

ELK RAPIDS BOARD OF EDUCATION

MONDAY, DECEMBER 3, 2018
REGULAR MEETING MINUTES

6:00 P.M.

“Where Excellence Is A Tradition!”

Regular Session (monthly) meeting at the Elk Rapids High School in Room 124,
308 Meguzee Point Road, Elk Rapids, Michigan at 6:00 p.m.

1. **CALL TO ORDER: ROLL CALL/PLEDGE OF ALLEGIANCE**

Board of Education:

President Carol Pressman	P	Trustee Martha McGuire	P
Vice- President Holly Spencer	P	Trustee Jennifer Brown	P
Secretary Sherry L. Steffen	P		
Treasurer Darryl Antcliff	P		

Central Staff:

Interim Superintendent Tom Enslen	P
Adm. Secretary Irene M. Schmidt	P
Adm. Secretary Kortni Huron	P

Administration:

Mike Travis, High School Principal	E
Jim Standerfer, Assistant High School Principal/Athletic Director	E
Josh Haggerty, Middle School Principal	P
Jessica Ziecina, Mill Creek Principal	E
Bryan McKenna, Lakeland Principal	E

2. **CHANGES AND ADDITIONS TO THE AGENDA**

Consent Agenda: Resolution 72-18; and Discussion Items: 2. Facilities Assessment

3. **COMMUNICATIONS FROM THE PUBLIC (AGENDA ITEMS ONLY)**

Time limitations: Thirty minutes total, fifteen minutes per item, five minutes per speaker per item.

4. **BOARD COMMITTEE REPORTS**

None to report.

5. **STUDENT/STAFF SPOTLIGHT**

- Cherryland Middle School IB Planning: Inquiry-Action-Reflection

Staff: Donna Eberle, Kim Ranger, Bridget Bailey, Heidi Sleder and Kwin Morris.

Students: Corbin Murphy, Aubrey Sincic, Aiden Falk, Emerson Murphy, Madelyn Beller, Thalia Montalvo, Anna Thayer, Gabby Henderson and Cody Thayer.

6. **CONSENT AGENDA**

APPROVAL OF MINUTES

- November 5, 2018 Regular Meeting
- November 26, 2018 Retreat

APPROVAL OF BILLS

- General Fund Expenditures - \$130,924.82
- 2016 Technologies & Facilities Bond- \$45,325.33
- 2017 School Improvement Bond -- \$85,666.52

PERSONNEL

STAFF RESOURCE PERSON

67-18 APPROVAL OF RESIGNATION OF MARILYN

B. McKenna

DEROSHA

RESOLVED: That the resignation of Marilyn DeRosha as a para-professional, for the purpose of retirement, as of December 31, 2018, be approved.

68-18 APPROVAL OF RESIGNATION OF CHERYL WALL

J. Ziecina

RESOLVED: That the resignation of Cheryl Wall as Administrative Assistant, for the purpose of retirement, as of December 31, 2018, be approved.

**69-18 APPROVAL OF COLLEEN BURRY AS A PARA-
PROFESSIONAL**

M. Travis

RESOLVED: That Colleen Burry be approved as a paraprofessional. Mrs. Burry is to be placed on Step 2 of the Paraprofessional Step Scale and will work 40 hours per week.

**70-18 APPROVAL OF MEGAN HAMILTON AS A PARA-
PROFESSIONAL**

J. Ziecina

RESOLVED: That Megan Hamilton be approved as a paraprofessional. Mrs. Hamilton is to be placed on Step 1 of the Paraprofessional Step Scale and will work 5.5 hours per day.

72-18 APPROVAL OF KORTNI HURON AS ADMINISTRATIVE ASSISTANT

RESOLVED: That Kortni Huron be approved as the Administrative Assistant to the Superintendent as of January 1, 2019.

Motion by Spencer, seconded by Antcliff to approve the Consent Agenda as presented. Motion carried unanimously.

7. DISCUSSION ITEMS

1. Board Policy Update – First Reading, Vol. 32, No. 2
 - 0143.1 – Public Expression of Board Members
 - 1421 –Criminal History Record Check (Administration)
 - 3121 – Criminal History Record Check (Professional Staff)
 - 4121 – Criminal History Record Check (Support Staff)
 - 4162 – Controlled Substance and Alcohol Policy for Commercial Motor Vehicle (CMV) Drivers and Other Employees Who Perform Safety Sensitive Functions
 - 5111 -- Eligibility of Resident/Non Resident Students

7540.02 – Web Accessibility, Content, Apps and Services
8321 – Criminal Justice Information Security

Board Policy Update – First Reading, Vol. 33, No. 1

0100 – Definitions
0122 – Powers and Philosophy
0131.1 – Functions
0143.1 – Membership
0165.6 – Meetings
0166 – Agenda
0167.1 – Voting
0167.2 – Closed Session
0167.3 – Public Participation at Board Meetings
0167.6 – Use of Social Media
1422 – Nondiscrimination and Equal Employment Opportunity (Admin)
1662 – Anti-Harassment
2112 – Parent and Family Engagement
2260 – Nondiscrimination and Access to Equal Educational
Opportunity
2261 – Title I Services
2261.01 – Parent and Family Member Participation in Title 1 Programs
2261-03 – District and School Report Card
2271 – Post Secondary (Dual) Enrollment Option Program
2700 – P.A. 25 Annual Report
3120 – Employment of Professional Staff
3120.04 – Employment of Substitutes
3122 – Nondiscrimination and Equal Employment Opportunity
(Professional Staff)
3130 – Assignment and Transfer
3362 – Anti-Harassment
4122 – Nondiscrimination and Equal Employment Opportunity
(Support Staff)
4162 – Controlled Substance and Alcohol Policy for Commercial
Motor Vehicle (CMV) Drivers and Other Employees Who Perform
Safety Sensitive Functions (Support Staff)
4362 – Anti-Harassment (Support Staff)
5330 – Use of Medications
5460 – Graduation Requirements
5517 – Anti-Harassment (Students)
5517.02 – Sexual Violence
5540 – Interrogation of Students
5610 – Emergency Removal, Suspension, and Expulsion of Students
5610.01 (Rescind) Expulsions/Suspensions – Required by Statute
5611 – Due Process Rights
5630.01 – Student Seclusion and Restraint
6325 – Procurement – Federal Grants/Funds

6350 (Rescind) Prevailing Wage Coordinator
8210 – School Calendar

2. Facilities Assessment

Mr. Enslen went through talking points of a Thrun Law Firm opinion on a potential conflict of interest.

