

PELLSTON PUBLIC SCHOOLS



Central Office, Monique Dean, Superintendent, mdean@pellstonschools.org
172 North Park Street, Pellston, MI 49769, phone 231-539-8682, www.pellstonschools.org

Regular Meeting of the Board of Education January 8, 2018
Board of Education Conference Room; 172 North Park Street, 7:00 PM

AGENDA

- I. Call to Order**
- II. Pledge of Allegiance & Moment of Silence**
- III. Information/Presentation(s):**
 - A. Spotlight Presentation
 - B. Athletic Report and Transportation Report- Matt Sheick
 - C. Food Service Department- Sherry Sedore (see packet)
 - D. Trust and Agency Report- Michelle Ferris (see packet)
 - E. Board Expenditures Report (see packet)
 - F. PTO Report
- IV. Administrators' Highlights**
- V. Public Commentary** (3-5 minutes/person-please see guidelines at end of agenda)
- VI. Correspondence**
 - A. North Central Michigan College Donation
- VII. Old Business**
- VIII. New Business**
 - A. Board of Education Election of Officers
 - B. Board of Education 2018 Committee Assignments
 - C. Letter of Resignation
 - D. Recommendation for Employment
- VIII. Approval of Consent Agenda Items**

Motion by _____, supported by _____, "that the Consent Agenda Items for the January 8, 2018 meeting of the Board of Education be adopted, as presented."

 - A. Approval of Minutes of Previous Meeting**
 - 1. Approval of Minutes**

Motion: "that the Board of Education approves the regular meeting minutes of the December 11, 2017 board meeting."

B. Business and Finance Items

1. Payment of the Bills

Motion: "that the Board of Education, pay Gross Payrolls for February 2, 2018 and January 19, 2018; Benefits and Utilities and ACH transfers from January 9, 2018 to February 12, 2018.

2. Depository of School Funds

Motion: "that the Board of Education appoints Monique Dean, Superintendent, as Assistant Treasurer, to receive, record and deposit schools funds at the discretion of the board to Citizens National Bank, Bank One and MILAF as depositories for the General Fund, Payroll, Athletic & Food Service funds, Debt Retirement and Activity funds."

3. Signatures for Checks

Motion: "that the Board of Education appoints three officers: Board President, Treasurer and Secretary to sign General Fund, Food Service and Activity Fund checks or the Superintendent of Schools in the absence of a Board officer."

Motion: "that the Board of Education authorizes the signature of Monique Dean, Superintendent for all Payroll, IMMA and Debt Retirement Funds checks, and authorizes the Board President to sign these checks in the Superintendent's absence." Designate depositories for school funds."

4. Transfer Funds

Motion: "that the Board of Education authorizes Business Manager Pamela Zazula-Mayhew, Accounts Payable Michelle Ferris and/or Superintendent Monique Dean to transfer funds to Citizens National Bank and Michigan School District Asset Fund (MILAF).

5. Auditor Appointment

Motion: "that the Board of Education, approve the auditing firm of Bishop, Cotter, Baird as auditors for Pellston Public Schools during the 2018 calendar year.

6. Appointment of Law Firm during the 2018 Calendar Year

Motion: "that the Board of Education, retain Thrun Law Firm, P.C. as the district's law firm for the 2018 calendar year."

7. Regularly Scheduled Meetings

Motion: "that the Board of Education schedule regular meetings of the Board of Education on the second Monday of each month with the exception of April, in which case the meeting will be held on the third Monday at 7:00 p.m. in the Board of Education Conference Room. It is further moved to designate the fourth Monday of January, February, May, June, August and November as Board Study/Work Sessions (additional meetings may be scheduled during the year with advance notice to the Board of Education).

8. Insurance

Motion: "to purchase employee dishonesty blanket bond, computer fraud, and funds transfer fraud in the amount of \$100,000 per occurrence; depositors forgery or alteration coverage in the amount of \$150,000 per occurrence, money; and securities inside/outside the premise coverage of \$20,000 per occurrence."

9. Posting Meetings

Motion: "to designate Taylor Kruzel, Administrative Assistant to the Superintendent, as the person for posting notices of meetings."

IX. Curriculum Reports/Assignment

Upcoming Dates:

- o Proposed Board of Education Workshop, Monday, **January 22, 2018**
- o Board of Education Regular Meeting, **February 12, 2018**

X. Adjournment

Motion _____, supported by _____ that the meeting be adjourned at _____pm.

Motion (Carried/Failed) _____ to _____.

This meeting is a meeting of the Board of Education in the public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in agenda item titled Public Commentary.

PUBLIC COMMENTARY DIRECTIONS/GUIDELINES:

The Pellston Public Schools Board of Education has adopted the following regulations for public participation at School Board meetings. The agenda for both regular and special meetings includes a designated time for public comment.

BOARD POLICY:

- a. The public participation portion of the meeting will be **limited to one-half hour**. An exception can be made so that no one's right to address the board will be denied.
- b. Each person will be allowed to speak for **up to five minutes**, except where the number of speakers exceeds the time limit. In those instances, the board president **may either reduce the five-minute limit to a three-minute limit** for each speaker or the board may waive the one-half hour time limit and establish a longer time period.
- c. Each person wishing to address the board may identify themselves by name and address. If the person is representing an organization or group, the person should indicate whether the comments or presentation represents the official view of the organization or group.
- d. If a delegation is present to address the board, the delegation may select up to five representatives to speak on its behalf, for a total of not more than 15 minutes.
- e. All written statements should be given to the board secretary so that copies may be made available to all board members. All written statements and documents presented to the board by an individual or group during the meeting are considered public documents.
- f. Individuals addressing the board should take into consideration the rules of common courtesy. The public participation portion of the meeting cannot be used to make personal attacks against a board member or district employee which are totally unrelated to the manner in which the board member or employee performs his or her duties. If the comments constitute a complaint against a board member or employee, the board member or employee has a right to request a closed hearing.
- g. Board members may question speakers, but are not obligated to answer questions or make statements or commitments in response to issues raised by the public. In general, such issues will be referred to the Superintendent for investigation, study and recommendation or designated as future agenda items for board consideration