

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

Board of Education  
Minutes  
Regular Meeting  
June 13, 2016

Welcome: This regular meeting of the Cassopolis Board of Education was held on Monday, June 13, 2016 in the Board meeting room at Squires Education Center and called to order at 7:00 pm, as President Ward welcomed those attending.

Roll Call:

Members Present: Amanda Smego, Deb Deubner, Lisa Cutting, George Calvert, Jesse Binns, Scott Ward

Members Absent: Sue Horstmann

Also present: Tracy Hertsel, Becky Smith, John Bright, Dave VanLue, Cindy Martynowicz, staff member.

Jesse Binns led the Pledge of Allegiance.

Approval of Agenda – **Moved by** George Calvert, **supported by** Lisa Cutting that the agenda is approved, as presented. **Motion carried** 6-0, as follows: Binns, yes; Calvert, yes; Cutting, yes; Deubner, yes; Smego, yes; Ward, yes.

Approval of Minutes: **Moved by** Jesse Binns, **supported by** George Calvert that the minutes from the special meeting of June 6, 2016 are approved as presented. **Motion carried** 6-0, as follows: Cutting, yes; Binns, yes; Deubner, yes; Smego, yes; Calvert, yes; Ward, yes.

Communications or correspondence – None.

Reports, Information Items from School Staff – None.

Public Comment – None.

Closed Session to Discuss Negotiations – **Moved by** George Calvert, **supported by** Lisa Cutting to go into closed session at 7:02 p.m. to discuss negotiations. **Motion carried** 6-0, as follows: Deubner, yes; Cutting, yes; Binns, yes; Calvert, yes; Smego, yes; Ward, yes.

Returned to open session at 7:22 pm.

New Business - Discussion Items

Administrative Contracts for 2016-17 and 2017-18 – Mr. Hertsel said that administrative contracts are up for renewal for 2016-17. He is recommending renewing all administrative contracts for two years, under the present terms being used with the teachers, support and administrative staff regarding wages being based on enrollment.

Administrator Evaluation Process – Mr. Hertsel said that he recommends the Board adopt the School Advance evaluation process for administrators.

Teacher Evaluation Process – Mr. Hertsel recommended the Board adopt the Thoughtful Classroom process for teacher evaluations. The district has piloted this program for the past four years.

Pre-Employment Drug Screening – Mr. Hertsel said that the administration has been looking into incorporating this process into Board Policy since it was brought up at the retreat, but has not been able to locate a similar policy as of yet. He planned to check with MASB.

Hiring Process – Mr. Hertsel said that this was discussed at the June 6<sup>th</sup> retreat. He since checked with NEOLA who did not have this specific of a policy so he will speak with legal counsel and MASB to get their suggestions on possible wording for this policy.

Uniform Guidance Procurement Grace Period – Mr. Hertsel read part of an email from the district’s auditor explaining this item, as follows:

“One bigger thing that the District will want to do is to adopt a delay to the Uniform Guidance (UG) procurement rules. As you know, UG is effective for the 2015-16 school year but the Fed’s allowed a delay of the procurement standards for 6/30 YE’s until July 1, 2017. There is a catch to this, though. IF you don’t formally adopt the delay, the UG procurement rules are applicable by default. Right now the procurement rules are unclear (hence the grace period), so you really do not want that to happen. As a result, we are recommending to all our districts that you make the election to delay these standards until July 1, 2017.”

NEOLA Vol. 30, No. 2 – 1<sup>st</sup> Reading – Mr. Hertsel said that this information was provided to Board members at a prior meeting and asked if there were any questions. There were none.

2015-16 Final Budget Presentation – Mrs. Smith reviewed a PowerPoint presentation detailing the status of the 2015-16 final budgets. This included information on the following funds: General, Food Service, Debt Service, Sinking, and 2015 Bond Capital Projects.

2016-17 Preliminary Budget Presentation – Mrs. Smith then reviewed a PowerPoint presentation showing the preliminary budgets for 2016-17. This included the following funds: General, Food Service, Debt Service, Sinking, and 2015 Bond Capital Projects.

Review Policy #8651, Non-Routine Use of School Buses – Mr. Bright said that he would like the Board to possibly change from authorizing non-routine use of buses to outside entities.

