BATH COMMUNITY SCHOOLS

Board of Education – Regular Meeting

Media Center

Bath High School

Wednesday, June 18, 2018

7:00 p.m.

**MINUTES**

1. CALL TO ORDER

The board meeting was called to order by President Sam Bachelor at 7:10 p.m.

1. ROLL CALL

Members present: Mr. Sam Bachelor, Ms. Ann Chaffee, Ms. Stephanie Halfmann, and Mr. Dean Sweet, Jr.

Declare quorum

Members absent: Ms. Nancy Hawkins Mr. Ken Krapohl, Mr. Blair Svendsen

Staff present:Mr. Jake Huffman, Superintendent; Ms. Lorenda Jonas, Middle School Principal, Ms. Lisa Roedel, Elementary School Principal;Mr. Tom Louks, Elementary Assistant Principal; Ms. Caroline Cook, Business Services; Mr. Doug Murphy, Technology Director; Ms. Shannon Proctor, Executive Assistant

1. ACTING SECRETARY APPOINTMENT

**“Motion to appoint Ann Chaffee as Acting Secretary for the Regular Board Meeting scheduled on Monday, June 18, 2018.”**

Moved by Halfmann, Seconded by Sweet, AYE: Chaffee, Halfmann, Sweet, Bachelor. ABSENT: Krapohl, Svendsen, Hawkins, NAY: None. VOTE: 4-0. Motion passed

1. APPROVAL OF THE AGENDA

**“Motion to approve agenda of the Board of Education meeting being held on today’s date, Monday, June 18, 2018, as amended.”**

Moved by Halfmann, Seconded by Sweet. AYE: Chaffee, Halfmann, Sweet, Bachelor. ABSENT: Krapohl, Svendsen, Hawkins. NAY: None VOTE: 4-0. Motion passed.

1. PUBLIC COMMENT

None

1. CONSENT AGENDA

*The following items may be approved with one motion unless a Board member requests that an item or items be removed for separate action.*

* 1. Minutes of Regular Meeting of May 21, 2018
  2. Minutes of Special Meeting of May 30, 2018
  3. General Fund bills payable in the amount of $246,238.61
  4. General Fund EFT transfers in the amount of $190,218.68
  5. Sinking Fund Bills payable in the amount of $19,928.99

Moved by Sweet, Seconded by Halfmann AYE: Sweet, Chaffee, Halfmann, Bachelor. ABSENT: Hawkins, Krapohl, Svendsen, NAY: None. VOTE: 4-0. Motion passed.

1. REPORTS
2. Board of Education
   * 1. Secretary Report- Correspondence

CCRESA Newsletter.

* + 1. Extra- Curricular Committee

Did not meet.

* + 1. Finance Committee

Mr. Sweet reported that they discussed the new budget.

* + 1. Personnel Committee

Ms. Chaffee shared that they discussed Health Savings Accounts and non-union wages.

* + 1. Policy Committee

Ms. Halfmann reported they have done the first reading of Neola policies.

* + 1. Building and Grounds Committee

Mr. Bachelor shared that due to the delay with permits and the abatement the high school office would not be ready until November. The elementary and middle school entrances should be ready at the start of the school year.

1. Superintendent Report
2. July Board Annual Business Meeting – July 9th, 2018 at 7:00 p.m.
3. August Board Retreat – Set for August 27th at 6:00 pm.
4. DISCUSSION ITEM
5. Disposition of New/Revised/Replacement Policies For Board Adoption

First Reading

1. ACTION ITEMS
   1. Business
2. State Aid Borrowing

**“Motion to approve resolution authorizing issuance of notes in anticipation of state school aid (August Borrowing through the Michigan Municipal Bond Authority) in the amount of $700,000 for the 2018/19 school year.”**

Moved by Sweet, Seconded by Halfmann, AYE: Chaffee, Halfmann, Sweet, Bachelor. ABSENT: Krapohl, Svendsen, Hawkins. NAY: None. VOTE: 4-0. Motion passed.

**Discussion:** Superintendent Huffman stated that every year, the Board of Education has borrowed funds in order to meet payroll and other financial obligations based on State Aid payments and cash-flow needs. A projection for revenues and anticipatedexpenditures for the entire 2018/19 fiscal year has been compiled. Based on those projections, it is recommended that the Board authorize a resolution to borrow $700,000 through the Michigan Municipal Bond Authority.

