

**Reconvened Regular Meeting
Pines School
January 15, 2020**

The School Board President, Cindy Riker called the meeting to order a 4:01 p.m. Other board members present were Kathy Brown, Jessi LaPorte and Dan Reynolds. Suzette Cooley-Sanborn joined via conference call. The teacher, Wendy Spray, was present. Our Administrator, Dean Paul, attended via conference call. A list of the public present is attached to the minutes.

There are a couple of items that need to be added to the Agenda. Prior to the teacher's report there will be a line item added for School Closing. Under new business there will be 1. ISD taking over financials 2. Transition between prior and current secretary and 3. Custodial job. At the end of the meeting will be going into closed session. Dan Reynolds made a motion to approve the amended agenda. The motion was seconded by Jessi LaPorte. Roll call vote: Ayes: LaPorte, Brown, Reynolds, Cooley-Sanborn and Riker. Nays: None. Motion carried.

Closing School:

- Cindy Riker stated, based on the advice of the school district's attorney, I am proposing that a resolution be adopted, which he drafted, which allows me to send a letter to teacher, Wendy Spray. Our attorney says that the board should adopt the resolution so that I can send the letter. Cindy read the resolution aloud. The basis of the resolution is to authorize Cindy Riker to give the teacher, Wendy Spray, the required written notification that there will be a special meeting on a date to be determined by the board, at which time a recommendation will be made to the school board to lay her off. After reading the resolution, Cindy Riker asked if there were any questions and asked for a motion to approve. Suzette Cooley-Sanborn made a motion to approve the resolution. The motion was seconded by Dan Reynolds. Roll call vote: Ayes: Reynolds, Cooley-Sanborn and Riker. Nays: Brown. Abstain: LaPorte. Resolution declared adopted. Cindy Riker asked the board for a recommendation of when the special meeting should be held. It was agreed the meeting would be held on Thursday, January 16, 2020 at 4:00 p.m. at the school. The letter to Wendy was completed and hand-delivered to her. The resolution along with a copy of the letter being given to the teacher, Wendy Spray, is attached to these minutes.

Teacher's Report:

- Based on adoption of the resolution, Wendy decided not to give her report.

Communication: None

Committee Reports: None

Public Comment: Lani White wanted to remind everyone to put our kids first. Frances Urbany asked how many students had to be enrolled to open the school. We replied one (1).

Administrator Report:

- Question was asked last night about insurance implications if school was opened up during the time it was closed for lay-off. SET/SEG is looking into it and has not replied.
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Old Business:

- School Repair: Siding is up. Need to rebuild the porch yet. Will get to that next week sometime.
- AED: Brandon had given some information to Suzette on the type of AED the fire department uses. She then talked with Diane Akright and Connie Riopelle. Diane believes the AED we would need cost between \$1,500 to \$2,000. The health committee does not have any money to give us for that. We will table for now. Suzette will do a letter to the Community Foundation asking for a grant from them to cover this expense.

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- New Doors: The proposal request was sent to the four contractors with no response. This will be tabled until the March/April timeframe. Resend the proposal at that time. Perhaps they didn't respond due to not being able to get doors here until ferry runs.
- Heating Recommendation: Spray Plumbing and Heating submitted a proposal for propane heat. This would require a propane tank be installed. We may want to look for other proposals, along with estimates on propane tanks, lines run to the building, etc. We will table this until the May/June timeframe.
- Ice Rink: Since there are no students and the school is closing, we need to decide if we should return the ice rink kit or keep it for further use. It cost \$281.08. It's worth hanging on to it, plus there would be a cost to return it.
- Strategic School Plan: Tabled
- Project Based Learning: Tabled
- Education for School Board Members: Suzette had checked with MASB and they were unable for January. She will follow with them and try to get something set up for the March/April timeframe.
- Technology Aide: Not needed at this time. Margi LaPorte said she may be interested.

