

PELLSTON PUBLIC SCHOOLS

Minutes

**Regular Board of Education Meeting
Board of Education Conference Room
7:00 p.m.**

Monday, January 11, 2016

A regular meeting of the Board of Education of Pellston Public Schools was held in the Gerald E. Mallory Board of Education Conference Room on Monday, January 11, 2016. Members present: Kristen Bauer-Frye, Jim Milbrandt, Mark Zink, Rob Thomson, Sheila Moran, Paul Taylor and Jennifer Woods.

President Milbrandt called the regular meeting to order at 7:00pm.

The *Pledge of Allegiance* and moment of reflection were led by Paul Taylor.

Old Business

Second Reading BOE Policies: 1030 Membership, 1152 Election of Officers & Length of Term, 1170 Board Position Vacancies, 1260 Board Recognition, 1300 Meetings
It was motioned by Mark Zink and supported by Sheila Moran to adopt the policies. The motion carried 7-0.

New Business

Election of Officers

2016 Committee Assignments

Information/Presentation(s):

“Spotlight” Presentation, Board of Education Appreciation Month: prepared by Shari Saddison and Sarah Klebba & their second grade students, shared with the Board posters they had created and an activity involving the board, both regarding the Full Value Agreement. Also prepared by Kim Wagenschutz and Karen Welch, their third grade students presented diamante poems to the Board pertaining to their recent third grade ski trip, as well as a written piece on bird nests they have been studying. Both Mrs. Wagenschutz and Mrs. Welch spoke of teamwork in the classrooms, and among teachers and staff and thanked the Board for their time and energy commitment to Pellston Schools.

Athletic Report: prepared by Enos Bacon, shared information regarding the recent alumni basketball game and the benefit from those donations, as well as other winter sports activities. See report on file.

Transportation Report: prepared by Monique Dean, Mrs. Dean shared with the Board that all video cameras have been installed in the buses and she is looking into the cost of cameras that focus on the second half of the bus near the rear. Mrs. Dean explained it would be an asset in combating

disciplinary issues. See report on file.

Food Service Report: prepared by Bruce Spychalski, Mr. Spychalski spoke to the Board regarding the number of students being down, as well as lunches and breakfasts. He explained that good food costs and labor costs are being maintained, which still equates to good revenue for the school. Mr. Spychalski and Mrs. Dean both commented that the possibility of running soup one day a week is being looked into.

Trust & Agency: prepared by Michelle Ferris (report filed with minutes).

PTO Report: prepared by April Landon, Mrs. Landon presented the board with information regarding the ski day for the third graders, and the possibility of a possible carnival and flowers for an upcoming February fundraiser.

Administrator's Highlights

Tamara Pichla presented the board with two handouts regarding the M-Step and testing within the district, as well as the elementary newsletter. See report on file.

Enos Bacon gave a MS/HS Principal Report and presented his new middle school/high school newsletter. See report on file.

Assistant Principal Tyler Kruzel provided the Board with both attendance, behavioral, and teacher's classroom management information. See report on file.

Public Commentary

Correspondence

Sheila Moran read aloud a thank you card from Chase Woods regarding the support he has received from the Board towards his education.

New Business

Professional Staff Resignation

Mrs. Dean explained the recent middle school math teacher vacancy, due to Caitlin Ritter seeking employment elsewhere outside the field of education. She also explained the shift in teaching duties among the teachers that this will cause, as well as hiring Collin Hewitt through EduStaff to fill the vacancy. She spoke highly of this opportunity for both Mr. Hewitt and Pellston Public Schools to get to know him as a possible facet of the school.

General Fund Budget 2015-2016 First Amendment Resolution

Pam Zazula-Mayhew presented the Board with numbers regarding revenue and budget, as well as the reasons behind the decreases. See report on file.

It was motioned by Mark Zink and supported by Sheila Moran to approve the amendment to the General Fund Budget. The motion carried 7-0.

Approval of Consent Agenda Items

Motion by Mark Zink, supported by Rob Thomson, "that the Consent Agenda Items for the January 11, 2016 meeting of the Board of Education be adopted, as presented." The motion carried 7-0.

Motion: "that the Board of Education approve the December 14, 2015 regularly scheduled meeting minutes."

Motion: “that the Board of Education pay Gross Payrolls for January 22, 2016, February 5, 2016; Benefits and Utilities and ACH transfers from January 11, 2016 –February 8, 2016.”

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.”

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.”

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).

Motion: “that the Board of Education, approve the auditing firm of Bishop, Cotter, Baird as auditors for Pellston Public Schools during the 2016 calendar year.

Motion: “that the Board of Education, retain Thrun Law Firm, P.C. as the district’s law firm for the 2016 calendar year.”

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, March, October and November as Board Study/Work Sessions (additional meetings may be scheduled during the year with advance notice to the Board of Education).

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.”

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

Curriculum Reports/Assignment

Hall of Fame Committee Selection, Review Date, Submission Correction Date, Selection Date and Dinner Date

Jennifer Woods, Paul Taylor, and Jim Milbrandt to be a part of the committee. Monday January 18th at 6:30 pm was chosen to be the review date. Taylor Kruzel to send a reminder.

Superintendent Evaluation Form

Mrs. Dean passed out the evaluation form to all Board members and instructed them to review this prior to the February 22, 2016 Board of Education workshop with Mike Washburn, the CharEm ISD consultant.

Reminder of the Board of Education Workshop on January 25th, 2016 at 7:00 pm.

Review Policy 1310-1955
Pellston Alternative Curriculum (PACE) Presentation with Jennifer Dilworth & Tyler Kruzel
District Non-tenured Staff review
DSIT Wednesday at 3:30

Closed Session

Adjournment

It was motioned by Mark Zink and supported by Kristen Bauer-Frye to adjourn the meeting at 8:43 pm. The motion carried 7-0. The meeting adjourned.