

**LAKE CITY AREA SCHOOLS
BOARD OF EDUCATION
REGULAR AND ORGANIZATIONAL MEETING MINUTES
July 12, 2017**

A. CALL TO ORDER

The meeting was called to order by President Hose at 7:00 p.m.

B. ROLL CALL

Members Present: Craig Ardis, Ona Booms, Rod Hose and Joe McGiness

Member Absent: Tamara Helsel, Brian Kunkel and Tom Redman

C. APPROVE AGENDA

Motion by McGiness, seconded by Ardis, to correct Item "G. Adjournment" of the minutes of the July 10, 2017 Special Board Meeting to read "Vice President Redman", rather than "President Hose", to forgo verbal Committee and Administrative reports and to approve the agenda as amended.

Motion Carried 4 – 0

D. CONSENT AGENDA

- Approve Minutes of Regular Meeting June 14, 2017
- Approve Minutes of Special Meeting June 23, 2017
- Approve Minutes of Special Meeting June 28, 2017
- Approve Minutes of Special Meeting July 10, 2017
- Communications
- Activity Report
- Approval of Bills

| | |
|--|-----------------------|
| Bills paid (General Fund) | \$774,182.70 |
| Bills paid (Food Service) | 70,768.38 |
| Bills paid (Capital Projects) | 0.00 |
| Bills paid (2016 Construction Project Fund) | \$158,936.77 |
| Bills paid (Sinking Fund) | 2,825.73 |
| Bills paid (Agency Funds) | 38,864.43 |
| Total | <u>\$1,045,578.01</u> |

Motion by McGiness, seconded by Booms, to approve the consent agenda as presented.

Motion Carried 4 – 0

E. COMMENTS FROM PUBLIC - None

F. ADMINISTRATIVE REPORTS *NO REPORT DUE IN JULY & AUGUST

1. Elementary School – Mrs. Gill *
2. Middle School, High School and Athletics – Dr. Hejnal asked to be allowed to give a

report and clarified some the information that was provided to the Board at the meeting of July 10th.

3. Superintendent – Mrs. Blaszak

G. COMMITTEE REPORTS - *Verbal reports were not given.*

1. Curriculum – Mrs. Booms
2. Personnel – Mr. Ardis
3. Student Affairs – Mr. Kunkel
4. Operations – Mr. McGinness
5. Finance – Mrs. Helsel
6. Policy – Mr. Redman

H. INFORMATION

1. Policy Recommendations

Superintendent Blaszak has presented the Board with the following policy revision recommendations:

| | |
|------------------|---|
| Policy 0168.1 | Open Meeting |
| Policy 2221 | Mandatory Courses |
| Policy 2461 | Recording of District Meetings Involving Students and/or Parents |
| Policy 2623 | Student Assessment |
| Policy 3120.04 | Employment of Substitutes |
| Policy 3121/4121 | Criminal History Record Check |
| Policy 5517.01 | Bullying and Other Aggressive Behavior toward Students |
| Policy 5610 | Emergency Removal, Suspension, and Expulsion of Non-disabled Students |
| Policy 5610.01 | Expulsion/Suspensions – Required by Statute |
| Policy 7540.02 | Web Content, Services and Apps |
| Policy 8330 | Student Records |
| Policy 8400 | School Safety Information |
| Policy 8510 | Wellness |

These recommendations are submitted as a **second reading** with adoption scheduled at tonight's meeting. Copies are available for review at Central Office.

I. ACTION ITEMS

1. Seat Time Waiver and/or Dropout Recovery Services

Motion by McGinness, seconded by Ardis, that the Board authorize the Superintendent to contract with ATS Consulting Services for Seat Time Waiver and/or Dropout Recovery services as outlined in the agreement, pending review by the Intermediate School District Pupil Accounting Auditor.

Motion Carried 4 – 0

2. Administrators' Contracts

Motion by McGiness, seconded by Ardis, that the Board approve the extension of the Administrators' contracts through June 30, 2019, for Tim Hejnal, Joe Blaszak and Beth Marion as presented.

Motion Carried 4 – 0

3. Superintendent Evaluation and Contract

Motion by Ardis, seconded by Booms, that the Board accept Superintendent, Kimberly A. Blaszak's evaluation and extend her contract with the District for one year through June 30, 2019 as presented.

Motion Carried 4 – 0

4. Hire Dean of Students/High School Counselor

Motion by McGiness, seconded by Ardis, that the Board approve the hiring of James Snyder for the Dean of Students/High School Counselor position effective August 1, 2017. This position will be a Classified Contract assignment and Mr. Snyder will be required to receive a *high school* counseling certification within the next three years per state requirement.

Motion Carried 4 – 0

5. Hire Elementary School Teacher

Motion by McGiness, seconded by Booms, that the Board approve the hiring of Travis Ash for an elementary teacher position, effective August 18, 2017, and place him on the BA 18 Scale, Step 6, of the Teacher's Contract.

