

**Regular Meeting  
Pines School  
December 10, 2019**

The School Board President, Suzette Cooley-Sanborn, via conference call, called the meeting to order a 4:04 p.m. Other board members present were Kathy Brown, Jessi LaPorte, Dan Reynolds and Cindy Riker. The teacher, Wendy Spray and aide, Joyce Harmon were present. Our Administrator, Dean Paul, attended via conference call. No public present.

Dan Reynolds made a motion to approve the agenda. The motion was seconded by Kathy Brown. All in favor. Nays none. Motion carried.

Dan Reynolds made a motion to approve the minutes from the regular meeting on November 12, 2019. The motion was seconded by Kathy Brown. All in favor. Nays none. Motion carried. Dan Reynolds made a motion to approve the Closed session minutes from November 12, 2019. The motion was seconded by Jessi LaPorte. All in favor. Nays none. Motion carried.

**Teacher:**

- There are some STEM supplies she would like to order. There are Lego and Connect sets for each grade level. Some have motors. Cindy Riker made a motion to approve the purchase not to exceed \$500 excluding shipping. Jessi LaPorte seconded the motion. Roll call vote. Ayes: Brown, LaPorte, Reynolds, Riker and Cooley-Sanborn. Nays: None. Motion carried.
- Discussion on noise cancelling headphones. Dan Reynolds made a motion to order 3 headsets not to exceed \$500. Kathy Brown seconded the motion. Roll call vote. Ayes: Brown, LaPorte, Reynolds, Riker and Cooley-Sanborn. Nays: None. Motion carried.
- Wendy is preparing Common Core State Standards for 2<sup>nd</sup> and 5<sup>th</sup> grade. Broken down for language only to be reviewed by students and sent home for parent input. Will be turned into project learning pieces. When come back in 2020 will be focus on that with a goal of becoming paperless without workbooks or paper/pencil. Significantly reduce is goal.
- Baked cookies on National Cookie Day on December 4<sup>th</sup>.
- There is a group called Kiwi Company with STEM based learning. There are monthly kits they send out by grade level. You get one kit each month, by age and subject. Cindy Riker made the motion to purchase the 6 month package for approximately \$500 excluding shipping. Jessi LaPorte seconded the motion. Roll call vote. Ayes. Brown, LaPorte, Reynolds, Riker and Cooley-Sanborn. Nays. None. Motion carried.
- The students have put a “Charlie Brown Tree” in the front of the school. Asking the community to help decorate it. Hope to put on the website.
- Need to take the entire CPI class. Two years have lapsed. So have to take over again. Next class is in the Soo on February 4, 2020. Must take a refresher every year. Cindy Riker made a motion to increase the previous motion by approximately \$400 to cover the most convenient mode of transportation on and off the island. Dan Reynolds seconded the motion. Roll call vote. Ayes. Brown, LaPorte, Reynolds, Riker and Cooley-Sanborn. Nays. None. Motion carried.
- STEM class is on December 18<sup>th</sup>. Suzette Cooley-Sanborn made a motion to approve \$1000 of expense for this class at the EUPISD. Dan Reynolds seconded the motion. Roll call vote. Ayes: Brown, LaPorte, Reynolds, Riker and Cooley-Sanborn. Nays: None. Motion carried.

**Teacher’s Aide:** Working at putting some supports in place, rotate some of the activities in the classroom for a little more hands on. Looked into some visual strategies. Possible field trip to open skate on Monday through Friday in St. Ignace, if we are interested. Trying to get used to the program.

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Discussion on future field trips and what airlines to use. We would use whatever was most conducive for flying when is needed. Jessi LaPorte made a motion to approve 1<sup>st</sup> quarter 2020 field trips in the amount of \$1,000. Motion seconded by Dan Reynolds. Roll call vote: Ayes: Brown, LaPorte, Reynolds, Riker and Cooley-Sanborn. Nays: None. Motion carried.

**Communication:** Reviewed. Held for future reference.

**Committee Reports:** None

**Public Comment:** No visitors

### **Administrator Report:**

- Dean wanted to know if we had an Emergency Preparedness Plan. It is supposed to be entered into the system, which we thought Lindsay had done. Cindy will check to see if we have one and if so scan it and email to Dean. He has a form that he can complete, but would like to utilize whatever we may have.
- Dean in contact with Lindsay regarding SIP. There is a component that Dean and Wendy can do. Lindsay has not gotten to our plan yet.

### **Old Business:**

- REAP: Dead issue. There isn't anything we can do with our 2018-19 Budget, as we budgeted revenue and expense for REAP and can't change it now. So there may be an issue with the State audit. We have the 2019-20 funding.
- School Damage: Siding coming on the boat Thursday. Hope to put the siding up soon. All repairs may not be done until the spring. Need to get the paint available. With the roof being off, the ice and snow is building up and we are unable to open the door. Also need to check with Brandon about putting the roof back up, if only on a temporary basis or if he has some type of temp fix. Wendy will check in the morning to see whether or not the custodial person needs to be called in to remove the snow and/or ice. If the door is not accessible, Wendy will put a call out to the parents and text the board saying there will be a school delay until further notice. Then Wendy will contact Michelle. Depending on how soon Michelle can get there, Wendy will follow with a call and text saying it is estimated school will start at xx time. If for some reason, it can't resume at that time, another set of calls/texts will go out with another estimate. Staff would stay in the school with emergency exits out the window, if front door not accessible.
- AED: We need to get a price for an AED and quite worrying about the funding. Suzette will get prices for a new AED with adult & children pads. (Need to get key back from Brandon.)
- New Doors: Cindy reviewed the request with Dan. He gave her some recommendations. The form will be sent to the four contractors for request for bid.
- Heating Recommendation: Spray Plumbing and Heating is stopping by on Thursday.
- Ice Rink: Ice rink has arrived. Northwoods Timber Products, Inc. has volunteered their services to clear for the ice rink, level it and donate the boards. Russ Riker reviewed the school yard and the park next door. He recommended the park be used. Concern about taking down the trees. Others commented about concern of septic, well, drain field, etc. on the playground. Suggested this be made into a learning lesson for the students and have them help with the installation. Concern raised about flooding the area. May take a couple of runs to do it. Could use the clearing for other purposes in the future. Will ask Russ to show where he intends to clear. Need to post approve. Jessi LaPorte made a motion to post approve the purchase of the ice rink for \$300 plus shipping. Seconded by Kathy Brown. Roll call vote: Ayes: Brown, LaPorte, Reynolds, Riker and Cooley-Sanborn. Nays: None. Motion carried. Kathy will be gone until next year. So Jessi is taking over the project.