1. Adoption of Revised 2017/18 Budget

**“Motion to adopt the 2017/18 budget revisions, as presented.”**

Moved by Sweet, Seconded by Halfmann. AYE: Sweet, Chaffee, Halfmann, Bachelor. ABSENT: Hawkins, Krapohl, and Svendsen. NAY: None. VOTE 4-0. Motion passed.

1. Adoption of 2018/19 General Fund Budget

**“Motion to adopt the 2018/19** **General Fund Budget, as presented.”**

**Discussion:** Superintendent Huffman said thatthe 2018/19 General Fund Budget is presented to the Board of Education for their approval. The budget uses multiple assumptions for revenues and expenditures and will be subject to review and amendments as more information becomes available with the fall pupil counts. Factors encompass retirement and insurance projections as well as revenue adjustments. The budget will be amended in November, April and June of next year as more information on revenues and expenditures becomes clear.

Moved by Halfmann, Seconded by Sweet. AYE:, Sweet, Chaffee, Halfmann, Bachelor. ABSENT: Krapohl, Svendsen Hawkins. NAY: None. VOTE: 4-0. Motion passed.

1. Adoption of 2018/19 Building and Site Sinking Fund Budget

**“Motion to adopt the 2018/19 Building and Site Sinking Fund budget, as presented.”**

**Discussion:** Superintendent Huffman stated that the Sinking Fund Budget has provided the district with funding to maintain and upgrade district facilities and grounds. Many of these upgrades have been instrumental in saving general fund dollars for classroom use.

Moved by Halfmann, Seconded by Chaffee. AYE: Sweet, Chaffee, Halfmann, Bachelor. ABSENT: Svendsen, Hawkins, and Krapohl. NAY: None. VOTE: 4-0. Motion passed.

1. Adoption of the 2018/19 School Service Special Revenue Fund Budget (Food Service)

**“Motion to adopt the 2018/19 School Service Special Revenue Fund budget, as presented.”**

Moved by Halfmann, Seconded by Chaffee. AYE: Chaffee, Halfmann, Sweet, Bachelor. ABSENT: Krapohl, Svendsen, Hawkins. NAY: None. VOTE: 4-0. Motion passed.

**Discussion:** Superintendent Huffman told the Board that the School Service Special Revenue Fund is necessary for the tracking of the district Food Service revenues and expenditures

1. Approval of the motion toaccept the budget for below 10%, with the goal not to fall below fifteen percent (15%) of the preceding year's expenditures

**“Motion to accept the budget for below 10%, with the goal not to fall below fifteen percent (15%) of the preceding year's expenditures, as presented.”**

Moved by Halfmann, Seconded by Sweet. AYE: Chaffee, Halfmann, Sweet, Bachelor. ABSENT: Hawkins, Krapohl and Svendsen. NAY: None. VOTE: 4-0. Motion passed.

* 1. Personnel

1. Approve a one-year contract extensions beginning July 1, 2018 Jake Huffman, Superintendent

**“Motion to approve a one-year contract extension with a one percent (1%) wage increase beginning July 1, 2018 for Jake Huffman, Superintendent through June 30, 2022.”**

Moved by Sweet, Seconded by Halfmann AYE: Chaffee, Halfmann, Sweet, Bachelor. ABSENT: Hawkins, Krapohl, Svendsen, NAY: None. VOTE: 4-0. Motion passed.

1. Approve contract extensions beginning July 1, 2018

This “group” renewal is for those administrative positions that fall outside the certified staff category. The contract renewals for these individuals are recommended, without reservation.

Jeannine Brown, BeeHive Director

Doug Murphy, Technology Director

Erik Harrelson, Athletic Director

Kassie Lawhorne, RTI Director

Catherine Zeeb, Food Service Director

Margie Sisson, Central Office Support

Shannon Proctor, Executive Assistant

Caroline Cook, Business Services Specialist

David Wright, Transportation Director

**“Motion to approve a one-year contract extension with a one percent (1%) wage increase beginning July 1, 2018, as presented.”**

Moved by Halfmann, Seconded by Sweet. AYE:, Sweet, Chaffee, Halfmann, Bachelor. ABSENT: Krapohl, Svendsen, and Hawkins. NAY: None. VOTE: 4-0. Motion passed.

