

PELLSTON PUBLIC SCHOOLS

Minutes

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

Monday, January 9, 2017

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 9, 2017. Members present: Jim Milbrandt, Kristen Bauer-Frye, Rob Thomson, Paul Taylor, and Mark Zink.
Absent: Jennifer Woods

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

The *Pledge of Allegiance* and moment of reflection were led by Jim Milbrandt.

Old Business:

Second Reading BOE Policies

- A. 3580 Payroll Procedures & Schedules
- B. 4040 Safety
- C. 4090 Traffic & Parking Controls

It was motioned by Mark Zink and supported by Rob Thomson to approve the second reading of the Board of Education policies. The motion carried 5-0.

New Business:

Edward Cole: Mr. Bacon introduced Mr. Edward Cole, who will be in the middle/high school for a grant funded position. He will be focusing on student discipline and attendance issues, freeing up Mr. Kruzal to work in other aspects of the district.

Resignation of Member of Board of Education: The Board acknowledged the resignation of Bryan Searles from his appointed position

Oath of Office for Newly Elected Board of Education Members: Mrs. Dean conducted the oath for both James Milbrandt and Bryan Searles for their elected positions. Memory Massey notarized.

Interview Candidate for appointment of Board of Education Member: President Milbrandt conducted the interview of Renee Irwin. It was motioned by Kristen Bauer-Frye and supported by Mark Zink to appoint Renee Irwin to the position of trustee. The motion carried 5-0.

Oath of Office for Newly Appointed Board of Education Member: Mrs. Dean conducted the oath for Renee for her appointed position. Memory Massey notarized.

Board of Education Election of Officers: see document in minutes.

Board of Education 2017 Committee Assignments: see document in minutes.

Information/Presentation(s):

Spotlight Presentation: “Board of Education Appreciation Month”

Barbara Ingraham and Lisa Kruzel’s 4th grade students introduced themselves to the Board, read a poem, and passed out treats to the Board members to demonstrate their appreciation for the Board. Lisa Kruzel also touched on the Young Americans and Drama program.

Athletic Report: prepared by Matt Sheick. Mr. Sheick absent. Mr. Bacon gave a general briefing of athletics.

Transportation: prepared by Matt Sheick. Mr. Sheick absent. Report filed with minutes.

Food Service Report: prepared by Bruce Spychalski. Mr. Spychalski absent. Report filed with minutes.

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

PTO Report: Barbie Davis gave an update on the happenings of the PTO, including Popcorn Fridays and the Book Fair.

Administrator’s Highlights

Elementary Report: Mrs. Tami Pichla provided the Board with information regarding events at the Elementary school, including the Valentine Luncheon and Jump Rope for Heart. She also gave an update on teacher observations and positive contacts in the month of December.

Middle/High School Report: Mr. Bacon gave information regarding a recent meeting for the peer monitoring program. He also touched on positive contacts with parents and an upcoming science teacher vacancy.

Attendance, Behavior, & Online Learning Report: Mr. Kruzel provided the Board with information regarding discipline and absences.

Public Commentary

Memory Massey inquired why there is a science teacher vacancy. Mrs. Dean explained.

Correspondence

American Dairy Association of Michigan

Mrs. Dean acknowledged the grant of \$2,200 towards chocolate milk for boys basketball.

Home Builders Association

Mrs. Dean explained the garage build project Roger Armantrout’s class participated in, in which they received \$2,000.

Gene Haas Foundation

Mrs. Dean acknowledged \$9,000 that was secured for CNC and welding programs. Part of the funds will be used to install three-phase electrical from the boiler room to the welding room.

Meijer Corporation

Mrs. Dean thanked Larry Cassidy for his involvement in the updates to the gymnasium and explained

the \$12,000 donated for a new scoreboard.

Approval of Consent Agenda Items

Motion by Mark Zink, supported by Rob Thomson, “that the Consent Agenda Items for the January 9, 2017 meeting of the Board of Education be adopted, as presented.” The motion carried 6-0.

Motion: “that the Board of Education approve the regularly scheduled meeting minutes of the December 12, 2016 board meeting.”

Motion: “that the Board of Education pay Gross Payrolls for January 20, 2017 and February 3, 2017; Benefits and Utilities and ACH transfers from January 9, 2017 – February 6, 2017.”

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 signatures 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 2017 calendar year.”

Motion: “that the Board of Education retain Thrun Law Firm, P.C. as the district’s law firm for the 2017 calendar year.”

Motion: “that the Board of Education schedule regular meetings of the Board of Education no 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, April, May, June, 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 Kruzal, Administrative Assistant to the Superintendent, as the person for posting notices of meetings.”

Personnel Items

Motion: “that the Board of Education acknowledge the resignation of Elizabeth Calhoun as a professional staff member of the middle school/high school.”

Curriculum Reports/Assignment

A. Board of Education Workshop on January 23, 2017 at 7:00 PM

- a. Review February recommendations to the 2016-2017 General Fund Budget (Pam Zazula-Mayhew will be leading this portion of the workshop)
- b. Review Policies 5000 Personnel
- c. Initiate Superintendent Evaluation Cycle

Adjournment

It was motioned by Mark Zink and supported by Bryan Searles to adjourn the meeting at 8:07 PM. The motion carried 6-0. The meeting adjourned.