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- Student Handbook: Updates made. Will distribute. There is a sheet that will need to be signed and returned so the student and parent takes ownership of having the handbook and will abide by rules.
- Strategic School Plan: No update
- Technology Aide: Need to post position. At the current time we have advertised this as approximately 2 hours a week. This may be a position that would be worked part time from home and part time from the school, depending on what is needed. Margi LaPorte has volunteered her time to get some technology issues resolved. As an aside from the tech aide, the laptops are not updated the way they were supposed to be. The time spent by Andrew last summer has undone. We need a list of everything that needs to be done and we need to contact the ISD. Whether they send a person or Margi does it. Dean will contact Jason about Margi being the person for them to speak to. Everything that was there is now gone (icons, programs, etc.) Cindy Riker made a motion to authorize Margi LaPorte to come in and trouble shoot the laptops and work with the ISD tech support. Kathy Brown seconded the motion. All in favor. Nays none. Motion carried. Need to have Margi sign a consultant confidentiality agreement. Need to make certain prior employee's authorization is rescinded. Need to get new employees set up. Need to update bylaws/policies. Also have Margi keep track of her hours. Need to get documentation from Kaitlyn Gilligan for future use. Repost tech aide position with updates.
- Other: New staff orientation. Cindy did not get documentation to Joyce Harmon. We need to make certain in the future that new employees have all necessary documentation, i.e. Policies/Bylaws, Student Handbook, calendars, etc. Cindy will get info to Joyce.

### New Business:

- Project Based Learning: We had previously discussed identifying some short term and long term goals to get to this environment. Wendy has already worked on getting some short term goals in place. We've had a clunky start. Need a retooling for our district to get into the 21<sup>st</sup> century. There are so many changes that it is a rocky road. Some of the documentation that we were supposed to get from the Lindsay, has not been provided. Per Joyce, even before getting to the project based learning, there are processes we could put in place to do away with so much paperwork. Need to teach the teacher on how to get to project based learning. It doesn't come from a book. How do we get there? Asking someone to change an entire career. STEM is one step. Dean feels Wendy is going in the right direction. Its baby steps. Have a teacher come here. Kathy talked about "district" sharing. Dean will check to see if there is anyone in the ISD available to come and work with Wendy. Must be able to implement. Students are noticing changes. Kathy Brown has volunteered to help Wendy learn the project based learning. Dean and Wendy need to be in tune with the changes. Jessi would like to be involved with the learning process, as well. Need to make certain Dean is aware of any of this. Wendy feels like she is floundering. She wants to do, but doesn't know how to get there.
- Education for School Board Members: Suzette will get with the gentleman from MASB to set up a day for education. Would meet at the Wagner Room. Probably during the week.
- School Board Stipend for 2019: Need to make payment in January 2020. Dan Reynolds made a motion to approve the payment of the Stipends from 2019 in the amount of \$1,525, per worksheet. Suzette Cooley-Sanborn seconded the motion. Roll call vote. Ayes. Brown, LaPorte, Reynolds, Riker and Cooley-Sanborn. Nays: None. Motion carried.
- Substitute Pay: Tabled until last month. Cindy will get some comparisons.
- Organizational Meeting: Reminder of next month's meeting
- February Meeting: Cindy will be gone for month of February. Will be a slim month for expenses. Everything will be delayed by one month. Whatever can be done, will be done before Cindy's departure.
- Keys: Discussion on whether or not to distribute keys. Instead of just keeping track of keys. Have a key sign out and return. Instead of rekeying right now. Will assign new keys when new doors are installed.

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### Financial Report:

- The financial reports were reviewed and discussed. Jessi LaPorte made a motion to approve the December bills and transfer \$15,000 from savings to checking. Dan Reynolds seconded the motion: Roll call vote: Ayes: Brown, LaPorte, Reynolds, Riker and Cooley-Sanborn. Nays: None. Motion carried.

**Other Discussion:** Jessi talked about having hockey jerseys made and selling them as a fund raiser. Kathy did some research and found a jersey with the name & number could be purchased for \$30 each. Thought was to possibly put it on the Bois Blanc Facebook page and have people go through Kathy to purchase. Possibly have Kathy do as a project and donate to the school. Have a timeframe to sell them. Get pictures of the boys out on the ice rink. Also, snow shoes were used by the students. They had a great time.

With no further business, the meeting was adjourned at 6:49 p.m.

Respectfully submitted,

Cindy Riker, Secretary  
Bois Blanc Pines School Board