

APPROVED Minutes of May 13, 2013, Regular School Board Meeting

General – President Jessica Anderson called to order the May 13, 2013, Regular School Board Meeting of the Beaver Island Community School Board at 7:30 p.m.

Present

Jessica Anderson	Dawn Marsh	Barb Schwartzfisher	Brian Cole
Karen Johnson	Nancy Tritsch	Dana Hodgson	

Absent

None

Others

Kitty McNamara	Alice Belfy	Janet Nank	Rick Nank
Liam Hodgson	Forrest Avery	Beth Croswhite	Madie Martin
Tammy LaFreniere	Jerry LaFreniere	Hannah Robert	Missy Williams
Julie Martin	Katie LaFreniere	Sally Stebbins	Sue Avery
Sarah Avery	Meg Works	Olya Stebbins	Ireland McDonogh
Adam Richards			

Addition(s) to Agenda

1. Approval of 2013 L-4029 Tax Rate Request.

Public Comment – Parent Missy Williams commended Deb Robert and her students on this year's outstanding 5th/6th grade play.

Approval of Minutes – Moved by Hodgson, supported by Cole, to approve the minutes of the following meetings:

- March 11, 2013, Regular School Board Meeting
- March 25, 2013, Board Work Session
- April 15, 2013, Regular School Board Meeting

Motion carried.

High School Student Presentation – After much research and debate, students from Adam Richards' 9/10 Civics Class presented two issues for board consideration. Students proposed changes that would include more fruit, better vegetables, a salad and sandwich bar. The students enjoyed the elective cooking class. When it came to the dress code the students leaned further on the conservative side, with the exception of sleeveless shirts and showed examples of acceptable sleeveless shirts. All students agreed that pants worn below the waist with underwear showing was not acceptable.

Approve Char-EM ISD General Fund Budget Resolution – Moved by Marsh, supported by Schwartzfisher, to approve the Proposed 2013-2014 Budget Resolution by Charlevoix-Emmet Intermediate School District Board of Education, as presented (see attached). Motion carried – unanimous decision.

Approve 2013 L-4029 Tax Rate Request – Moved by Schwartzfisher, supported by Tritsch, to authorize the attached 2013 Tax Rate Request (L-4029) to County Board of Commissioners to levying 15.7908 operational mills, and 2.00 debt mills. Motion carried – unanimous decision.

Policy – Moved by Hodgson, supported by Cole, to adopt the School Board Bylaws and Board Operations policy as presented (see attached). Motion carried.

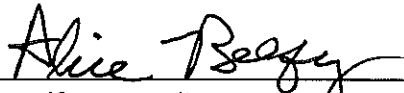
Administrative Update – McNamara reported on the following: Still working on scheduling Health Occupations & Spanish courses for 2013-2014; Title 1 and School Improvement work continues; school garden will be located at west end of playground; dates for summer school are scheduled; upcoming events include Island Clean Up, Beaver Island History Adventure, Academic Awards Ceremonies, and Career Day. A 2013-2014 calendar has been proposed (similar to the 2012-2013 school year calendar) and ready to share with teachers. Word just received that one of the northern Michigan schools 21st CCLC grant application renewal was not approved -- not sure what, if any, impact this may have with our renewal (still one year away).

Board Member Round Robin – Each board member had a chance to make a comment or bring up a concern. Janet Nank was thanked for her work as a substitute teacher during the 2nd semester.

Adjourn from Open Session to Closed Session – Moved by Schwartzfisher, supported by Hodgson, to adjourn into closed session for the purpose of discussing administrator severance. Motion carried – unanimous decision.

Adjourn from Closed Session to Open Session – Moved by Hodgson, supported by Cole, to adjourn from closed session into open session. Motion carried – unanimous decision.

Adjourn – Moved by Schwartzfisher, supported by Hodgson, to adjourn.

Submitted by: 
Alice Belfy, Recording Secretary

Attachments:

1. Char-Em ISD 2013-14 Proposed Operating Budgets for the General Education Fund
2. 2013 L-4029 Tax Rate Request
3. School Board Bylaws and Board Operations Policy

Washington DC Presentation – Several seventh and eighth grade students spoke on behalf of their travel experiences to Washington, DC, thanking the board for this opportunity. A video presentation of the trip was shown.

Lead Teacher Report – Beth Croswhite reported on the work of the Lead Teachers. Connie Boyle is recruiting mentors for next year's group of students and Beth shared her itineraries, expenses, and survey results of the two college road trips students participated in – Northwestern Michigan College and North Central Michigan College in March 2013, and CMU, MSU, Lansing Community College, Grand Valley State University, Grand Rapids Community College, and Baker College (Cadillac) in April 2013. Beth also reported on the planning for the May 28th BICS Career Day.

Treasurer's Report

Hear Update of Current Year Budget including Proposed Final Amendment – Due to a 2.8% reduction in taxable value resulting in a property tax collection loss of approximately \$50,000.00 for the 2013-14 school year, expenditure cuts are in place for the current fiscal year as well as the 2013-2014 school year budget. Cuts to this year's budget includes the elimination of the 2nd parent transportation reimbursement payment and a freeze on expenditures for all but essential items/services, including board stipends, in order to help make up for next year's shortfall.

Moved by Tritsch, supported by Cole, to freeze board stipends for the 2013-2014 school year. Motion carried – unanimous decision.