Motion Carried 4 – 0

6. Teacher Assignment

Motion by Booms, seconded by Ardis, that the Board approves the transfer of Amy Manick to an elementary teacher position beginning in the 2017-18 school year.

Motion Carried 4 – 0

7. Bond Project Pay Applications

Motion by McGiness, seconded by Ardis, that the Board approve the following payments from the Bond Project Fund:

- Vell Construction in the amount of \$ 17,600.00
- Vell Construction for reimbursables in the amount of \$45,101.71

- Kerkstra Precast in the amount of \$35,280.00

Motion Carried 4 – 0

8. Membership Dues and Purchase Card Authorized Users

Motion by McGinness, seconded by Ardis, that the Board approve the list of memberships and dues payments as well as the list of purchase card authorized users.

Motion Carried 4 – 0

9. State Aid Operating Notes Resolution

Motion by Ardis, seconded by McGinness, that the Board adopt the State Aid Operating Notes Resolution authorizing borrowing \$1,400,000 as presented.

Motion Carried 4 – 0

10. Policy Recommendations

Motion by McGinness, seconded by Booms, that the Board approve the following policies as presented:

| | |
|------------------|--|
| Policy 0168.1 | Open Meeting |
| Policy 2221 | Mandatory Courses |
| Policy 2461 | Recording of District Meetings Involving Students and/or Parents |
| Policy 2623 | Student Assessment |
| Policy 3120.04 | Employment of Substitutes |
| Policy 3121/4121 | Criminal History Record Check |
| Policy 5517.01 | Bullying and Other Aggressive Behavior toward Students |
| Policy 5610 | Emergency Removal, Suspension, and Expulsion of Nondisabled Students |
| Policy 5610.01 | Expulsion/Suspensions – Required by Statute |
| Policy 7540.02 | Web Content, Services and Apps |
| Policy 8330 | Student Records |
| Policy 8400 | School Safety Information |
| Policy 8510 | Wellness |

Motion Carried 4 – 0

11. MASB CHECKLIST FOR BOARD ACTION JULY 2017

1. School District Legal Reference

- A. Legal name of school district: Lake City Area Schools

- B. Prior to July 1, 1996, this district was classed as a fourth class school district. On July 1, 1996, the district became a general power school district by operation of law.
- C. The Board of Education is comprised of seven (7) members, who are elected for terms of six (6) years.
- D. Members holding office on July 1, 2016, and the expiration of their current terms are listed below:

| | |
|---------------|--------------------------------|
| Craig Ardis | term expires December 31, 2018 |
| Joe McGinness | term expires December 31, 2018 |
| Rod Hose | term expires December 31, 2020 |
| Brian Kunkel | term expires December 31, 2020 |
| Tom Redman | term expires December 31, 2020 |
| Ona Booms | term expires December 31, 2022 |
| Tamara Helsel | term expires December 31, 2022 |

- 2. The Board's general functions are to establish policy, approve all curriculum, authorize all personnel positions, conduct the financial management of the district, and supervise all general operations of the district through the Superintendent.
 - A. Establish January and July as months for future organizational meetings not later than the second day of the day selected for regular meetings (i.e. – the second Wednesday)
 - B. Establish board officers
 - Number – 4
 - Titles – President; Vice-President; Secretary; Treasurer
 - Duties – As generally prescribed
 - Terms – One year
 - Eligibility – Must be a board member
 - Method of electing officers – roll call
 - Order of succession – President, Vice-President, Secretary, Treasurer
 - C. Establish meeting requirements
 - Day(s) (at least monthly), and place of regular meetings – 1 per month; (See item #5)
 - Form and method of notice to board members for regular meetings – written
 - Purposes for convening special meetings – special needs of the district
 - Method of notice to board members for special meetings – written to all members

D. Establish procedures for conducting board meetings

- Agenda format and preparation – by Superintendent, as previously established
- Public participation rules – as previously established and as required by law
- Rules of order - as established by the Board
- Style of minutes – as previously established

E. Establish board committee system and procedures

- Types of committees – standing, and as called
- Name of each committee – Personnel, Curriculum, Operations, Finance, Policy, and Student Affairs
- Charge of each committee – 1 member per committee except President
- Method of appointing committee members – 6 appointed by President
- The Board herewith establishes an open meetings requirement for any and all advisory committees
- Style of committee reports – oral/written
- Method for receiving committee reports –oral/written

F. Establish compensation system for board members (e.g., per diem for attendance at board meetings, committee meetings, and other authorized activities) - \$35.00 per regular/official meeting.

