LAKE CITY AREA SCHOOLS
BOARD OF EDUCATION
REGULAR & ORGANIZATIONAL MEETING MINUTES
July 10, 2019

A. CALL TO ORDER

The meeting was called to order by President Redman at 7:00 p.m.

B. ROLL CALL

Members Present: Craig Ardis, Ona Booms, Joe McGiness, Tom Redman

Members Absent: Tamara Helsel, Rod Hose, Brian Kunkel

C. APPROVE AGENDA

Motion by McGiness, seconded by Booms, to amend the agenda to eliminate verbal committee reports and approve as amended.

Motion Carried 4-0

D. CONSENT AGENDA

- Approve Minutes of Special Meeting June 4, 2019
- Approve Minutes of Regular Meeting June 12, 2019
- Communications
- Activity Report
- Approval of Bills

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bills paid (General Fund)</td>
<td>743,885.50</td>
</tr>
<tr>
<td>Bills paid (Food Service)</td>
<td>62,011.14</td>
</tr>
<tr>
<td>Bills paid (Capital Projects)</td>
<td>182,247.00</td>
</tr>
<tr>
<td>Bills paid (2016 Construction Project Fund)</td>
<td>136,307.15</td>
</tr>
<tr>
<td>Bills paid (Sinking Fund)</td>
<td>11,340.48</td>
</tr>
<tr>
<td>Student Activities</td>
<td>45,741.11</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,181,532.38</strong></td>
</tr>
</tbody>
</table>

Motion by McGiness, seconded by Ardis, to approve the consent agenda as presented.

Motion Carried 4-0

E. COMMENTS FROM PUBLIC – Dale Ranier of the Lake City Athletic Boosters showed the Board drawings of a pavilion that the Boosters would like to build. The pavilion would be located at the open space on the south side of the tickets booth. It would match the existing ticket booth. The pavilion could be used to sell merchandise, also for the pig roast and track meets, etc. He would like to have it completed this fall. Michael Dunn stated that he thought it was great what the Detroit Lions did at the football camp by donating helmets and monetary contributions. Sarah Crowe stated on behalf of herself and the teachers who could not attend the Board meeting, that they would support working with Chris Manick if given the opportunity. Kristine Keller of Friends of Students said she was very happy with the free lunch program being offered this year. She has people coming forward with donations of supplies for homeless students. Kevin Kent thanked the Boosters for their wonderful support. He also
stated he appreciated Mr. Ardis’s speech at the end of the year luncheon. Kind words like that are nice to hear once in a while and make teachers want to stay here and teach. He also wanted to thank Mrs. Helsel for taking the time to ask about his wife.

F. ADMINISTRATIVE REPORTS * NO REPORT DUE JULY & AUGUST
1. Elementary School – Mr. Hamilton *
2. Middle School, High School and Athletics – Dr. Hejnal *
3. Superintendent – Mrs. Blaszak

G. COMMITTEE REPORTS – verbal reports were not given.

H. INFORMATION

1. Policy Recommendation

Superintendent Blaszak has presented the Board with the following policy recommendation:

Policy 2410 Prohibition of Referral of Assistance

This recommendation is submitted as a second reading with adoption scheduled for tonight’s meeting. Copies are available for review at Central Office.

I. ACTION ITEMS

1. Bond Project Pay Applications

Motion by McGiness, seconded by Booms, that the Board approve the following payments from the Bond Project Fund.

ELEMENTARY:

Pete's $ 31,763.35

HIGH SCHOOL:

Block Electric $ 124,487.22
D&W $ 182,870.20
Total Fire Protection $ 4,312.00
Interkal $ 12,196.00
Ritsema $ 3,878.00
Bloxsom $ 26,106.85
VanDellen $ 45,775.20
Kerkstra $ 52,256.26
Hallmark $ 22,496.04
Vell $ 25,000.00
Kuhn $ 23,020.00

Motion Carried 4-0
2. Bond Project Change Order

Motion by McGiness, seconded by Booms, that the Board approve the following payments from the Bond Project Fund.

HIGH SCHOOL:
Pete's $ 56,647.00 INCREASE

Motion Carried 4-0

3. Superintendent Evaluation and Contract

Motion by Ardis, seconded by McGiness, that the Board accept Superintendent, Kimberly A. Blaszak's evaluation and extend her contract with the District for one year through June 30, 2020 as presented.

Motion Carried 4-0

4. Approve Summer Construction Bids

Motion by McGiness, seconded by Booms, that the Board approve the Summer Construction Bids for continued High School renovations.

Motion Carried 4-0

5. Membership Dues and Purchase Card Authorized Users

Motion by McGiness, seconded by Ardis, that the Board approve the list of memberships and dues payments as well as the list of purchase card authorized users.

Motion Carried 4-0

6. Approve payments from Sinking Fund

Motion by McGiness, seconded by Booms, that the Board approve the following payments to Cornerstone Architects from the Sinking Fund:

$4,750.00 for Architect services for the Elementary
$5,667.10 for Architect services for the HS
$1,735.00 for Architect services for the HS
$975.00 for Architect services for the Elementary

Motion Carried 4-0
7. **Bond Project Pay Applications**

   Motion by McGiness, seconded by Booms, that the Board approve the following payments to Cornerstone Architects from the 2016 Bond Project.
   
