

**Regular Meeting
Pines School
June 11, 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 and our administrator, Dean Paul were present. Kaitlyn Black, Aide was absent. The public present were: Charlene McLaren.

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

Dan Reynolds made a motion to approve the minutes from the regular meeting on May 14, 2019, the special meeting of May 28, 2019, the closed meeting on May 28, 2019, the special meeting on June 8, 2019 and the closed meeting on June 8, 2019. The motion was seconded by Kathy Brown. All in favor. No nays. Motion carried.

Teacher:

- The last field trip of the year was to the Creation Station. They painted ceramic pieces. Then they were dipped in a glaze and fired. Wendy picked them up for the students to take home.
- Lani White came into the school and made pillow cases with each of the students.
- On the last day of school they walked to Hawks and Wendy treated them to lunch.

Teacher's Aide:

No report.

Communication:

We received a \$500 check from SETSEG for a safety program.

Committee Reports: None

Public Comment:

None

Administrator Report:

- We discussed whether or not there had been any inspections of property by SETSEG.
- Drug testing: ISD does not do drug testing, except for bus drivers. Unless there is reasonable suspicion of an employee using drugs, we need to be very certain of situation before asking them to be drug tested. Could we have both tested? Other schools do not drug test.
- End of the year evaluation summary was forwarded to the board.
- Cindy mentioned that Julie Bazinau had sent an email with some recommended classes for Wendy. Dean will go through those options with Wendy.
- Cindy mentioned that Dan Reattoir was working on the Administrator's Contract for this upcoming year. There is a recommendation to have the contract run from July 1, 2019 through June 30, 2020, at least for this upcoming school year. We had previously had the administrator from mid-August to mid-June. Cindy Riker made a motion to request the ISD to present a one year contract for the Administrator to run from 7/1/2019-6/30/2020. The motion was seconded by Dan Reynolds. Roll call vote: Ayes: Brown, LaPorte, Reynolds, Riker and Cooley-Sanborn. Nays: None. Motion carried.

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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. She said to put a placeholder in this year's budget for what we anticipate to spend. She thought we would get approximately \$17,000 for the next school year.
- SIP: Need to will leave this on the agenda. We have asked Dean to get us into compliance. If we need to have a special meeting, we will let Dean decide. There are some items due in September.
- Converting to LED lights: Dan didn't really find out any research information available on LED lighting as it relates to the schools. Perhaps dimmer switches might help too. Dan Reynolds made a motion to get an estimate to replace all school lighting with LED with work to be completed by August 15, 2019. Jessi LaPorte seconded the motion. All in favor. No nays. Motion carried.
- School Damage: Cindy spoke with the claims adjustor. We have a \$1,000 deductible. We need to send them some estimates of the cost of the work to be done for replacing siding, painting, rebuild roof/dormer over porch, cement work and railing. Dan Reynolds will pursue getting some bids for us.
- Custodial Contract 2019-20/Posting: We need to make all words consistent, subcontractor or contractor. Reviewed the confidentiality addendum. Still need waiver of liability. Cindy made a motion to post the custodial position with letters of interest to be submitted the Monday before the next school board meeting. Dan Reynolds seconded the motion. All in favor. No nays. Motion carried.
- Teacher's Contract: Brought Wendy up to date on where we are at with her contract. Thinking of 2 year contract and putting in some goals which would be tied to additional compensation. Wendy does not feel the goals should be in the contract. Jessi mentioned that the goal setting did not have any effect on employment status. Wendy feels the goals are done between her and Dean. Not in her contract. Dean is not aware of any goals being mentioned in other teacher contracts. Dan mentioned we could just mention the goals are being worked on with the administrator. We will continue working on the contract.
- Other: Jessi asked if we had gotten anywhere with the plans for the school. Cindy mentioned that was covered somewhat in the SIP (School Improvement Plan). Jessi wondered whether we should have a subcommittee. Within the SIP there is a mission statement and a place for goals. We could also include in the policy & bylaws. Jessi more interested in something like a five year plan where we could put down ideas about development, such as what we will do with the park, tennis courts, physical ed, etc. Something more strategic. Kathy mentioned some of this information was covered in a handbook that she had volunteered to put together for the school. She will work with Wendy. Just don't be redundant with our policy & bylaws. What if our population increases? Are we covering all bases? We need a plan. Wendy had asked the students on what their wish list was. They mentioned they would like to shoot baskets. We had discussed at one time redoing the cement pad and get adjustable pole/hoop. Still question on what we can do and can't do. Can we replace? Does it open us up to inspection? Perhaps the current playground would be the "historical playground". Check with the insurance company on whether or not we can build a new basketball court or rebuild it, with or without inspection. Let's table for now. Will be put on next month's agenda. A work in progress.

