

# PELLSTON PUBLIC SCHOOLS

## Minutes

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

**Monday, July 13, 2015**

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, July 13, 2015. Members present: Kathy Zink, Kristen Bauer-Frye, Jim Milbrandt, Mark Zink, Rob Thomson, Sheila Moran and Paul Taylor.

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

The *Pledge of Allegiance* and moment of reflection were led by Sheila Moran.

### **Information/Presentation(s):**

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

Food Service Report: prepared by Bruce Spsychalski (report filed with minutes).

### **Public Commentary**

### **Correspondence**

A. **Tribal Gaming Revenue Sharing Board**—Title VII Coordinator, Jennifer Crockett renewed the application with the board and has secured funding for \$5,000 towards after-school programming for students in grades 6-12.

B. **Pellston Public schools Playground Donation**—Funds from the Pop Consortium funds (\$500) were donated to the Village of Pellston for new playground equipment at Pioneer Park.

### **Old Business**

### **New Business**

Board Secretary Sheila Moran read aloud the resignation from Katie Frentz, effective June 30, 2015 that the board acknowledged. It was said that Katie will be missed by many at Pellston Public Schools.

It was motioned by Rob Thomson and supported by Sheila Moran to approve the recommendation of the Superintendent to hire Jennifer Smith for the position of School Counselor/Assessment Coordinator for the 2015-2016 school year. The motion carried 7-0.

It was motioned by Mark Zink and supported by Jim Milbrandt to approve the recommendation of the Superintendent to hire Mr. Enos Bacon as the district Athletic Director with a supplemental contract of \$6,000 for the position for the 2015-2016 school year. The motion carried 7-0.

It was motioned by Jim Milbrandt and supported by Mark Zink to approve the recommendation of the Superintendent to hire Mrs. Monique Dean as the district Transportation Supervisor with a supplemental contract of \$2,500 for the position for the 2015-2016 school year. The motion carried 7-0. The motion carried 7-0.

It was motioned by Kristen Bauer Frye and supported by Jim Milbrandt to approve the recommendation of the Superintendent to hire Mr. Ken Crawford as the district Transportation Director with a contract of \$2,500 for the position for the 2015-2016 school year. The motion carried 7-0.

It was motioned by Jim Milbrandt and supported by Mark Zink to approve the recommendation of the Superintendent to hire Mrs. Tami Pichla as the Middle School Intervention Director with a supplemental contract of \$2,500 for the position for the 2015-2016 school year. The motion carried 7-0.

### **Approval of Consent Agenda Items**

Motion by Sheila Moran, supported by Mark Zink, “that the Consent Agenda Items for the July 13, 2015 meeting of the Board of Education be adopted, as presented.”

### **Approval of Minutes**

Motion: “that the Board of Education approves the special and closed meeting minutes of the June 29, 2015.”

### **Payment of the Bills**

Motion: “that the Board of Education pays Gross Payrolls for July 24 and August 7, 2015; Benefits and Utilities and ACH transfers from July 13, 2015 – August 10, 2015.”

### **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.”

### **Signatures for Checks**

Motion: “that the Board of Education appoints three officers: the Kathy Zink, Board President, Mark Zink, Treasurer and Sheila Moran, 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.”

### **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).

### **Auditor Appointment**

Motion: “that the Board of Education, approve the auditing firm of Bishop, Cotter, Baird as auditors for Pellston Public Schools for the 2015-16 school year.

### **Appointment of Law Firm for the 2015-16 School Year**

Motion: “that the Board of Education, retain Thrun Law Firm, P.C. as the district’s law firm for the 2015-16 school year.”

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

**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.”

**Posting Meetings**

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

**Personnel Items**

Motion: “that the Board of Education, approve Chelsea Herrmann as the middle school cross country coach for the 2015-2016 school year.”

The motion carried 7-0.

**Curriculum Reports/Assignment**

Finance committee members Jim Milbrandt, Mark Zink and Sheila Moran will meet to review the audit prior to the regularly scheduled meeting, at 6:00pm, August 10.

MS/HS Enos Bacon, III submitted a summary of principal report (to be filed with minutes).

Elementary Principal, Tamara Pichla spoke about the Camp Learn a lot and the Little Hornets Preschool.

**Adjournment**

It was motioned by Kristen Bauer Frye and supported by Jim Milbrandt to adjourn the meeting at 7:58pm. The meeting adjourned.