



# Kalkaska Public Schools

## Board of Education Regular Meeting - Minutes

Monday, January 8, 2018

Board of Education Room

315 S. Coral Street, Kalkaska, MI 49646

Members Present: Stacey Hicks, Rachael Birgy, Aaron Popa, John S. Rogers, Wendy Watson, Richard Hodgman and Kevin Davis

Staff Present: Superintendent, Karen Sherwood, Business Manager, Nadia Hoover, Human Resources and Payroll, David Tucker, Principals: Arica Zenner, Laura Gehman, Ryan Moore, Staci Short, Chuck Sorentino, Justin Thorington and Secretary, Cari Jo Berlin

1.	<b>Call to Order</b>
	The meeting was called to order by Kevin Davis at 7:00 p.m.
2.	<b>Pledge of Allegiance</b>
3.	<b>Election of Officers</b>
a.	<b>Office of the President:</b> <i>Nominations will be requested (nominations do not require a second). Voting will take place in the order names are presented and voice votes will be cast.</i>
	President: <u>Kevin Davis</u>
	Motion by Richard Hodgman, support by John S. Rogers to appoint Kevin Davis for the Office of the President.  Motion Carried 6 to 1 to 0.  Ayes: Richard Hodgman, John S. Rogers, Stacey Hicks, Rachael Birgy, Aaron Popa and Kevin Davis  Nays: Wendy Watson
b.	<b>Other Board Officers:</b> <i>Nominations will be requested (nominations do not require a second). When all nominations have been made for each position, nominations will be closed and voting will take place. Voting will take place in the order names are presented and voice votes will be cast.</i>
	Vice President: <u>Rachael Birgy</u>
	Secretary: <u>Aaron Popa</u>
	Treasurer: <u>Wendy Watson</u>
	Motion by Richard Hodgman, support by Rachael Birgy, to appoint officers as named above.  Motion Carried 7 to 0.
4.	<b>Approval of/Amendment to the Agenda</b>
	Motion by John S. Rogers, support by Wendy Watson, to approve the agenda as amended. <i>Amendments included: Addition of Discussion and Action Items: Superintendent Search</i>

	Motion Carried 7 to 0.
<b>5. Declaration of Call of Conflict</b>	
	Does any member have a conflict of interest for items on the agenda? <i>None.</i>
<b>6. Approval of Minutes</b>	
	Motion by John S. Rogers, support by Rachael Birgy, to approve the minutes of the regular meeting of December 11, 2017 and special meeting of December 19, 2017 as presented.  Motion Carried 7 to 0.
<b>7. Public Communication – Persons Wishing to Address the Board</b>	
	None.
<b>8. Establishment of Standing Committees</b>	
	<i>Note: Three members will be needed for each committee with one alternate. The President will ask Board members to state their interest in serving on a standing committee. Per the bylaws, The President is authorized to appoint, as soon after the organizational meeting as practicable, members of the Board to the standing committees where they shall serve a term of one (1) year.</i>
	Personnel: John S. Rogers, Stacey Hicks, Aaron Popa, Alt: Rachael Birgy
	Public Relations: Richard Hodgman, Rachael Birgy, Stacey Hicks, Alt: Wendy Watson
	Finance/Operations:/Policy: Kevin Davis, Wendy Watson, Aaron Popa, Alt: John S. Rogers/Richard Hodgman
	<p><b><i>Personnel</i></b></p> <p>The purpose of this committee is to develop an instrument for evaluating the superintendent. This committee may also offer feedback to the superintendent on personnel issues and may be consulted during contract negotiations, when needed. Meet: As needed</p> <p><b><i>Public Relations</i></b></p> <p>The purpose of this committee is to market the school district. They may also strategize and come up with possible solutions or approaches when addressing issues of public concern in the district. These could include the bond issue, closing a building, promoting programs that currently do not exist, athletics, etc. This committee can also solicit community support outside the school day. Meet: Quarterly</p> <p><b><i>Finance/Operations/Policy</i></b></p> <p>The purpose of this committee is to review the draft of the budget. This committee may also discuss any major expenditures or opportunities to save money. They may also discuss any major purchases. This committee may also conduct walkthroughs to evaluate building facilities and grounds. The committee may make recommendations to the superintendent for improvements or issues they believe need attention. This committee with consultation of the superintendent and may review policy, or create new policy and make a recommendation to the Board for final approval. Meet: Minimally Quarterly</p>
<b>9. Consent Agenda Items</b>	
	<p>a) Designation of Depositories for School Funds</p> <p>b) Authorization to Deposit Funds and Invest Surplus Funds</p>

- c) Authorization to Sign Purchase Orders
- d) Determination of Dates, Times and Locations of Regular Meetings
- e) Posting of Meetings
- f) Appointment of Member to County Election Scheduling Board
- g) Appointment of Legislative Relations Network (LRN) Representative
- h) Retainer of Legal Counsel

Motion by John S. Rogers, support by Aaron Popa to approve consent agenda items except letters b. Authorization of Account Signatories and d. Authorization to Sign Contract/Agreement Documents.

