

Cassopolis Public Schools
725 Center Street
Cassopolis, MI 49031
(269) 445-0503

Board of Education
Minutes
Regular Meeting
January 25, 2016

Welcome: This regular meeting of the Cassopolis Board of Education was held on Monday, January 25, 2016 in the Board meeting room at Squires Education Center and called to order at 7:00 p.m., as President Ward welcomed those attending.

Roll Call:

Members Present: George Calvert, Sue Horstmann, Amanda Smego, Lisa Cutting, Deb Deubner, Scott Ward

Members Absent: Jesse Binns

Also present: Tracy Hertsel, Becky Smith, Jeremy Carlisle, John Bright, Robyn Bright, Dee Voss, Dave VanLue, Cindy Martynowicz, staff members and community members.

Sue Horstmann led the Pledge of Allegiance.

Approval of Agenda – **Moved by** George Calvert, **supported by** Deb Deubner, to approve the agenda, as presented. **Motion carried** 6-0, as follows: Horstmann, yes; Cutting, yes; Smego, yes; Calvert, yes; Deubner, yes; Ward, yes.

Approval of Minutes: **Moved by** George Calvert, **supported by** Deb Deubner, to approve the minutes from the regular meeting of January 11, 2016, as written. **Motion carried** 6-0, as follows: Deubner, yes; Horstmann, yes; Calvert, yes; Cutting, yes; Smego, yes; Ward, yes.

Communications or correspondence – None.

Reports, Information Items from School Staff –

Administration / Hertsel: Mr. Hertsel presented Board members with a token of appreciation in recognition of School Board Member Recognition Month. He thanked them for their time and dedication to the students and the district as a whole.

Ross Beatty JSHS / Cirino: Thomas Hagenbuch, Program Manager for the Tri-County’s Jobs for Michigan Graduates introduced Alison Cirino, the classroom teacher for JMG (Jobs for Michigan Graduates) and Erica Williams, the President of the Jobs for Michigan Graduate Career Association reviewed various statistics of the program over the past few years.

Alison Cirino said that she currently has 44 students, plus is still in touch with 13 seniors from last year. The students know after they graduate they are to stay in touch with her for at least a year.

Erica Williams, the JMG President at Ross Beatty, said that she works with students on employment capabilities, leadership development, financial literacy and career exploration.

SAES / Voss: Mrs. Voss said that they are doing “Pennies for Patients” now and it is a good experience for the kids. The fundraiser goes through February. Mrs. Voss said that the annual Father/Daughter Dance will be on February 11th. Also, Mrs. Voss said that the staff is planning several end of semester activities to honor kids who have raised their grades. The activities include a good behavior assembly and perfect attendance assembly. Mrs. Voss said that the data team went to a 2-day response to intervention workshop. The teachers will present to administrators tomorrow and to the Board next month. Mrs. Voss said that she, Mrs. Smith and Mr. Carlisle are working on reallocation of funds.

Public Comment – None.

Financials – **Moved by** Lisa Cutting, **supported by** Sue Horstmann that the Board of Education approve the payment of bills for the month of December, 2015, as follows: General Fund, \$211,654.24; Food Services Fund \$33,881.64; Sinking Fund, \$3,350.00; and, 2015 Bond Capital Projects Fund \$222,992.30. **Motion carried** 6-0, as follows: Smego, yes; Deubner, yes; Cutting, yes; Calvert, yes; Horstmann, yes; Ward, yes.

New Business – Discussion Items

Request for overnight trip / Advance Art Class to Chicago, IL – Mr. Hertsel said that he attended the trip last year, and Mrs. Johnson again feels it imperative the district get away from the Fine Arts Festival and instead for the Advanced Art students be able to take this trip. The request for this year is for April 28-29 and he would greatly recommend the Board adopt this at the next meeting.