G. Establish system for reimbursement of board member expenses - monthly

H. Establish procedure for district membership in organizations – as approved by the board normally in July.

I. Establish procedure for filling vacancies on board to supplement §1104
Method of filling vacancy – Applications to Board; appointed by Majority

J. Any other matter related to effective and efficient functioning of the board (MCL 380.11a) – none

Motion by McGiness, seconded by Ardis, to adopt the checklist items 1 and 2 as presented.

Motion Carried 4 – 0

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3. Election of officers – Election in January, 2018

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4. Adoption of schedule of regular board meeting dates for the fiscal year

Day – Second Wednesday

Time – 7:00 p.m.

Location – Superintendent’s Office (July and August)

High School Library (September through May, except January)

High School Auditorium (June and January)

Committee Meetings (see Exhibit A)

5. Designation of person for posting public notices of meetings – Superintendent or Superintendent’s Designee.

6. Delegation of election duties

The Secretary of the Board of Education has discretion to delegate election duties to a member of the district’s administrative staff. If duties are delegated, it must be recorded in the board’s minutes. Delegated to Superintendent.

7. Approval of organizational memberships (MASB, MASB-Legal Trust Funds, and designation of MASB’s Legislative Relations Network Representative, TOM REDMAN.

8. Approval of annual retainer contracts – Thrun Law Firm

9. Maximum authorized Superintendent expenditures - \$15,000 Capital Outlay, plus amounts as approved in General Fund budgets for supplies, textbooks, and other normal operational purchases (no account will be exceeded by approved amount).

10. Authorization to Sign Contracts and Accept Resignations – It is the recommendation of the Superintendent that she be and is hereby authorized to sign employment contracts for all personnel, except K-12 teacher and administrators, and to accept any resignation on behalf of the Board.

11. Appoint a representative to the ISD for Regional School Board Association Representative. – TAMARA HELSEL.

12. Fiscal Management

Investment of Funds by Treasurer (Policy Ref. #3300)

Depositing of Funds (Policy Ref. #3400)

Designation of depositories for school funds –

MILAF (45%)

Chemical Bank (50%)

Fifth/Third Bank (5%)

Resolution Authorizing Superintendent to Invest School Monies -

It is the recommendation of the Superintendent

that she be and is hereby authorized to invest school monies for investment purposes.

Resolution Authorizing Business Manager to initiate electronic transfers between existing school accounts, negotiate and authorize renewal of existing certificates of deposit, and access all account information from financial institutions.

Principals Directed to Establish Inventories

Check signature authorization – Treasurer and/or Superintendent
(1 Signature Required)

Mileage Reimbursement - \$.52

Employee meals reimbursement by receipt/not to exceed

Breakfast - \$10.00

Lunch - \$12.00

Dinner - \$20.00

Purchasing limits

Administration \$1500

Business Manager \$5,000

Superintendent \$15,000

Superintendent to establish meal rate charges (student & adult); adjust working hours; and establish other fees as necessary (does not permit the establishment of additional working hours over 55 hours – not including supervisor)

13. Superintendent authorized to sign criminal complaints (Policy Ref. #4120)

14. Bus Rentals – Approval of Superintendent

Driver - \$20 per hour

Mileage - \$2.50 per mile

Fee - \$100 per vehicle per event

Use of District Facilities

Elementary

Cafeteria - \$100

Kitchen - \$100

Classroom - \$ 35

Library - \$ 60

Middle School

Gym - \$120

Classroom - \$ 35

Facilities - \$275

Kitchen - \$100

| | |
|---------------|-------|
| High School | |
| Gym - | \$120 |
| Auditorium - | \$120 |
| Classroom - | \$ 35 |
| Facilities - | \$275 |
| Weight Room - | \$ 50 |

Equipment Rental Fees (off campus)

| | |
|--------|--------------|
| Table | \$15.00 each |
| Chairs | \$ 3.00 each |

| | |
|-------------|----------------|
| Video - | Not loaned out |
| Computers - | Not loaned out |

*Services

Rental fee waived for non-profit community organizations.

If rented when custodial staff is not normally scheduled,
renter must pay \$30/hour for custodian to be present.

If rented when food service staff is not normally scheduled,
renter must pay \$26/hour per employee for food
service staff to be present.

Required for use of kitchen & use of gym, facilities, and
cafeteria.

Motion by McGiness, seconded by Booms, to adopt the checklist items 4 through
14 as presented.

Motion Carried 4 – 0

J. OTHER ITEMS

1. Work Session in Lieu of Committee Meetings –
Wednesday, August 3rd @ 6:30 p.m.
Superintendent's Office
2. Next Regular Meeting –
Wednesday, August 10th @ 7:00 p.m.
Superintendent's Office

K. ADDITIONAL COMMENTS FROM THE PUBLIC – None

L. ADJOURNMENT

Meeting declared adjourned by President Hose at 8:09 p.m.

Respectfully submitted,
Joe McGiness, Board Secretary
Beth Marion, Recording Secretary