#### Old Business – Action Items

Graduation dates for 2017, 2018 and 2019 – **Moved by** Deb Deubner, **supported by** Jesse Binns that it is hereby resolved the next graduation dates all starting at 2:00 p.m., will be: June 4, 2017; June 3, 2018; and, June 2, 2019. **Motion carried** 6-0, as follows: Calvert, yes; Smego, yes; Binns, yes; Cutting, yes; Deubner, yes; Ward, yes.

School Start Date – **Moved by** Jesse Binns, **supported by** Deb Deubner that it is hereby resolved the first student day for 2016-17 will be a full day on Tuesday, September 6, 2016. **Motion carried** 6-0, as follows: Cutting, yes; Smego, yes; Calvert, yes; Deubner, yes; Binns, yes; Ward, yes.

CSEA Master Agreement – **Moved by** Deb Deubner, **supported by** George Calvert that it is hereby resolved the 2016-2019 Collective Bargaining Agreement between Cassopolis Public Schools and the Cassopolis Service Employee Association, MEA/NEA is adopted, as presented by the administration. **Motion carried** 6-0, as follows: Deubner, yes; Binns, yes; Calvert, yes; Cutting, yes; Smego, yes; Ward, yes.

Administrative Contracts for 2016-17 and 2017-18 – **Moved by** Amanda Smego, **supported by** George Calvert that it is hereby resolved that all administrative contracts are approved for 2016-17 and 2017-18 school years. **Motion carried** 6-0, as follows: Calvert, yes; Smego, yes; Binns, yes; Deubner, yes; Cutting, yes; Ward, yes.

Administrator Evaluation Process – **Moved by** Deb Deubner, **supported by** Jesse Binns that it is hereby resolved that the district will use the School Advance process for administrator evaluations. **Motion carried** 6-0, as follows: Calvert, yes; Smego, yes; Binns, yes; Deubner, yes; Cutting, yes; Ward, yes.

Teacher Evaluation Process – **Moved by** George Calvert, **supported by** Amanda Smego that it is hereby resolved the district will use the Thoughtful Classroom Process for teacher evaluations. **Motion carried** 6-0, as follows: Binns, yes; Cutting, yes; Smego, yes; Calvert, yes; Deubner, yes; Ward, yes.

Hiring Process – **Moved by** Jesse Binns, **supported by** Amanda Smego that it be hereby resolved that Board members are not to participate in the hiring process, including not participating in interview committees and will only be involved when individuals are brought to the full Board for the Superintendent or administration for a vote on hiring employees.

Dr. Calvert said he thinks this needs to be more general. In most cases this would be a good procedure but he did not feel it was a good policy for the Board to adopt. Mr. Ward said MASB recommends this be adopted as it one of their Best Practices. Mrs. Smith commented that hiring the Superintendent is an exception to the rule. Mr. Binns asked why it is being recommended this process be changed all of a sudden. There was discussion on advantages and disadvantages of making this change.

When called for a vote, the **motion failed** 0-6, as follows: Cutting, no; Calvert, no; Deubner, no; Smego, no; Binns, no; Ward, no.

#### New Business – Action Item

Hirings – **Moved by** Jesse Binns, **supported by** Deb Deubner that the following positions are awarded: Summer School Teacher, Cheryl Graham; Secondary Level Math Teacher, Martin McGinn; JV Girls Basketball Coach, Lindsay Gorham. **Motion carried** 6-0, as follows: Binns, yes; Calvert, yes; Cutting, yes; Deubner, yes; Smego, yes; Ward, yes.

Superintendent Report – Mr. Hertsel reported as follows:

- Thanked the Board and administrators for attending the retreat.
- Said that he did not bring his evaluation tonight but would try to get it to them by the end of the week as this needs to be acted on by July 1<sup>st</sup>.
- The new cleaning contractor is in district as of today, with a partial crew. They will be cleaning at Sam Adams and Squires and the current company will remain at the high school through the end of the month when their contract expires.

There being no further business to come before the Board of Education it was **moved by** George Calvert, **supported by** Jesse Binns, to adjourn the meeting at 8:20 pm. All in favor.

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Susan Horstmann, Secretary