   - $725.00 for Architect Services for the Elementary.
   - $1,525.00 for Architect Services for the HS/MS.
   - $1,700.00 for Architect Services for the HS/MS
   
   Motion Carried 4-0

8. **Educator Ethics/Michigan Department of Education**

   Motion by Ardis, seconded by McGiness, that the Board adopt the Michigan Code of Educational Ethics dated 4/23/19 V1.
   
   Motion Carried 4-0

9. **Policy Recommendation**

   Motion by Booms, seconded by Ardis, that the Board approve the following policy as presented.
   
   Policy 2410 Prohibition of Referral of Assistance
   
   Motion Carried 4-0

A. **MASB CHECKLIST FOR BOARD ACTION JULY 2019**

B. **School District Legal Reference**

   A. Legal name of school district: Lake City Area Schools
   
   B. Prior to July 1, 1996, this district was classed as a fourth class school district. On July 1, 1996, the district became a general power school district by operation of law.
   
   C. The Board of Education is comprised of seven (7) members, who are elected for terms of six (6) years.
   
   D. Members holding office on July 1, 2019, and the expiration of their current terms are listed below:
C. The Board’s general functions are to establish policy, approve all curriculum, authorize all personnel positions, conduct the financial management of the district, and supervise all general operations of the district through the Superintendent.

D. Establish January and July as months for future organizational meetings not later than the second day of the day selected for regular meetings (i.e. – the second Wednesday)

E. Establish board officers

Number – 4
Titles – President; Vice-President; Secretary; Treasurer
Duties – As generally prescribed
Terms – One year
Eligibility – Must be a board member
Method of electing officers – roll call
Order of succession – President, Vice-President, Secretary, Treasurer

F. Establish meeting requirements

Day(s) (at least monthly), and place of regular meetings – 1 per month; (See item #5)
Form and method of notice to board members for regular meetings – written
Purposes for convening special meetings – special needs of the district
Method of notice to board members for special meetings – written to all members

G. Establish procedures for conducting board meetings

Agenda format and preparation – by Superintendent, as previously established
Public participation rules – as previously established and as required by law
Rules of order – as established by the Board
Style of minutes – as previously established
H. Establish board committee system and procedures

Types of committees – standing, and as called
Name of each committee – Personnel, Curriculum, Operations, Finance, Policy, and Student Affairs
Charge of each committee – 1 member per committee except President
Method of appointing committee members – 6 appointed by President
The Board herewith establishes an open meetings requirement for any and all advisory committees
Style of committee reports – oral/written
Method for receiving committee reports – oral/written

I. Establish compensation system for board members (e.g., per diem for attendance at board meetings, committee meetings, and other authorized activities) - $35.00 per regular/official meeting.

J. Establish system for reimbursement of board member expenses – monthly

K. Establish procedure for district membership in organizations – as approved by the board normally in July.

L. Establish procedure for filling vacancies on board to supplement §1104
Method of filling vacancy – Applications to Board; appointed by Majority

M. Any other matter related to effective and efficient functioning of the board

(MCL 380.11a) – none

Motion by McGiness, seconded by Booms, to adopt the checklist items 1 and 2 as presented.

Motion Carried 4-0

3. Election of officers – Election in January, 2020
4. Adoption of schedule of regular board meeting dates for the fiscal year

   Day – Second Wednesday
   Time – 7:00 p.m.
   Location – Superintendent’s Office (July and August)
   Elementary Cafetorium (September through June)
   Committee Meetings (see Exhibit A)

5. Designation of person for posting public notices of meetings – Superintendent or Superintendent’s Designee.

6. Delegation of election duties

   The Secretary of the Board of Education has discretion to delegate election duties to a member of the district’s administrative staff. If duties are delegated, it must be recorded in the board’s minutes. Delegated to Superintendent.

7. Approval of organizational memberships (MASB, MASB-Legal Trust Funds, and designation of MASB’s Legislative Relations Network Representative, **TOM REDMAN serving 2019-20**).

8. Approval of annual retainer contracts – Thrun Law Firm

9. Maximum authorized Superintendent expenditures - $15,000 Capital Outlay, plus amounts as approved in General Fund budgets for supplies, textbooks, and other normal operational purchases (no account will be exceeded by approved amount).

10. Authorization to Sign Contracts and Accept Resignations – It is the recommendation of the Superintendent that she be and is hereby authorized to sign employment contracts for all personnel, except K-12 teacher and administrators, and to accept any resignation on behalf of the Board.

11. Appoint a representative to the ISD for Regional School Board Association Representative. – **TAMARA HELSEL serving 2019-20**

12. Fiscal Management

   Investment of Funds by Treasurer (Policy Ref. #3300)

   Depositing of Funds (Policy Ref. #3400)

   Designation of depositories for school funds –
   MILAF (45%)
   Chemical Bank (45%)

   Resolution Authorizing Superintendent to Invest School Monies -
   It is the recommendation of the Superintendent that she be and is hereby authorized to invest school monies for investment purposes.
Resolution Authorizing Business Manager to initiate electronic transfers between existing school accounts, negotiate and authorize renewal of existing certificates of deposit, and access all account information from financial institutions.

