

**PINE RIVER AREA SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING MINUTES
January 14, 2019**

A Regular Meeting of the Pine River Area Schools Board of Education was held Monday, January 14, 2019 at Pine River Middle/High School Media Center.

I. ROLL CALL

President Peterson called the meeting to order at 6:00 p.m.

Members present: 7- Merrylie Cameron, Kim Dean, Kevin Delancey, Terry Koetje, Jim Peterson, Tom Shook, Katy Draper

Administrators/Directors present: Matt Lukshaitis, Emily Adema, Heidi Hayes, Josie Hill, Brent Ruppert and Rob Sibary.

II. APPROVE AGENDA

Motion by Mrs. Cameron, seconded by Mr. Shook to approve the agenda as amended.

Ayes 7, Nays – 0, Motion carried.

III. Ceremonial Reenactment of the Path of Office for Recently Elected Board Members

Motion by Mr. Koetje, seconded by Mr. Delancey to swear in our newly elected board members.

Ayes 7, Nays – 0, Motion carried.

IV. Election of Temporary Chairperson

Motion by Mr. Shook, seconded by Mrs. Dean to appoint Mr. Koetje as Temporary Chairperson.

Ayes 7, Nays – 0, Motion carried.

V. Election of Board of Education Officers

A. President:

Mr. Peterson, nominated by Mr. Shook for the position of President. Mr. Delancey supported the nomination. No other nominations were given.

Roll Call-Ayes 7, Nays-0, Mr. Peterson was elected as BOE President.

B. Vice President:

Mr. Koetje, nominated by Mr. Delancey for the position of Vice President. Mr. Shook supported the nomination. No other nominations were given.

Roll Call-Ayes 7, Nays-0, Mr. Koetje was elected as BOE Vice President.

C. Secretary:

Mr. Delancey, nominated by Mr. Koetje for the position of Secretary. Mrs. Cameron supported the nomination. No other nominations were given.

Roll Call-Ayes 7, Nays-0, Mr. Delancey was elected as BOE Secretary.

D. Treasurer:

Mr. Shook, nominated by Mrs. Cameron for the position of Treasurer. Mr. Koetje supported the nomination. No other nominations were given.

Roll Call-Ayes 7, Nays-0, Mr. Shook was elected as BOE Treasurer.

VI. Establish Dates, Times and Places for 2019 Regular Meetings of the Board of Education.

Motion by Mrs. Dean, seconded by Mr. Shook, to approve the 2019 Board Meeting schedule as presented.

Ayes-7, Nays-0, Motion approved.

VII. Depository of Funds

- Motion by Mrs. Cameron, seconded by Mr. Koetje to designate Lake-Osceola State Bank as the depository of funds for the Savings Account, General Fund Savings Account, Payroll Account, Checking Account, 2010 Debt Retirement Account, 2016 Debt Retirement Account, Capital Projects Account, Mildred Larson Memorial Scholarship Fund, Debt Retirement Checking Account, Payroll Direct Deposit Account.

Ayes-7, Nays-0, Motion Approved.

- Motion by Mr. Koetje, seconded by Mr. Delancey to designate Chemical Bank as the depository of funds for the Debt Retirement Account.

Ayes-7, Nays-0, Motion Approved.

VIII. Authorization to Sign Checks

- Motion by Mrs. Dean, seconded by Mr. Koetje to authorize Brent Ruppert, Dawn Sizeland and Matt Lukshaitis to sign checks for the Payroll Account.
Ayes-7, Nays-0, Motion Approved.
- Motion by Mr. Koetje, seconded by Mr. Delancey, to authorize the General Fund checks, Debt Retirement checks and Capital Projects checks to be signed by a stamp with the Board President's and Treasurer's names.
Ayes-7, Nays-0, Motion Approved.

IX. Authorization to Use Safe Deposit Box

Motion by Mr. Shook, seconded by Mrs. Cameron to designate Matt Lukshaitis and Dawn Sizeland as the persons authorized to use the safe deposit box.

Ayes-7, Nays-0, Motion Approved.

X. Electronic Funds Transfer Officers

Motion by Mr. Delancey, seconded by Mrs. Dean, to designate Josie Hill and Charlotte Butkovich as the Electronic Funds Transfer Officers.

Ayes-7, Nays-0, Motion Approved.

XI. Treasurer and Secretary

- Motion by Mr. Shook, seconded by Mrs. Dean, to designate Josie Hill to assume specified responsibilities of the Treasurer.
Ayes-7, Nays-0, Motion Approved.
- Motion by Mrs. Cameron, seconded by Mr. Shook to designate Dawn Sizeland to assume specified responsibilities of the Secretary.
Ayes-7, Nays-0, Motion Approved.

XII. Approval of Retainer Contracts for Attorneys, Insurance and Auditors

- Motion by Mr. Delancey, seconded by Mrs. Cameron, to appoint Thrun Law Firm of Lansing as the district's attorney.
Ayes-7, Nays-0, Motion Approved.
- Motion by Mr. Koetje, seconded by Mrs. Cameron, to appoint SET SEG/CCSMI as the insurance handler for the general liability, property damage and worker's compensation.
Ayes-7, Nays-0, Motion Approved.
- Motion by Mr. Delancey, seconded by Mrs. Draper to appoint Baird, Cotter and Bishop, P.C. of Cadillac as the district's auditors.
Ayes-7, Nays-0, Motion Approved.