Motion Carried 7 to 0.

Ayes: John S. Rogers, Aaron Popa, Stacey Hicks, Rachael Birgy, Wendy Watson, Richard Hodgman and Kevin Davis

Motion by John S. Rogers, support by Richard Hodgman to keep the authorization of account signatories as presented.

Motion Carried 7 to 0.

Ayes: John S. Rogers, Richard Hodgman, Stacey Hicks, Rachael Birgy, Aaron Popa, Wendy Watson and Kevin Davis

Motion by Aaron Popa, support by Wendy Watson, to keep the authorization to sign contracts/agreement documents as presented.

Motion Carried 5 to 2 to 0.

Ayes: Aaron Popa, Wendy Watson, Stacey Hicks, Rachael Birgy, Richard Hodgman

Nays: John S. Rogers and Kevin Davis

Motion by John S. Rogers, support by Aaron Popa, that the Board

- (a) designates Chase Bank of Kalkaska, Huntington National Bank of Kalkaska, Chemical Bank of Kalkaska and the Michigan Liquid Asset Fund of Lansing as the official depositories for all district funds.
- (b) authorizes the following signatories for all accounts, as indicated, and as funds are deposited in Chase Bank of Kalkaska, Huntington National Bank of Kalkaska, Chemical Bank of Kalkaska and the Michigan Liquid Asset Fund of Lansing. Further, that the previously approved signatories continue in effect until such time that new signature authorization cards or signature plates are completed.

	Debt Retirement Accounts	Superintendent/Board President
	General Fund Accounts	Superintendent/Board President
	Investment Accounts	Superintendent/Board President
	Athletic Accounts	Superintendent/Athletic Director
	Payroll Accounts	Superintendent/Board President
	Hot Lunch Accounts	Superintendent/Food Service Director

	Rapid City Activity Account	Principal/Superintendent	
	Cherry Street Activity Account	Principal/Superintendent	
	Birch Street Activity Account	Principal/Superintendent	
	Middle School Activity Account	Principal/Superintendent	
	High School Activity Account	Principal/Superintendent	
	Other Activity Accounts	Superintendent/Board President	
	<ul style="list-style-type: none"><li>• (c) authorizes the immediate deposit of school funds in the established depositories without the Treasurer’s signature; and further, that the Superintendent be authorized to make investments and withdrawals in accordance with accepted business procedures, and in the best interest of the district, commensurate with Board of Education Policy.</li></ul>		
	<ul style="list-style-type: none"><li>• (d) authorizes the Superintendent of Schools to sign contract and agreement documents on behalf of the district and the Board of Education commensurate with Board of Education Policy.</li></ul>		
	<ul style="list-style-type: none"><li>• (e) authorizes the Superintendent of Schools to sign purchase orders on behalf of the district and the Board of Education commensurate with Board of Education Policy.</li></ul>		
	<ul style="list-style-type: none"><li>• (f) adopt the following schedule for meetings in 2018:</li></ul>		
	Date	Location	Time
	Monday, February 12, 2018	Board of Education Room	7:00 p.m.
	Monday, March 12, 2018	Board of Education Room	7:00 p.m.
	Monday April 9, 2018	Rapid City Elementary	7:00 p.m.
	Monday, May 14, 2018	Board of Education Room	7:00 p.m.
	Monday, June 18, 2018* <i>Budget Hearing and Meeting</i>	Board of Education Room	6:00 p.m.
	Monday, July 9, 2018	Board of Education Room	7:00 p.m.
	Monday, August 13, 2018	Board of Education Room	7:00 p.m.
	Monday, September 10, 2018	Board of Education Room	7:00 p.m.
	Monday, October 8, 2018	Board of Education Room	7:00 p.m.
	Monday, November 12, 2018	Board of Education Room	7:00 p.m.
	Monday, December 10, 2018	Board of Education Room	7:00 p.m.
	Monday, January 14, 2019	Board of Education Room	7:00 p.m.
	*Tentative Date – Some meeting places may change as school activities warrant.		
	<ul style="list-style-type: none"><li>• (g) designates the Secretary to the Superintendent as the person to post regular and special Board Meetings as required by the Open Meetings Act.</li></ul>		
	<ul style="list-style-type: none"><li>• (h) appoints, Board President, Kevin Davis, as its representative on the Kalkaska County Election Scheduling Board.</li></ul>		
	<ul style="list-style-type: none"><li>• (i) appoints, Board President, Kevin Davis, as the Legislative Relations Network (LRN) representative. The LRN designee represents the positions of the Board on Educational legislation, and works with the MASB to ensure that the Board’s concerns are represented.</li></ul>		

