

**Regular Meeting
Pines School
March 12, 2019**

The School Board President, Suzette Cooley-Sanborn called the meeting to order a 4:00 p.m. via conference call. Other board members present were Jessi LaPorte, Dan Reynolds and Cindy Riker. The teacher, Wendy Spray and the Aide, Kaitlyn Black, were in attendance. Public present were: Ted Spray, Clover Schlund and Joan Schroka. Dan Reattoir, Superintendent of EUPISD, joined us via conferencing.

Cindy Riker made a motion to approve the agenda. The motion was seconded by Dan Reynolds. Roll call vote. Ayes: LaPorte, Reynolds, Riker and Cooley-Sanborn. Nays: None. Motion carried.

Cindy Riker made a motion to approve the minutes from the regular meeting on January 25, 2019. The motion was seconded by Suzette Cooley-Sanborn. Roll call vote. Ayes: LaPorte, Reynolds, Riker and Cooley-Sanborn. Nays: None. Motion carried.

Teacher:

- Wendy needs some additional supplies from Oriental Trading. Cindy Riker made a motion to approve the order for \$43.50. Motion seconded by Jessi LaPorte. Roll call vote. Ayes: LaPorte, Reynolds, Riker and Cooley-Sanborn. Nays: None. Motion carried.
- Wendy wants to know if she should start bringing in her personal items again, as a big portion was packed up and moved during the timeframe there were no students. Any office supply should be purchased by the school. Wendy will get us a listing of those items by the next meeting. In the meantime she will utilize her personal supplies. Additionally, she has other personal items, such as games, books and craft supplies that she has used in the past. We suggested she bring those back “as needed”, making certain her personal belongings are labeled. The school should stock these items. Wendy will make a list and bring it forward for purchasing.
- Wendy would like to know what our policy is for school closure. The current policy doesn’t really address the procedure. After discussion, it was agreed that Wendy will contact one of the school board members physically present on the island by 6:30 a.m., if she feels the school should be closed due to weather conditions, road conditions or general safety of the student(s). She will then notify the parent(s) of the school closure. This process will be included in our next update to our bylaws and policies.
- Wendy completed renewing her “SafeSchools” topics for this year. Cindy will check with Jill Coates at the ISD about whether or not we should have the new board members take the modules and report back next month.
- Wendy visited Mackinac Island Elementary School on March 5th. She found it very interesting. Our student is now a pen pal with K-1 students via pencil and paper. Their K-1 students do very little with technology.
- Wendy would like approval for the student, aide and herself to go to the Mackinaw City School for a visit on March 20, weather permitting. It is reading month. The school is having fort day. They build a fort and read in it. Cindy Riker made a motion to approve the outing not to exceed \$500 in expenses. The motion was seconded by Jessi LaPorte. Roll call vote. Ayes: LaPorte, Reynolds, Riker and Cooley-Sanborn. Nays: None. Motion carried.
- Cheboygan Opera House has finally announced the program for students. It is “Exposing Students to the Arts”, two performances daily on April 17th and 18th. It is music as presented by the group called Trout Fishing in Michigan. This outing was previously approved.
- The school did not renew the Moby Max subscription. They are using free websites.
- Wendy viewed the NWEA webinar. It was very informative and she can review it at any time needed. Wendy explained NWEA and MStep to the board.

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- Wendy reviewed two of the student projects that have taken place. One was a magnifying camera project which was made into a booklet. He took magnified pictures of several things and the observer had to guess what it was. The second was a science lab regarding sound and dealt with filling six glass bottles with different levels of water. Then he went through some various steps and ultimately came up with a video of music he created.

Teacher's Aide:

- The first grade curriculum is near completion. Kaitlyn will provide a copy to the board of the finished product.
- The ParaPro test by the State of Michigan is on June 20th at the Claire/Gladwin RESD. She is on track to be able to take this test. She will give us additional information as the time gets closer.

Communication:

- None

Public Comment:

- Clover Schlund presented a document to the board entitled "You Don't Want to Look Back and Know You Could've Done Better". She would like us to read it and consider it. Cindy will scan a copy to Suzette. It will be reviewed at next month's meeting. Clover preferred the author remain anonymous. She also indicated she was very sorry to see the school in a position with only one student when there could be up to four.