Mr. Enslen stated the following: For full disclosure and to avoid even the appearance of a conflict of interest, the Board should know that I am salaried employee of Owen-Ames-Kimball. Accordingly, I offer no opinion about whether the Board should approve the proposed contract for facilities assessment. I have no financial interest in the contract because approval or disapproval of the contract will not affect my compensation from OAK. If the Board approves the contract, I will remove myself from decision-making and meaningful interaction involving OAK, which will be left to other administrators.

The Board then responded: Before the Board considered the Owen-Ames-Kimball facilities assessment contract, Interim Superintendent Tom Enslen disclosed that he is a salaried employee of that company, offered no opinion about whether the Board should approve the contract, stated that he has no financial interest in the proposed contract, and promised to avoid decision-making and significant interaction involving OAK if the Board approves the contract.

There was discussion regarding whether or not administration and department heads have a baseline list of items that need attention in their buildings and departments: or do we go strictly by the OAK assessment.

The Board moved:

73-18 APPROVAL OF OWEN-AMES-KIMBALL CONTRACT FOR FACILITIES ASSESSMENT

RESOLVED: Acknowledging that Interim Superintendent Tom Enslen is a salaried employee of Owen-Ames-Kimball and has fully disclosed that relationship to the Board in compliance with Board Policy 1130, it was approved that the Board of Education adopt the Owen-Ames-Kimball contract for facilities assessment.

Motion by Spencer, seconded by Antcliff to approve the resolution as presented.

Motion carried unanimously.

8. **ACTION ITEMS**

STAFF RESOURCE PERSON

71-18 APPROVAL OF ANNUAL SUMMER TAX COLLECTION RESOLUTION

T. Enslen

RESOLVED: That the annual summer tax collection resolution as provided by Thrun Law Firm, to continue to authorize the collection of summer taxes for the school district, be approved.

Motion by Spencer, seconded by Brown to approve the resolution as presented.

Motion carried unanimously.

9. **ADMINISTRATIVE REPORTS**

- High School – Michael J. Travis
- Athletic Director/Asst. High School Principal - Jim Standerfer
- Cherryland Middle School – Josh Haggerty
- Mill Creek Elementary – Jessica Ziecina
- Lakeland Elementary – Bryan McKenna

10. **SUPERINTENDENT’S REPORT**

1. **Bill Melchin, Director of Finance beginning January 2019 will commit more time to Elk Rapids.**
2. **Strategic Planning will be complete Tuesday, January 8, 2019. Administrators and Staff will meet for implementation. A special meeting/workshop will be held January 28, 2019. Debbie Stair from MASB will attend.**
3. **School Messenger: Emergency contact system is being looked at to implement.**
4. **Marketing: Mr. Enslin has a meeting on Friday, December 7, 2018 with a potential candidate.**

11. **COMMUNICATIONS FROM THE PUBLIC**

Time limitations: Same as above.

1. **Dean Veliquette**
2. **Janet McKenna-Beebe**

12. **CORRESPONDENCE TO AND FROM THE BOARD OF EDUCATION**

None

13. **COMMENTS FROM THE BOARD OF EDUCATION**

Sherry Steffen: Thank you to Dean Veliquette for his continued support of our soccer program.

Holly Spencer: Excited about new Board formats, specifically, finance update at every meeting by our Director of Finance.

Jennifer Brown: Thank you to Dana Shepherd, Joe Macaluso, Jami Gray and Donna Eberle for the Newsletter Parent Communication. Also a reminder that Madrigal Dinner is this weekend.

Carol Pressman: Happy to hear that we are looking at a Marketing person. Also wants to remind the public of the Board vacancy. Deadline for inquiry is December 7, 2018 and the Board will be conducting interview on December 10, 2018 at 6 p.m.

14. **SCHEDULED ACTIVITIES/FUTURE MEETINGS**

- December 7-8, 2018 – ERHS Madrigal Dinner
- December 10, 2018 – BOE Trustee Interviews at 6 p.m.
- December 11, 2018 – CMS Band Concert at 7 p.m.
- December 13, 2018 – ERHS Band/Jazz Concert at 7 p.m.
- December 17, 2018 – Board Workshop at 6 p.m.
- December 17, 2018 – Mill Creek Music Program PS, K-2nd at 6:00 p.m.; Grades 3-5 at 7:15 p.m. at Peterman Auditorium
- December 18, 2018 – Lakeland Music Program TK-2nd at 6:00 p.m.;

- Grades 3-5 at 7:15 p.m. at Peterman Auditorium
- December 22, 2018 – January 2, 2019 – Christmas Break
- January 21, 2019 – Finance Committee at 5:15 p.m.
- January 21, 2019 – Regular Board Meeting – 6:00 p.m.

15. ADJOURNMENT

Motion by Brown, seconded by Steffen to adjourn at 7:09pm

Motion carried unanimously.

Respectfully Submitted,

SHERRY STEFFEN
Secretary

KORTNI HURON
Recording Secretary

APPROVED