XIII. Publishing of Legal Notices and Advertising

Motion by Mrs. Dean, seconded by Mrs. Cameron to publish legal notices and advertising in the Cadillac News.

Ayes-7, Nays-0, Motion Approved.

XIV. Designation of Person for Posting Public Notices of Meetings

Motion by Mr. Koetje, seconded by Mr. Delancey to appoint Matt Lukshaitis or his designee to post public notices of meetings.

Ayes-7, Nays-0, Motion Approved.

XV. Delegation of Election Duties

Motion by Mrs. Draper, seconded by Mrs. Cameron to appoint Dawn Sizeland as the person delegated to handle election duties under the authority of the Board Secretary.

Ayes-7, Nays-0, Motion Approved.

XVI. Approval of Organizational Membership/Delegate and Alternate

- Motion by Mr. Shook, seconded by Mr. Koetje to approve Membership in the Michigan Association of School Boards.
Ayes-7, Nays-0, Motion Approved.
- Motion by Mr. Koetje, seconded by Mr. Delancey to designate Mr. Shook to serve as Board Delegate and Mrs. Cameron to serve as Board Alternate and attend/cast votes on behalf of the board at specified functions of the Michigan Association of School Boards.
Ayes-7, Nays-0, Motion Approved.
- Motion by Mr. Delancey, seconded by Mrs. Cameron to approve membership in the Michigan Association of Superintendents and Administrators.
Ayes-7, Nays-0, Motion Approved.

XVII. Approval for Board Members to Attend Classes/Conferences

Motion by Mr. Shook, seconded by Mrs. Dean to approve board members' attendance at classes and conferences sponsored by the Michigan Association of School Boards and other board related conferences.

Ayes-7, Nays-0, Motion Approved.

XVIII. Superintendent's Report

- ⊖ Mr. Lukshaitis commented on the ramifications of the Lame Duck session. Also announced that on January 21, 2019 from 9-11am, Michigan Representatives and Senators would be at our local ISD to explain the new Lame Duck laws. Mr. Peterson, Mr. Shook, Mr. Koetje and Mrs. Cameron, along with Mr. Lukshaitis all expressed interest in attending this meeting.
- ⊖ Mr. Lukshaitis presented handmade thank-you cards from ~~PRAE~~ 1st and 2nd grade classes and buck lapel pins to each of our board members in honor of Board Appreciation Month. Mr. Lukshaitis also explained that the lapel pins would be used as a means to acknowledge community members who serve and highly impact Pine River Area Schools. Parameters and guidelines are being established to determine when lapel pins will be given out.

XIX. President's Report

- ⊖ Mr. Peterson thanked each board member for the service and dedication to our school board.
- ⊖ Mr. Peterson also reviewed historic notes from Board of Education meetings several years past.
- ⊖ Mr. Peterson reminded the board and attendees that the Board's Annual Retreat is scheduled for January 28, 2019 at Kettunen Center in Tustin beginning at 4pm.
- ⊖ Mr. Peterson also gave a brief review of the Open Meetings Act.

XX. Principals/Directors/Student Representative Updates

• Brent Ruppert

- ⊖ Middle school girls' basketball season started the beginning of January.
- ⊖ School improvement goals have been set but due to changes made to process there is a wait to finalize goals.
- ⊖ Gift baskets were successfully delivered to Samaritas residents before Christmas break and thank you notes were received showing residents' appreciation for the baskets.
- ⊖ Discussions have taken place to bring in guest speakers for vaping education.
- ⊖ Special thank you was given to Jeremy Beebe for his assistance with CPR training.
- ⊖ Snowfest is scheduled for January 19, 2019.
- ⊖ Guitar Club is going well and 2 student members have been selected to perform musical pieces during lunches.
- ⊖ Chad Phillips, High School Counselor, received a grant that will provide a counselor for college exploration. This is a partnership with Marion Public Schools and would provide 2.5 days of counseling services per school district for 3 years covering FAFSA, Scholarships, SAT information/counseling services to students.

• Josie Hill

- ⊖ Revenue census meeting took place in Lansing. Various stats were given.
- ⊖ W-2s for 2018 are being worked at the WMISD.
- ⊖ Pine River Area Schools made an insurance switch for 2019(these changes are expected to be a savings for both the district and staff):
 - Medical/health is now covered under Blue Care Network
 - Dental is now covered under AND
 - Vision is now covered under EyeMed
 - Prescription coverage is now through ARORx
 - HRA through 44 North also