1. Approve a one-year contract extensions beginning July 1, 2018 for

Lorenda Jonas, Middle School Principal

Lisa Roedel, Elementary School Principal

Tom Louks, Assistant Elementary School Principal

**“Motion to approve a one-year contract extension beginning July 1, 2017 for Ms. Lorenda Jonas, Middle School Principal, Ms. Lisa Roedel, Elementary School Principal and Mr. Tom Louks, Assistant Elementary School Principal through June 30, 2020.”**

Moved by Sweet, Seconded by Halfmann. AYE: Chaffee, Sweet Halfmann, Bachelor. ABSENT: Hawkins, Krapohl, and Svendsen. NAY: None. VOTE: 4-0. Motion passed.

1. **Motion to approve a one percent (1%) wage increase beginning July 1, 2018**

**“Motion to approve a one percent (1%) wage increase beginning July 1, 2018 for Ms. Lorenda Jonas, Middle School Principal, Mr. Matt Dodson, High School Principal, Ms. Lisa Roedel, Elementary School Principal and Tom Louks, Assistant Elementary Principal through June 30, 2019.”**

Moved by Sweet, Seconded by Halfmann. AYE:, Sweet, Chaffee, Halfmann, Bachelor. ABSENT: Krapohl, Svendsen, and Hawkins. NAY: None. VOTE: 4-0. Motion passed.

1. Approve a one percent (1%) wage increase for all non-union employees beginning July 1, 2018

Robin Cook, Technology

Richard Johnson, Technology

David Wright, Technology

Christi Cashen, Beehive

Jenny Hinsman, Bright Bee-ginnings

Marcia Ward, Bright Bee-ginnings

Kristy Messing, Bright Bee-ginnings

**“Motion to approve a one percent (1%) wage increase for all non-union employees beginning July 1, 2018, as presented.”**

Moved by Halfmann, Seconded by Chaffee. AYE:, Sweet, Chaffee, Halfmann, Bachelor. ABSENT: Krapohl, Svendsen, and Hawkins. NAY: None. VOTE: 4-0. Motion passed.

1. Motion to accept with regret the resignation of Ms. Donette Minsky, First Grade Teacher effective June 30,2018

**“Motion to accept resignation of Ms. Donette Minsky, as presented.”**

Moved by Sweet SweetSeconded by Halfmann. AYE: Sweet, Chaffee, Halfmann, Bachelor. ABSENT: Krapohl, Svendsen and Hawkins. NAY: None. VOTE4-0. Motion passed.

1. Motion to accept with regret the resignation of Ms. Phyllis Wojcik, High School Science Teacher effective end of 2017-18 school year.

**“Motion to accept resignation of Ms. Phyllis Wojcik, as presented.”**

Moved by Sweet SweetSeconded by Halfmann. AYE: Sweet, Chaffee, Halfmann, Bachelor. ABSENT: Krapohl, Svendsen and Hawkins. NAY: None. VOTE 4-0. Motion passed.

1. Motion to accept with regret the resignation of Ms. Elana Waugh, Fifth Grade Teacher effective June 12, 2018

**“Motion to accept resignation of Ms. Elana Waugh, as presented.”**

Moved by Halfmann, SweetSeconded by Sweet. AYE: Sweet, Chaffee, Halfmann, Bachelor. ABSENT: Krapohl, Svendsen and Hawkins. NAY: None. VOTE4-0. Motion passed.

1. COMMENTS FROM THE AUDIENCE

None

1. COMMENTS FROM THE BOARD

Ms. Chaffee is sorry to see the teachers leave, but happy for the two retiring and new opportunities for Ms. Waugh. Ms. Halfmann and Mr. Sweet both agreed that Ms. Cook had done a great job with the budget.

1. ADJOURNMENT

**“Motion to adjourn 7:45 p.m.”**

Moved by Sweet, Seconded by Halfmann. AYE: Sweet, Chaffee, Halfmann, Bachelor. ABSENT: Hawkins Krapohl and Svendsen. NAY: None. Vote 4-0. Motion passed.

Respectfully submitted,

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Ann Chaffee, Acting Secretary Shannon Proctor, Recording Secretary