Committee Reports:

- None

Old Business:

- Review of Teacher's Observation (from cancelled January Special Meeting): Cindy Riker explained to the board why we did not need to review the Observation from Jeff Liedel as it related to the teacher. At the time it was thought we needed to review this was when there were no students. Since we have a student this document is being used as it should have been, as a coaching tool to derive the Action Plan for the teacher, ultimately leading to the yearend evaluation. There was extensive conversation as it related to definitions of evaluation, concerns regarding the evaluation tool and the process. Dan Reattoir mentioned there were 5 evaluation tools available. The Thoughtful Classroom appeared to have the most flexibility and that is the model the ISD recommended. The future ELC may review the model being used. Wendy wanted to go on record to say that she had a problem with the observation being shared with the board. She felt that information was also shared with the public and feels it was a breach of ethics. She may still decide to grieve about it.
- Reduction & Recall of Teachers Policy and Evaluation Policy: Cindy Riker informed the board she felt these two policies were hastily approved at the January 2019 meeting. She feels they need to be reviewed. She copied the policies to the board members for their review. She will put them on next month's meeting agenda for recommendations for possible changes.

New Business:

- Damage to outside exterior/Insurance: Cindy reported to the board (since we had not had a meeting since the incident) that on February 4th snow came off the roof and damaged the roof, rails and siding in the rear of the building. She is submitting the claim to the insurance company.

New Business continued:

- Letter from MDS, Audit 2016-17: Cindy advise the board of a letter received from the MDE regarding being out of compliance with Budget guidelines. Cindy will report back to them. The reason we are out of compliance is due to REAP. We do not budget for it, since expense is equal to revenue. They only look at the expense side. So it appears to be a higher variance to budget than what it really is. There should not be any ramifications for this situation.
- Stipend Pymt for 2018 calendar year: Cindy presented to the board the stipend payments to the school board members for July 2018 through December 2018, with the exception of the resigned board members. Their payments are being calculated through January 2019, since that was their final meeting. Dan Reynolds made a motion to approve the stipend payments. Jessi LaPorte seconded the motion. Roll call vote. Ayes: LaPorte, Reynolds, Riker and Cooley-Sanborn. Nays: None. Motion carried.
- Bylaw 0162: Quorum Definition: The amended bylaw was reviewed with the board. Cindy Riker made a motion to amend Bylaw 0162, Quorum Definition (copy attached to minutes). Suzette Cooley-Sanborn seconded the motion. Concern was raised that this might promote not being physically present at the meetings. The intent is to cover those months where people are vacationing or off island for an extended time, typically in the winter, thus making it necessary to keep rescheduling until there was a physical quorum at the meeting site. Roll call vote. Ayes: LaPorte, Reynolds, Riker and Cooley-Sanborn. Nays: None. Motion carried. With the concern of this amended bylaw, we will look at creating a bylaw to state a board member must be physically present at x number of meetings.
- Superintendent/Certified Administrator (ELC): Dan Reattoir shared his thoughts with us on the direction we may want to take as it relates to this subject. He will remain Superintendent of record. Do we want him to pursue finding a person? Are we willing to pay \$1,000 a month for this person? There was further discussion on the requirements for being certified. Cindy Riker made a motion to have Dan pursue finding a person to fill this position and pay that individual \$1,000 per month plus expenses through June 2019. The motion was seconded by Suzette Cooley-Sanborn. Roll call vote. Ayes: LaPorte, Reynolds, Riker and Cooley-Sanborn. Nays: None. Motion carried. We will revisit the performance of this individual in the June timeframe to determine continuing these services. If Dan cannot find someone for the short term, he or someone on his staff would need to do the yearend evaluation for Wendy.
- REAP: Cindy explained to the board the new process for REAP and we are currently waiting for this year's funding. We hope to know for certain the amount of the award next month. Melissa thought we would get \$17,000.
- 2019 Mileage Rate: This year's rate is \$.58 per mile effective 1/1/2019, up from \$.545.
- Appointed Member's Terms: Jessi LaPorte's term expires 2022. Dan Reynolds term expires 2020.
- Book Order for new school board members: Cindy would like approval to order "Board Duties under the Revised School Code" and the new edition of the Open Meetings guide. Suzette Cooley-Sanborn made a motion approving the purchase of these books. The motion was seconded by Dan Reynolds. Roll call vote. Ayes: LaPorte, Reynolds, Riker and Cooley-Sanborn. Nays: None. Motion carried.
- Locks on drawer and/or cupboard: Cindy Riker informed the board that we did not have any drawers or cabinets to keep confidential information. This had been brought to her attention by Jeff Liedel. Cindy had Wendy get a safe to put the CA 60 files. Dan Reynolds made a motion to have two drawers drilled for lock/key per Wendy's recommendation. Jessi LaPorte seconded the motion. Roll call vote. Ayes: LaPorte, Reynolds, Riker and Cooley-Sanborn. Nays: None. Motion carried. This discussion raised the question about potentially changing/adding a security policy in the future. Kaitlyn raised a concern about the academic privacy as well as the personal privacy of student(s). There are contracted people that would have access to anything not locked. It was mentioned that legal is looking at our policies and bylaws and is going to be making recommendations for changes. It was suggested the board start reviewing the same, making notes for changes, additions, deletions. This also took us into an extended conversation about custodial services.