New Business:

- Organizational Motions:
- (1.) Dan Reynolds made a motion to retain Citizens National Bank and First Community Bank as depositories for school funds. The motion was seconded by Jessi LaPorte. Roll call vote: Ayes: Brown, LaPorte, Reynolds, Cooley-Sanborn and Riker. Nays: None. Motion carried. (2.) Dan Reynolds made a motion for the School Board Meetings to be held on the 2nd Tuesday of every month at 4:00 p.m. at the Pines School. The motion was seconded by Jessi LaPorte. Roll call vote: Ayes: LaPorte, Brown, Reynolds, Cooley-Sanborn and Riker. Nays: None. Motion carried. (3.) Suzette Cooley-Sanborn made the motion to retain our current check signing policy, which is all board members are authorized to sign with a minimum requirement of one signature. Dan Reynolds seconded the motion. Roll call vote: Ayes: LaPorte, Brown, Reynolds, Cooley-Sanborn and Riker. Nays: None. Motion carried. (4.) Dan Reynolds made a motion to retain our contractual signatures which allows the President and/or Secretary to sign contracts and agreements. Jessi LaPorte seconded the motion. Roll call vote. Ayes: LaPorte, Brown, Reynolds, Cooley-Sanborn, and Riker. Nays: None. Motion carried. (5.) Cindy Riker made a motion to allow the secretary to sign purchase orders. Jessi LaPorte seconded the motion. Roll call vote: Ayes: LaPorte, Brown, Reynolds, Cooley-Sanborn and Riker. Nays: None. Motion carried.
- Substitute Pay: Tabled
- Teacher's Aide Resignation: No longer require teacher's aide at this time.
- ISD taking over Financials: Spoke with Melissa Gillhooley, Financial Asst and Dena Mayer, Director of Human Resources & Financing. The ISD has offered to take over the responsibility of our financials effective February 1, 2020 through June 30, 2020 for the amount of \$2,200. Their Business Services contract expires this year. They will be submitting a package to us in the March timeframe, which would propose the services and related costs for the upcoming contract period, July 1st and beyond. It is usually a 3 year contract. Suzette Cooley-Sanborn made a motion to approve the ISD taking over the financials for a cost of \$2,200 for the period February through June 2020. Dan Reynolds seconded the motion. Roll call vote: Ayes: LaPorte, Brown, Reynolds, Cooley-Sanborn and Riker. Nays: None. Motion carried. Cindy will be working with Melissa to make the transition.
- Custodial Services: Discussion on whether or not we should continue these services with the school being closed. Could give 30 day notification. Or could present an amended contract with a reduced amount of responsibilities. Kathy felt that since there were no students the cleaning wouldn't need to be done. If we give a 30 day notice, we would have to renegotiate a contract if the school was reopened. Dan Reynolds reminded us that the contract also covered maintenance of the grounds. There would be some cleaning involved with the school board using the building, as well as snow removal. We will

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table this issue for now. May relook at it in the future. Contract expires in June.

- Transition of Secretarial Responsibilities: As secretary/treasurer, Cindy Riker, has been using the school's laptop, copier and Verizon Mi-Fi internet. Should these be transitioned to Dan? His only concern was being reimbursed for paper or miscellaneous supplies, which would be submitted via an expense sheet for reimbursement. Does the board want those items returned to the school or may the current President retain the? Suzette did not use anything provided by the school. Since there is no urgent need for them at the school, leave as is. The laptop and printer is tagged as school property. Since there is going to be transitioning, Cindy may require this property for that purpose. If she finds, she no longer requires it, she will return it to the school. Consensus was keep it, as long as it's needed.

Financial Report:

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

Frances Urbany wanted a clarification on what would happen if a student enrolled in the school. Cindy Riker replied that the next step for the board to go through with legal was to find out what steps needed to be taken, should that happen.

Cindy Riker made a motion to go into closed session for purposes of Attorney/Client confidentiality at 4:49 p.m. The motion was seconded by Dan Reynolds. Roll call vote: Ayes: LaPorte, Brown, Reynolds, Cooley-Sanborn and Riker. Nays: None. Motion carried.

NOTE: Need to check with Windstream with start and end of conference call on 1/15/2020. This will tell us the missing times.

Open meeting resumed at

With no further business, the meeting was adjourned at

Respectfully submitted,

Dan Reynolds, Secretary
Bois Blanc Pines School Board