

**Regular Meeting
Pines School
July 9, 2019**

The School Board President, Suzette Cooley-Sanborn called the meeting to order a 4:00 p.m. Other board members present were Kathy Brown, Jessi LaPorte, Dan Reynolds and Cindy Riker. The teacher, Wendy Spray, Aide, Kaitlyn Black and our administrator, Dean Paul were present. No public present.

Dan Reynolds made a motion to approve the agenda. The motion was seconded by Kathy Brown. All in favor. No nays. Motion carried.

Dan Reynolds made a motion to approve the minutes from the regular meeting on June 11, 2019, Public Hearing meeting on June 27, 2019 and Special Meeting on June 27, 2019. The motion was seconded by Suzette Cooley-Sanborn. All in favor. No nays. Motion carried.

Teacher:

- Wendy had the book & supplies order ready for preparation of purchase orders and faxing. A few items will not be covered by REAP.
- One of the requests she received from the students at the end of the school year was to have their own lockers. She would like to order 6 lockers, 2 tiers, 3 each tier. Kathy Brown made a motion to purchase the lockers in the amount of \$524 plus shipping. Dan Reynolds seconded the motion. Roll call vote: Ayes: Brown, LaPorte, Reynolds, Riker and Cooley-Sanborn. Nays: None. Motion carried.
- We are also in need of copier paper and copies ink. Kathy Brown made a motion to purchase these items not to exceed \$200. The motion was seconded by Dan Reynolds. Roll call vote: Ayes: Brown, LaPorte, Reynolds, Riker and Cooley-Sanborn. Nays: None. Motion carried.
- There are some other vendor orders that she is waiting on to order.
- Wendy was given some literature on an apple orchard for a possible field trip. Possibly do that in conjunction with Johnny Appleseed. She was asked to start planning now for the early months of school. One of the students mentioned they would like a field trip of the Kristen D. A couple of other possibilities were mentioned.

Teacher's Aide:

- Kaitlyn has rescheduled her ParaPro testing until July 24, 2019. Dan Reynold made a motion to cover the costs related to taking this test not to exceed \$250. The motion was seconded by Cindy Riker. Roll call vote: Ayes: Brown, LaPorte, Reynolds, Riker and Cooley-Sanborn. Nays: None. Motion carried.

Communication: Letter from the State of Michigan regarding pesticides and reporting requirements. In school letter at the beginning of the year, we should include pesticides may be administered during the course of the year. Notification will be sent prior.

Committee Reports: None

Public Comment:

None

Administrator Report:

- Meeting with Lindsay Brindley next Thursday to go over the SIP.
- Mackinac Island has invited Wendy to come over in August for a meeting with various teachers.
- Wendy and Dean need to get together to get some additional classes/seminars scheduled.

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Old Business:

- REAP: Melissa Gillhooley from the ISD is STILL working on this. She assured me we would get the funds for the 2018-19 school year retroactively. Cindy had a lengthy discussion with Melissa on how this affected the 2018-19 amended budget, as we had put a placeholder on the amount that we had spent through June 2019, in anticipation of getting the funding. This will most likely raise flags with the auditors and the MDE. She said that we could do a journal any time this summer to show that we got the funding and how much was spent in the 2018-19 school year. I asked her to escalate this. The whole thing evolved around them showing we didn't have any students. She is authorized to do the submissions. So they may not talk to us. So, still waiting.
- SIP: See Administrator Report.
- Converting to LED lights: Dan had nothing to report.
- School Damage: Dan had nothing to report.
- Custodial Contract 2019-20/Posting: One response for the job. The question now becomes on whether or not the applicant can be a subcontractor and a substitute teacher. Answer is probably no. So then we need to find out which position she wants. Jessi LaPorte made a motion to accept the application from Michelle Satchell, pending an answer from the ISD on whether or not she can do both jobs. Cindy Riker seconded the motion. Roll call vote. Ayes: Brown, LaPorte, Reynolds, Riker and Cooley-Sanborn. Nays: None. Motion carried.
- Updated 2019-20 School Days, Hours, Calendar: Just made the update showing we are back to a 15 minute lunch and school will now be dismissed at 3:30 p.m.
- Carpet Cleaner: Cindy couldn't order as it said there was already an account set up in Amazon. Wendy has the information. She will place the order.
- Other: Potentially new students. Nothing formal.
- Other: Question raised on what the building capacity is. Student capacity versus building capacity. Add to next month's agenda.
- Other: SETSEG is coming Thursday to inspect the property. Suzette is picking him up.