New Business:

- 2019-20 School Days, Hours and Calendar. Reviewed with the board and Wendy. Wendy would like to go back to a 15 minute lunch. Discussion. Jessi LaPorte made a motion to go back to the 15 minute lunch with a 3:30 dismissal. The motion was seconded by Kathy Brown. Roll call vote: Ayes: Brown, LaPorte, Reynolds, Riker and Cooley-Sanborn. Nays: None. Motion carried.

Note: Suzette Cooley-Sanborn left at 5:20 pm to take Dean Paul to the airport and returned at 5:40 pm.

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- Amended Budget 2018-2019: Cindy Riker reviewed the amended budget by line item with the board and answered any questions. Dan Reynolds made a motion to approve the amended 2018-2019 budget. The motion was seconded by Kathy Brown. Roll call vote: Ayes: Brown, LaPorte, Reynolds and Riker. Nays: None. Temporarily Absent: Cooley-Sanborn. Motion carried.
- Proposed Budget 2019-2020: Reviewed the new budget with the board. Answered questions and will make some adjustments. We will having the public hearing on the Budget on Thursday, June 27th at the school. Cindy will post the meeting.
- Carpet Cleaner: We had previously discussed purchasing a carpet cleaner. Kathy Brown made a motion to purchase a carpet cleaner including supplies not to exceed \$300. Suzette Cooley-Sanborn seconded the motion. Roll call vote: Ayes: Brown, LaPorte, Reynolds, Riker and Cooley-Sanborn. Nays: None. Motion carried.
- Review of items from previous minutes, per Kathy Brown:
 1. May 2018 – AED: Last year we decided we didn't need one and advised the Mackinac County Sheriff Department to put their old AED somewhere else. Now the board feels we should have one. Put on the agenda for next month.
 2. May 2018 – Tech Plan: Kaitlyn was working on this plan. See if she completed and get the board members a copy. Put on next month's agenda.
 3. May 2018 – Booster Club: The board could not give financial support and recommended to the student he pursue putting together a booster club. There was no intent for the board to organize this club.
 4. May 2018 - SafeSchools: Cindy thought she had sent a note to get this done. Will put on next month's agenda.
 5. June 2018 – Playground: Was it deemed safe? In the July minutes it is reported that an inspection was not required for K-8 playgrounds, per SETSEG.
 6. July 2018 – Laptops: Forms are being signed, as required.
 7. July 2018 – New doors: Still in need. Will put on next month's agenda. Bids are not necessary for anything less than \$10,000. An estimate would be presented for approval.
 8. Common Core: Kathy asked about the process for annotating common core. This is something that is between the teacher and the administrator. The board does not govern this.
 9. October 2018 – Heaters: It was reported in this meeting that the Eden pure was not working. The following month, the ELC reported the Eden Pure and the heaters were working. Per Wendy the Eden Pure is now broken. Will put this on next month's agenda. Question was raised about having school in the Wagner Room should the school power go out, since the Township had a generator. It was agreed this was not necessary.
 10. Parent Complaints: Has the board dealt with all of the complaints from last fall? We had discussed this in a closed session. The board feels it did. Our administrator is having conversations with parents too in follow up.
 11. "You Don't Want to Look Back" article: Where are we with this? The article was given to us in March. The board members reviewed the article. At the April meeting the consensus was that we all try to do better each day.
 12. Reduction & Recall of Teachers/Teacher Evaluation Policies: Where are we with these? Although we passed these resolutions in January of 2018, it needs to be reviewed. Then we need to decide whether or not we want to make any amendments. This is pended for a later meeting.
 13. March 2019 – Locks on Drawers/Cupboard: Although it was approved to have the drawers drilled for lock/key, we did not pursue getting someone to do the work. Will add to next month's agenda.
 14. School Improvement Plan: Who is responsible for the SIP? Dean will be responsible for the SIP. He will let us know, if he needs any input from u

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15. Kathy wanted to confirm when she should bring up concerns about the teacher/tech aide. We will review this position and contract next month.
16. Kathy wanted to know why she couldn't be a substitute and be on the board. Explained that was an ISD ruling and perhaps a state ruling. Also, is there a listing of subs and are all their credentials on file? All on file at the ISD. Michelle will be when her transcripts are sent to the ISD.
17. Kathy had a question on the policies & bylaws as far as who is subject to them. Everyone is to use these as a guideline. We will be changing at some point in time when the lawyer finishes his review.
18. As a comment, Kathy would like us to come to end of job rather than next time, next time, next time. We have gone off topic many times. This is happening especially with the new board. We will attempt to not table issues. May and June are typically the busiest. Would we want to meet twice a month? No one felt we should.

- **Sign Signature Cards:** Everyone sign before they leave

Financial Report:

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

There being no further business, the meeting was adjourned at 6:15 p.m.

Respectfully submitted,

Cindy Riker, Secretary
Bois Blanc Pines School Board