Request to terminate Business Services Agreement – Mr. Hertsel said he has spoken with all Board members as we have reached a point in this district for full time Business Manager services. Mr. Hertsel said that he feels very confident of Mrs. Smith’s knowledge and believes this is the time to terminate the agreement in place with the ISD.

Request to hire Business Manager Full Time – Mr. Hertsel said that he would recommend the Board hire Rebekah Smith as our full time Business Manager as soon as possible. There is a 90 day out clause in the Business Services Agreement, and therefore an effective date would have to be agreed upon. He would recommend the Board approve this item.

Presentation of 2015-16 Budget Revision – General Fund – Mrs. Smith reviewed the preliminary budget and the proposed amended budget. At the end of 2014-15 we had a total revenue of \$9.5 million and that high number was due mostly to taking full advantage of our grants that had not been done the couple of previous years. Also insurance restoration was included in that figure. Mrs. Smith said that we had estimated a deficit of approximately \$270,000 but since then our enrollment increased and we have final figures from the state on the formula. These

differences are reflected and looking at those, with the additional revenue and additional expenditures this year which were approximately \$9.1 million, we were able to balance the budget.

Mr. Ward said that he sees increases in operation, maintenance and transportation but the budget still balanced out. There is a possibility that the district could be in even better financial shape at the end of the school year.

Presentation of 2015-16 Budget Revision – Food Service Fund – Mrs. Smith said that a big change between 2013-14 and 2014-15 was that catering with the ISD was added back in and we now have a new agreement where they are billed quarterly and are to pay within 30 days of receiving an invoice. She worked with Mrs. Bright revising this budget.

Presentation of 2015-16 Budget Revision – Sinking Fund – Mrs. Smith said that the Superintendent and the Operations Manager will meet and put a plan in place as to how to use the Sinking Fund money this coming year.

Presentation of 2015-16 Budget Revision – Debt Service Fund – Mrs. Smith reviewed the debts that were included in this budget, being ones from 2003, 2009, two from 2010 and also a new one for the 2015 bond.

Presentation of 2015-16 Budget Revision – 2015 Capital Projects Fund – Mrs. Smith said that this is actual fund monies received from selling the bond. The bonds were sold and are being held in an account called MILAF. This account is monitored on a regular basis. We also work closely with Carmi Design Group reviewing budgets on all bond projects. Mrs. Smith said she put in the full amount for now and when we get closer to June she will have more accurate numbers of what is being spent this fiscal year and what money will run into next years' budget.

Discuss an easement for a public sidewalk to Ross Beatty JSHS – Mr. Hertsel said that last Friday afternoon he met with the new Village Manager. The village had secured \$150,000 last year for a sidewalk project that would go from the bottom of Community Mills to Ross Beatty. The parameters were not met in a timely manner so the village had to turn the money back in. New grants came out and so there was money again available. There is a short turn-around of 30 days and the village is asking the district give them an easements from the first drive of Ross Beatty down to the end of the last drive. The village will maintain the sidewalk and he is very much in favor of this project.

Mr. Ward asked if the easement is granted and the village can't get the ok of the other property owners for an easement, can we revoke our easement if this doesn't go through. Mr. Hertsel said he would ask that of our legal counsel when he reviews the documents.

Old Business – Action Items

Act on request to terminate Business Services Agreement – **Moved by** Deb Deubner, **supported by** George Calvert that it is hereby resolved the Business Services Agreement between Cassopolis Public Schools and the Lewis Cass ISD be terminated as soon as possible. **Motion carried**, 6-0, as follows: Horstmann, yes; Calvert, yes; Cutting, yes; Deubner, yes; Smego, yes; Ward, yes.

Act on request to Hire Business Manager full time – **Moved by** Amanda Smego, **supported by** Deb Deubner that the Board of Education hires Rebecka Smith as the Cassopolis Public Schools Business Manager, with a two year contract, as soon as possible. **Motion carried** 6-0, as follows: Cutting, yes; Deubner, yes; Horstmann, yes; Smego, yes; Calvert, yes; Ward, yes.