New Business:

- School Plan: Strategic plan should be separate from the School Booklet that Kathy Brown is doing. Jessi LaPorte will spearhead a committee. What are the guidelines for forming this committee and who would be relevant to this committee. Make sure to publicize that we are organizing and would they be interested.
- AED: Discussion on cost and where to purchase. Do we want to get one of the committees to fund for us? There's purchase of AED, batteries, case, etc. There would be training for faculty. Discussion on students being trained as well. Suzette will look into funding.
- Technology Plan: Kaitlyn had worked on the technology agreement not the plan. Our plan is outdated. We need to start getting it updated. There is no need to get this done immediately. Pend this for November 2019.
- Safe Schools: We need to get Lani, Char and Michelle cleared to take the modules. Custodial only needs the bio-hazard piece. Cindy will pursue.
- New doors: Discussion on what we need. Will include when asking the contractors to give us a bid on the school insurance project.
- Heaters/Eden Pure: At one time all heaters and Eden Pure was working. Eden Pure is now dead. Heaters are not efficient. We need a licensed Heating & Cooley company to make a recommendation on what needs to be done. Dan Reynolds made a motion to have an assessment/recommendation made. Suzette Cooley-Sanborn seconded the motion. Roll call vote: Ayes: Brown, LaPorte, Reynolds, Riker and Cooley-Sanborn. Nays: None. Motion carried.

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- Locks on drawers/cabinets: Cindy got an estimate from Ted Spray to install. Cindy Riker made a motion to approve the estimate of \$300 to install locks. Dan Reynolds seconded the motion. Roll call vote: Ayes: Brown, LaPorte, Reynolds, Riker and Cooley-Sanborn. Nays: None. Motion carried.
- Preliminary Administrator Agreement with ISD: Cindy recommended we incorporate what we had in our prior contract, eliminating building and adding SIP and all other compliance issues. Asked Dean to review and advise if any other changes should be made.

Financial Report:

- The financial reports were reviewed. Dan Reynolds made a motion to approve the July bills and transfer \$10,000 from savings to checking. Jessi LaPorte seconded the motion: Roll call vote: Ayes: Brown, LaPorte, Reynolds, Riker and Cooley-Sanborn. Nays: None. Motion carried.

Closed Session:

- Suzette Cooley-Sanborn made a motion at 5:22 p.m. to go into closed session to discuss the teacher's contract and Teacher's Aide/Technology contract. Seconded by Kathy Brown. Roll call vote: Ayes: Brown, LaPorte, Reynolds, Riker and Cooley-Sanborn. Nays: None. Motion carried. Note that Wendy Spray and Kaitlyn Black left the building. Those remaining are the school board members and our administrator.

The open meeting was resumed at 6:24 p.m. with a motion by Cindy Riker to go back into open session. Seconded by Dan Reynolds. Roll call vote: Ayes: Brown, LaPorte, Reynolds, Riker and Cooley-Sanborn. Nays: None. Motion carried.

Cindy Riker made a motion to extend the teacher's contract for a 2 year period with a 2% raise each year. Discussion. The motion was seconded by Dan Reynolds. Roll call vote: Ayes: Brown, LaPorte, Reynolds, Riker and Cooley-Sanborn. Nays: None. Motion carried.

There is no decision at this time on the Teacher's Aide/Technology Aide contract.

There being no further business, the meeting was adjourned at 6:29 p.m.

Respectfully submitted,

Cindy Riker, Secretary
Bois Blanc Pines School Board