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New Business Continued:

- Other/Custodial Service: During the discussion on adding locks to drawers for confidentiality several issues were raised regarding our custodial service. A contracted individual can have someone else do their work, which our contractor has done. However, this person does not have a background check to our knowledge. There is not anything in the contract to cover this. The school should never have anyone in or on its premises that has not been fingerprinted. With confidential information being accessible, at a minimum the contractor should sign a Confidentiality Policy added as an addendum to the contract. Per the contract, the contractor is supposed to provide proof on insurance. We need to enforce this now and in the future. It was brought to the board's attention that the contractor was failing to meet some of the requirements of her contract. The board has always relied on the faculty to advise us on whether or not there are issues regarding the custodian's work. Then the Board President would take those issues forward. It had started last October. When questioned why it was not reported before, the individuals stated they were afraid it would look like retaliation considering the events that were and have been taking place. The contractor appears to be cleaning twice a week instead of three times a week. And the snow removal was not done in a timely fashion. In one instance the student had to wait for the snow removal before entering the school. There may be a conflict of interest between contractor and school. Considering the atmosphere, faculty and staff are feeling uneasy to bring concerns forward. For certain the contracted individual needs to be meeting their responsibilities of the contract. Suzette will contact the individual and discuss the allegations and get back to the board at the next scheduled meeting, which is March 19th. Also, after reviewing the contract there are several provisions either lacking or needing clarification. We will be rewriting the contract in the future.
- Other/Misc: Jessi would like to see a line item added to the agenda for future planning. Do we have a mission statement, five year plan, etc? These items would be in the SIP (School Improvement Plan) which the ELC was responsible for. Cindy will check to see how we can get access to the plan and report back. Jessi also mentioned during the rewrite of the bylaws/policy she would like to make certain we have covered staff, board and contractors.

Financial Report:

- The financial reports were reviewed. Suzette Cooley-Sanborn made a motion to post approve the February bills and bank transfers, since we did not have a February meeting. Jessi LaPorte seconded the motion. Roll call vote. Ayes: LaPorte, Reynolds, Riker and Cooley-Sanborn. Nays: None. Motion carried.
- Suzette Cooley-Sanborn made a motion to approve the March bills, post approve \$10,000 transfer from savings to checking on 3/4/19 and approve a \$10,000.00 transfer to be made from savings to checking. The motion was seconded by Dan Reynolds. Roll call vote. Ayes: LaPorte, Reynolds, Riker and Cooley-Sanborn. Nays: None. Motion carried.

There being no further business the meeting was adjourned at 6:49 p.m.

Respectfully submitted,

Cindy Riker, Secretary
Bois Blanc Pines School Board