Act on 2015-16 Budget Revision – General Fund – **Moved by** Sue Horstmann, **supported by** George Calvert that the 2015-16 General Fund budget revision is adopted, as presented. **Motion carried** 6-0, as follows: Cutting, yes; Calvert, yes; Horstmann, yes; Deubner, yes; Smego, yes; Ward, yes.

Act on 2015-16 Budget Revision – Food Service Fund – **Moved by** Deb Deubner, **supported by** George Calvert that the 2015-16 Food Service Fund budget revision is adopted, as presented. **Motion carried** 6-0, as follows: Horstmann, yes; Calvert, yes; Cutting, yes; Deubner, yes; Smego yes; Ward, yes.

Act on 2015-16 Budget Revision – Sinking Fund – **Moved by** Amanda Smego, **supported by** Deb Deubner that the 2015-16 Sinking Fund budget revision is adopted, as presented. **Motion carried** 6-0, as follows: Deubner, yes; Cutting, yes; Horstmann, yes; Calvert, yes; Smego, yes; Ward, yes.

Act on 2015-16 Budget Revision – Debt Fund – **Moved by** Deb Deubner, **supported by** Amanda Smego that the 2015-16 Debt Fund budget revision is adopted, as presented. **Motion carried** 6-0, as follows: Deubner, yes; Smego, yes; Cutting, yes; Calvert, yes; Horstmann, yes; Ward, yes.

Act on 2015-16 Budget Revision – 2015 Capital Projects Bond Fund – **Moved by** Amanda Smego, **supported by** Sue Horstmann that the 2015-16, 2015 Capital Projects Bond Fund budget revision is adopted, as presented. **Motion carried**, 6-0, as follows: Calvert, yes; Smego, yes; Horstmann, yes; Deubner, yes; Cutting, yes; Ward, yes.

Act on NEOLA Revised Policies – Second Reading – **Moved by** Deb Deubner, **supported by** Sue Horstmann that the following policies are adopted, as presented: 0144.3, 0175.1, 1130, 1217, 1420, 1630.01, 3110, 3217, 3430.01, 4110, 4217, 4430.01, 5517.02, 5772, 5830, 6110, 6111, 6146, 6320, 6550, 6850, 7217, 8321, 8400, 8500, and 9211. **Motion carried** 6-0, as follows: Cutting, yes; Smego, yes; Horstmann, yes; Calvert, yes; Deubner, yes; Ward, yes.

New Business – Action Item

Hiring – **Moved by** Sue Horstmann, **supported by** George Calvert that the following teaching positions for 3 hours per night, 1 night per week, are awarded for the Adult Education Department: Science – Steve Mammel; Social Studies – Kristine Widerquist Bosler; Math – Jessica Pompey; and, Temporary English – Julie Herwick. **Motion carried** 6-0, as follows: Calvert, yes; Horstmann, yes; Smego, yes; Cutting, yes; Deubner, yes, Ward, yes.

Superintendent Report – Mr. Hertsel reported as follows:

- The pre-bid meeting for Phase 2 of the roofs will be held later this week.
- The Lowe Foundation will be donating more furniture to the district.
- Last week Richard Shultz was recognized for helping work over 2,000 athletic contests.
- Thanked John Bright and his staff. They have been closely monitoring Sam Adams classroom temperatures.
- Saturday night a driver drove through the arch by Sam Adams elementary and into the fence, causing some property damage. He will inspect the arch and let Board members know of any damage.
- Distributed a survey that he was asked to provide Board members. The survey is asking what our Board members would like to see in the next Superintendent at the ISD. You may send the forms in yourselves or return to Cindy for her to get to Mr. Hartman. All county Boards of Education are being asked to complete these surveys.

There being no further business to come before the Board of Education it was **moved by** George Calvert, **supported by** Deb Deubner to adjourn the meeting at 7:58 pm. All in favor.

Susan Horstmann, Secretary