- **Emily Adema**
 - ⊖ 6th and 7th grade staff are forming a scheduling committee and reviewing election options compatible with the high school class offerings.
 - ⊖ Santa's Secret Shop took place before Christmas Break. Friends' of the Middle School sponsors and hosts this event. It is not a fund raiser but is an opportunity to students in grades 4-8 to purchase Christmas gifts for their family members. Every item was sold for \$1 each. Volunteers also provided gift wrapping services for items purchased.
 - ⊖ School Improvement Plan for 4-7th grades is in progress.
 - ⊖ 5th Grade Trade Fair took place recently. This was an opportunity to teach the students about bartering and trading.
 - ⊖ Plans to use MSTEP date and work with ELA consultants at the WMISD for curriculum reviews. Also exploring the possibility of moving all standardized testing in the middle school to an a.m. schedule.
- **Heidi Hayes**
 - ⊖ December was a magical time at the K-3 Building. Dave Moored built a replica of the Polar Express train and all staff participated in bringing a live experience of the Polar Express to all the K-3 students.
 - ⊖ NHS students from the high school served as volunteers during the K-3's Santa Secret Shop event. PRPTG did a great job at sponsoring and hosting this event also.
 - ⊖ K-3 hosted 4 Christmas concerts before Christmas Break. All were an entertaining success.
 - ⊖ There is a K-5 conference in Lansing on January 15. One teacher per grade level will be attending. The conference's focus is on bench marking.
 - ⊖ Title Grand is expected to be submitted on January 15 also.
 - ⊖ School Improvement Plan is underway and an ISD meeting will take place mid-January to begin writing it.
- **Rob Sibary**
 - ⊖ Mr. Sibary reported that the bus damaged in the November 30, 2018 accident has been repaired. Claim was also processed and reimbursement check has been received.
 - ⊖ It's time to explore downsizing bussing inventory by auctioning off a few buses.
 - ⊖ General maintenance is getting caught up.

XXI. Communications and Public Comment/Call for Comment on Proposed Balanced Calendar

..... *A Community Member/Parent* addressed the board regarding the Proposed Balanced Calendar for school years 2019-2020, 2020-2021 and 2021-2022. *He/She* provided a written statement and list of questions regarding this proposal. The Board addressed the questions that were asked during the meeting. Pine River's Definition of "Balanced Calendar" was clarified as a calendar that would start the school year prior to Labor Day resulting in first semester ending before Christmas Break, and second semester to begin immediately after school resumes from Christmas Break. At this time, this proposal is not a request for year round schooling.

It was further explained to *him/her* that starting a couple weeks' earlier than Labor Day should allow for the school year to end earlier in June. This schedule would also match other schools within our ISD, current sporting schedules and local college schedules. Two other reasons indicated to support this proposal were:

- 1.) This would allow for students to take semester exams before Christmas Break.
- 2.) Misbehaviors after spring break/Memorial Day reportedly skyrocket.

If this is approved, summer would be slightly shorted for this year only.

Mr. Delancey reported he has observed a "pretty big split" within the Pine River community.

Mr. Koetje suggested standardized summer practice schedules/times to be held at set times are early in the day or later in the evenings in order to allow teens to hold summer jobs.

XXII. Consent Agenda

Motion by Mrs. Cameron, Seconded by Mrs. Dean to approve the consent agenda as presented. This would include approving:

- December 10, 2018 Regular Meeting Minutes
- General Fund and lunch invoices
- Capital Project Fund Expenditures

Ayes-7, Nays-0, Motion Approved.

No old business was discussed.

XXIV New Business

- A. Mr. Lukshaitis and the Board of Education reviewed the proposed 3-year balanced calendar as presented. This was the first reading.
- B. Motion by Mr. Delancey, seconded by Mrs. Cameron to approve entering into an auction contract agreement with CIS as recommended by the Superintendent.
Ayes-7, Nays-0, Motion Approved.
- C. Motion by Mrs. Draper, seconded by Mr. Koetje to accept Sheila Werner's letter of retirement effective April 1, 2019 as recommended by the Superintendent.
Ayes-7, Nays-0, Motion Approved.

XXV. Roll Call for Close Session

Motion by Mr. Koetje, seconded by Mr. Shook to move meeting into closed session for the purpose of student expulsion hearing.

Ayes-7, Nays-0, Motion Approved.

The Board went into Closed Session at 7:10 pm.

XXVI. Roll Call for Open Session

Motion by Mr. Delancey, seconded by Mrs. Draper to move meeting back into open session for the purpose of student discipline and any other items to discuss.

Ayes-7, Nays-0, Motion Approved.

The Board went back into Open Session at 8:25pm.

XXVII. Open Session, Student Discipline SY 18-003

Motion by Mr. Koetje, seconded by Mrs. Dean to suspend (SY18-003) from January 3, 2019 through January 28, 2019 as recommended by the Superintendent and as a means of concluding discipline in this case.

Ayes-7, Nays-0, Motion Approved.

XXVIII. Other


No other items were discussed.

XXIX. Adjournment

Meeting was adjourned at 8:37 pm.

CERTIFICATION

I hereby certify the attached is a true copy of the proposed minutes of a Regular Meeting held on the 14th day of January, 2019, and that said proposed minutes have been approved and made available to the public at the address designated on the posted public notice of said meeting from and after the 11th day of February, 2019.



Secretary, Board of Education