Principals Directed to Establish Inventories

Check signature authorization – Treasurer and/or Superintendent (1 Signature Required)

Mileage Reimbursement - $.52

Employee meals reimbursement by receipt/not to exceed
  Breakfast - $10.00
  Lunch - $12.00
  Dinner - $20.00

Purchasing limits
  Administration $1500
  Business Manager $2,000 $5,000
  Superintendent $15,000

Superintendent to establish meal rate charges (student & adult); adjust working hours; and establish other fees as necessary (does not permit the establishment of additional working hours over 55 hours – not including supervisor)

13. Superintendent authorized to sign criminal complaints (Policy Ref. #4120)

14. Bus Rentals – Approval of Superintendent

  Driver - $20 per hour
  Mileage - $2.50 per mile
  Fee - $100 per vehicle per event
15. Use of District Facilities

<table>
<thead>
<tr>
<th>Facilities</th>
<th>Daily Rate Less than 4 Hours</th>
<th>Daily Rate 4+ Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS/MS Auditorium</td>
<td>$100</td>
<td>$125</td>
</tr>
<tr>
<td>MS Gymnasium (Old HS Gym)</td>
<td>$100</td>
<td>$125</td>
</tr>
<tr>
<td>Elementary Gymnasium (Old MS Gym)</td>
<td>$75</td>
<td>$100</td>
</tr>
<tr>
<td>Elementary Cafetorium</td>
<td>$175</td>
<td>$225</td>
</tr>
<tr>
<td>Athletic “Stadium”/Field</td>
<td>$150</td>
<td>$200</td>
</tr>
<tr>
<td>Announcer Booth/Lighting</td>
<td>$25</td>
<td>$50</td>
</tr>
<tr>
<td>Field Concession Stand</td>
<td>$25</td>
<td>$50</td>
</tr>
<tr>
<td>Baseball/Softball Field</td>
<td>$75</td>
<td>$100</td>
</tr>
<tr>
<td>Classrooms</td>
<td>$20</td>
<td>$150</td>
</tr>
<tr>
<td>HS Cafeteria</td>
<td>$25</td>
<td>$185</td>
</tr>
<tr>
<td>HS Cafeteria and Kitchen</td>
<td>$30</td>
<td>$225</td>
</tr>
<tr>
<td>Flat Fee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chairs</td>
<td>$5/each</td>
<td></td>
</tr>
<tr>
<td>Tables</td>
<td>$15/each</td>
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</table>

**Additional or Required Fees**

Technology Assistance (Required for auditorium use): $30 per hour.

Kitchen Use: School lunchroom worker(s) will be required at a fee of $30 per hour for each school lunchroom worker utilized.

A school custodian or school employee/supervisor shall be on duty whenever a facility is being used except exempted by the Superintendent. The custodian will render custodial assistance in handling school furniture and equipment and will be responsible for seeing that the facility or facilities are left in good order after the activity is over. The custodian’s overtime, including clean-up time, will be charged at the appropriate hourly rate. In addition, food-service personnel shall be required when kitchen facilities are requested, and any cost incurred shall be charged at the appropriate hourly rate. Any staff called away from regular duties to set up equipment and furniture will be at an additional fee.

Custodian/Maintenance: $30 per hour will be charged unless the activity is during normal school-year hours of Monday through Friday 8:00 a.m. to 10:00 p.m. Some custodial fees may not be determined until after the event is held.

High School Gymnasium/Community Center may only be rented by permission/approval from the Superintendent.
Motion by McGiness, seconded by Ardis, to adopt the checklist items 4 through 15 as presented.

Motion Carried 4-0

N. CLOSED SESSION

Motion by McGiness, seconded by Booms, that the Board go into a closed session to discuss confidential Attorney-Client Privileges. Material exempt from discussion or disclosure by state and federal statute (MCL 15.268, Section 8).

ROLL CALL: Ardis, Booms, McGiness, Redman

Into Closed Session at 7:25 p.m.

Motion by McGiness, seconded by Booms, that the Board exit closed session and resume the regular meeting.

ROLL CALL: Ardis, Booms, McGiness, Redman

The Board resumed the Regular Meeting at 7:59 p.m.

K. State Aid

Motion by McGiness, seconded by Ardis, to approve state aid borrowing of $1.5 million.

Motion Carried 4-0

L. OTHER ITEMS

1. Work Session in Lieu of Committee Meetings –
   Monday, August 5th @ 6:30 p.m.
   Superintendent’s Office

2. Next Regular Meeting -
   Wednesday, August 14th @ 7:00 p.m.
   Superintendent’s Office

M. ADDITIONAL COMMENTS FROM PUBLIC - None

N. Meeting declared adjourned by President Redman at 8:00 p.m.

Respectfully submitted,
Joe McGiness, Board Secretary
Dawn Eising, Recording Secretary