in accordance with all State and Local Statutes and the SEA Master Agreement.

**Motion Carried, all ayes.**

Motion by Treasurer Caudill, support by Vice President Baum to approve Kate Mooney as an English Teacher at the high school in accordance with all State and Local Statutes and the SEA Master Agreement.

**Motion Carried, all ayes.**

Motion by Secretary Baglien, second by Treasurer Caudill to approve Matthew Darling as a 5th grade teacher at the elementary school in accordance with all State and Local Statutes and the SEA Master Agreement.

**Motion Carried, all ayes.**

Motion by Treasurer Caudill, second by Secretary Baglien, to approve Amber Halstead as a Title I Literacy and Math Intervention teacher at the elementary school in accordance with all State and Local Statutes and the SEA Master Agreement.

**Motion Carried, all ayes.**

Mrs. Halstead was present at the meeting and was introduced to the Board of Education.

Superintendent Cook presented a recommendation by Transportation Supervisor Jim Acker to hire Bobbie Clark as a bus driver. She has been a substitute bus driver this past year.

Motion by Secretary Baglien, second by Vice President Baum to hire Bobbie Clark as a regular driver in accordance with all local and state statutes and the Transportation Master Agreement.

**Motion Carried, all ayes.**

Superintendent Cook presented changes to the student/parent handbook for the 2016-2017 school year.

Motion by Treasurer Caudill, second by Member Lightner to approve the Elementary Student/Parent handbook as presented.

**Motion Carried, all ayes.**

Superintendent Cook presented changes to the middle school and high school student/parent handbook for the 2016-2017 school year.

Motion by Secretary Baglien, support by Vice President Baum to approve the Middle School Student/Parent handbook as presented.

**Motion Carried, all ayes.**

Motion by Member Lightner, support by Treasurer Caudill to approve the High School Student/Parent handbook as presented.

**Motion Carried, all ayes.**

Superintendent Cook explained sealed bids were secured for the remodeling to the football/track/soccer restroom area. The low bid was from Cunningham. This is the same company that did the excellent work at the baseball complex. The funds are being committed from the current budget for the completion of this project.

Motion by Vice President Baum, support by Trustee Lightner to approve the construction bid of $35,185 by Cunningham Construction to refurbish the football, track and soccer restroom facility.

**Motion Carried, all ayes.**

Superintendent Cook presented the amended Food Service and General Fund budget for approval.

Motion by Trustee Lightner, support by Treasurer Caudill to approve the amended 2015-2016 Food Service Budget as presented.

**Motion Carried, all ayes.**

Motion by Secretary Baglien, second by Member Lightner to approve the amended General Fund 2015-2016 Budget as presented.

**Motion Carried, all ayes.**

Superintendent Cook presented the proposed budgets for the food service and the general fund, as reviewed at the Budget Hearing prior to the regular meeting.

Motion by Trustee Lightner, second by Treasurer Caudill to approve the 2016-2017 Food Service Budget as presented.

**Motion Carried, all ayes.**

Motion by Treasurer Caudill support by Member Lightner to approve the 2016-2017 General Fund Budget as presented.

**Motion Carried, all ayes.**

Superintendent Cook presented NEOLA policies for a second and final reading.

Motion by Treasurer Caudill, second by Secretary Baglien to approve NEOLA policies: 1240, 1420, 2623, 3131, 3220, 6146, 6424, 7217, and 8142.01 as presented.

**Motion Carried, all ayes.**

Superintendent Cook presented information and the resolution as prepared by Thrun Law Firm for the State Aid Note that will be executed in August. We are borrowing an amount not to exceed $600,000.

Motion by Member Lightner, second by Treasurer Caudill to adopt the Resolution for the 2016-2017 State Aid Anticipation Note as prepared by Thrun Law Firm.

ROLL CALL VOTE

Ms. Baglien, aye; Mr. Baum, aye; Mr. Caudill, aye; Ms. Kubiak, aye; Mr. Lightner, aye; Mr. Taylor, aye; Mr. Ward, aye.