	<ul style="list-style-type: none"> <li>• (j) designates Thrun Law Firm of Lansing, Michigan, be retained as General Bond Counsel; and, further, that the Superintendent be authorized to solicit legal counsel as the Board from time to time directs, or as the Superintendent may deem necessary.</li> </ul> <p>Motion Carried 7 to 0.</p> <p>Ayes: John S. Rogers, Aaron Popa, Stacey Hicks, Rachael Birgy, Aaron Popa, Wendy Watson, Richard Hodgman and Kevin Davis</p>
<b>10.</b>	<b>Discussion/Payment of Bills</b>
	<p>Motion by Wendy Watson, support by Aaron Popa, to approve the general fund bills in the amount of \$1,142,156.40.</p> <p>Motion Carried 7 to 0.</p> <p>Ayes: Wendy Watson, Aaron Popa, Stacey Hicks, Rachael Birgy, John S. Rogers, Richard Hodgman and Kevin Davis</p>
<b>11.</b>	<b>Public Communication – Persons Wishing to Address the Board</b>
	<ul style="list-style-type: none"> <li>• Marian Russell</li> </ul>
<b>12.</b>	<b>Report Items</b>
	a. Board Member Appreciation Month
	b. Principal's Report
	c. Superintendent's Report <ul style="list-style-type: none"> <li>• Strategic Planning: The Strategic Planning survey results were shared with staff and posted on the webpage. Also, the Strategic Planning implementation meeting was scheduled for January 22.</li> <li>• LED Lighting email: Clarification of information was shared regarding August 2017 lightening rebate presentation. Superintendent Sherwood shared that there are many projects that the district has in motion to include: key fobs for Cherry Street and Rapid City, a bid out for rekeying the entire district, athletic scoreboards, copy machines, bidding our foodservice management, buses, curriculums, irrigation, painting hallways and a facility review. The board would need to prioritize these items.</li> </ul>
<b>13.</b>	<b>Discussion Items</b>
	a. Second Reading of Board Policies
	b. Approval of Coaches
	c. Door FOBs
	d. Superintendent Search
	e. Student Discipline/Placement Recommendation <i>To be discussed in closed session after action items.</i>
<b>14.</b>	<b>Action Items</b>

	<p>a. <i>Approval of Board Policies</i>  Motion by John S. Rogers, support by Stacey Hicks, that the Board of approves the following Board policies: 1421, 2410, 2414, 3121, 3139, 4121, 4139, 7540.03, 7540.04, 7540.05, 7540.06, 8142, 8321 and 7545</p> <p>Motion Carried 7 to 0.</p>
	<p>b. <i>Approval of Coaches</i>  Motion by Aaron Popa, support by Richard Hodgman, that the Board approves the following coaches:</p> <ul style="list-style-type: none"> <li>• Tom Burkam as the varsity golf coach</li> <li>• Leah Huff (Wallis) as the varsity girls' volleyball coach</li> <li>• Traci Castaneda as the junior varsity girls' volleyball coach</li> </ul> <p>Motion Carried 7 to 0.</p>
	<p>c. <i>Superintendent Search</i>  Motion by John S. Rogers, support by Wendy Watson, that the Board agrees to contract MASB to conduct the superintendent search as presented earlier in the special meeting.</p> <p>Motion Carried 7 to 0.</p>
<b>15.</b>	<b>Public Communication – Persons Wishing to Address the Board</b>
	<ul style="list-style-type: none"> <li>• David Tucker</li> <li>• Dennis Mansfield</li> </ul>
	<p>c. <i>Closed Session</i>  Motion by Wendy Watson, support by Rachael Birgy, that the Board enters into closed session to discuss student discipline.</p> <p>Time: 9:21 p.m.</p> <p>Motion Carried 7 to 0.</p> <p>Ayes: Wendy Watson, Rachael Birgy, Stacey Hicks, Aaron Popa, John S. Rogers, Richard Hodgman and Kevin Davis</p> <p>Returned to open session: 9:45 p.m.</p>
	<p>d. <i>Student Discipline/Placement</i>  Motion by Wendy Watson, support by John S. Rogers, that the Board agrees to the recommendation by the committee to not reinstate enrollment in regards to student number 7263147207.</p> <p>Motion Carried 6 to 0 to 1.</p> <p>Ayes: Wendy Watson, John S. Rogers, Stacey Hicks, Rachael Birgy, Richard Hodgman and Kevin Davis</p> <p>Abstain: Aaron Popa (conflict due to law enforcement)</p>
<b>16.</b>	<b>Adjournment</b>

Motion by John S. Rogers, support by Wendy Watson, to adjourn.

Motion Carried 7 to 0.

Time adjourned: 9:47 p.m.