**Motion Carried, seven ayes.**

Superintendent Cook presented the tax rate request form L-4029 as prepared by Stauder Barch and Associates. Our obligation to the school bond loan fund has now been paid in full.

Motion by Member Lightner, Support by Secretary Baglien to approve the 2016 Tax Rate Request as prepared by Stauder Barch and Associates.

**Motion Carried, all ayes.**

Superintendent Cook explained he has accepted the resignation of Athletic Director Ron Clift. By restructuring the secondary administrative positions of Mr. Kregel and Mrs. Overweg, and absorbing the Athletic Director position, the district will save approximately $10,000.

Motion by Vice President Baum, second by Trustee Lightner to approve the restructuring of job responsibilities for Chris Kregel which include Dean of Students, Communications, and Athletic Director as presented.

**Motion Carried, all ayes.**

Motion by Secretary Baglien, support by Vice President Baum, to approve the restructuring of job responsibilities for Tanya Overweg which include all staff and curriculum for both the middle school and high school as presented.

**Motion Carried, all ayes.**

Motion by Treasurer Caudill, second by Member Lightner to approve the $2,000 annual annuity paid to Janis Sanford as elementary principal.

**Motion Carried, all ayes.**

Motion by Vice President Baum, support by Trustee Lightner to go into closed session for the purpose of discussing upcoming negotiations at 7:42 p.m.

ROLL CALL:

Ms. Baglien, aye; Mr. Baum, aye; Mr. Caudill, aye; Ms. Kubiak, aye; Mr. Lightner, aye; Mr. Taylor, aye; Mr. Ward, aye. **Motion Carried, all ayes. Member Taylor left the meeting, Due to conflict of Interest.**

Motion by Secretary Baglien, support by Vice President Baum to return to regular session at 7:48 p.m.

ROLL CALL

Ms. Baglien, aye; Mr. Baum, aye; Mr. Caudill, aye; Ms. Kubiak, aye; Mr. Lightner, aye; Mr. Taylor, aye; Mr. Ward, aye. **Motion Carried, all ayes. Member Taylor returned to the meeting.**

Motion by Treasurer Caudill second by Secretary Baglien to ratify the contract agreement reached between the Board of Education and the Food Service Staff for the term of July 1, 2016 to June 30, 2018.

Member Taylor abstained

**Motion Carried, all ayes.**

Superintendent Cook announced he has received and accepted resignations from the following staff members: Ron Clift, Athletic Director; Katie Reed, Special Education Teacher; Jennifer Dysert, GSRP Paraprofessional; Denny Kaiser, Bus Driver; and Kim Slaby, Food Service Worker.

Superintendent Cook presented the NEOLA Special Release Edgar Collection Policies.

These policies deal with school finance. They were reviewed by the Finance Committee and Finance Manager. In December 2014, the U.S. Department of Education (ED) released the newly updated Education Department General Administration Regulations (EDGAR). This revision rewrite of the regulations was issued after almost 40 years of minimal change in the compliance measures that federally funded programs must meet. The regulations cover the application process, financial management, procurement, inventory management, time and effort accountability, cost allowability, record retention, and program oversight.

The District Improvement Plan was presented by Superintendent Cook. He explained that it is aligned with curriculum council and with Title I, Title IIA, and At Risk programs to do what is best for students.

Superintendent Cook updated the Board regarding the Lease agreement with the Nursery School Program and the District. The Lease is being developed with the District’s legal counsel and the owner of the Nursery School Program.

Superintendent Cook provided information regarding the FFA’s proposal for an overnight trip for POA Camp, to be held from August 8, to August 10, 2016.

Superintendent Cook reminded members of the July 26 deadline for anyone wishing to run for the three board seats that are up for election in November.

Discussion was held regarding Members receiving updated and information from Board Committee Meetings. By consensus, it was decided that Superintendent Cook would email all Board Members the agenda for Board Committee meetings, and members could attend meetings to listen to discussion, or call members of the committee for updates.

Motion by Trustee Lightner, second by Secretary Caudill to adjourn the meeting at 8:05 p.m.

**Motion Carried, all ayes.**