Review Proposed Final Amended 2012-13 Budget and Draft 2013-2014 Budget including Comparison to Current Year

Notes:

1. 2013-2014 budget includes Health Occupations Program – the district can go another year without offering the course and still maintain course certification.
2. Some loss in ISD funds.
3. Ultimate goal is to bring revenue and expenditures in line with one another.
4. Biggest revenue loss is in local property taxes.
5. Current amount \$750,00.00 – Isolated Schools, section 22d split between 5 schools; maber increased to \$997,000.00 (possible new amount). Kitty will most likely be a part of this summer's distribution discussion meeting at EUPISD.
7. Budget does not include Title 1—plan needs to be accepted and approved by MDE.
8. Sinking Fund has approximately \$10,000.00.
9. Jeff Crouse will meet once a month with Riley Justis and Lisa Krosnicki. Riley & Lisa will meet twice a month. Finance Committee once a month.

Set June 10, 2013, as date for Annual Budget Hearing – moved by Tritsch, supported by Marsh, to set June 10, 2013, as the date for the Annual Budget Hearing. Motion carried. (Note – this was later changed because of a state budget announcement.)



Proposed Resolution for Adoption

By

**The Board of Education of the Charlevoix-Emmet Intermediate School District
Wednesday May 1, 2013**

2013-14 Proposed Operating Budgets for the General Education Fund

Financial Highlights

Assumptions: Flat state aid funding

Retirement rate increase average .4%

Flat enrollment in alternative education programs

Decrease property taxes due to reduction in taxable values (1% overall)

General Fund Programs: 21st CCLC, AmeriCorps, Early Education services including Great Start Network and Preschool, Great Start Collaborative, and Great Start to Quality Resource; Alternative Education Programs including Teen Parent-New Horizon, Crooked Tree and Lakeview Academy; Transportation Training Consortium

General Fund Services: Business services; Literacy services; Math, Science and STEM; Professional Development; Media Center (REMC); Inter-ISD Route Mail; Marketing & Communications; Board & Superintendent support services; CDL, Driver and Motorcycle testing

RESOLVED, that this resolution shall be the **General Education Fund Budget**.

BE IT FURTHER RESOLVED, that the total revenues and un-appropriated fund balance estimated to be available for appropriations in the **General Fund** are as follows:

	2013 - 2014
	Proposed Budget
REVENUES	
Local Revenues	\$ 1,974,655
State Revenues	1,632,180
Federal Revenues	841,351
Charges for Services	1,207,095
Fund Modifications	30,000
Total Revenues	\$ 5,665,281
Beginning Fund Balances	
Non Spendable Fund Balance	1,658
Restricted Fund Balance	212,496
Committed Fund Balance	20,108
Assigned Fund Balance	209,000
Unassigned Fund Balance - Beginning	637,994
Funds available to appropriate	\$ 6,766,537
BE IT FURTHER RESOLVED, that \$5,903,093 of the total to appropriate in the General Fund is hereby appropriated in the amounts and for the purposes set forth below:	
EXPENDITURES	
Instruction	
Basic Programs	\$ 502,359
Added Needs Programs	-
Support Services	
Support Services - Pupil	537,453
Support Services - Instructional	778,229
Board of Education	92,640
Support Service - Administration	249,386
Support Services - Business Services	1,338,382
Operation & Maintenance	231,924
Pupil Transportation	10,025
Support Services - Central	237,541
Community Activities	380,948
Payments to Other Districts & Agencies	1,544,206
Other Financing Uses	-
Total Expenditures	\$ 5,903,093
Fund Balance - Ending	\$ 863,444

2013 Tax Rate Request (This form must be completed and submitted on or before September 30, 2013)
MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory. Penalty applies.



County(ies) Where the Local Government Unit Levies Taxes CHARLEVOIX	2013 Taxable Value of ALL Properties in the Unit as of 5-28-13 116,047,064
Local Government Unit Requesting Millage Levy BEAVER ISLAND COMMUNITY SCHOOL	For LOCAL School Districts: 2013 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. 90,621,955

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2013 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2012 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2013 Current Year "Headlee" Millage Reduction Fraction	(7) 2013 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
VOTED	Operate	5/8/2012	15.7908	15.7908	1.0000	15.7908	1.0000	15.7908	0.0000	15.7908	12/2013
VOTED	Debt	8/2007	2.0000	2.0000	1.0000	2.0000	1.0000	2.0000	0.0000	2.0000	12/2031

Prepared by LISA M KROSNIKI	Telephone Number 231.547.9947X141	Title of Preparer BUSINESS MANAGER	Date 05/13/2013
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CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/> Clerk	Signature 	Print Name DANA HODGSON	Date 05/13/2013
<input checked="" type="checkbox"/> Secretary	Signature 	Print Name JESSICA ANDERSON	Date 05/13/2013
<input type="checkbox"/> Chairperson			
<input checked="" type="checkbox"/> President			

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2013 for instructions on completing this section.	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	0.0000
For Commercial Personal	3.7908
For all Other	15.7908

CODE: B
 SUBJECT: SCHOOL BOARD BYLAWS AND BOARD OPERATIONS
 DATE OF ADOPTION: MAY 13, 2013
 DATE OF ORIGINAL POLICY: CA. 1980s
 DATE OF NEXT REVIEW:
 LEGAL REFERENCE:

1. **The official name of the school district shall be Beaver Island Community School, Charlevoix County, Michigan, and the district shall operate as a general powers school district.**

The board shall be composed of seven (7) members serving four-year terms, following their election at the general November election in even-numbered years, in accordance with state law, except that Board members appointed to fill a vacancy shall hold office until the position can be filled by the District's electors, for the balance of its unexpired term if any, at the next general election.

At each general November election in even-numbered years, members of the Board shall be elected to fill the positions of those whose terms will expire. The term of office of a Board member shall begin on January 1 following his/her election, or immediately upon Board appointment. The term of a board member shall end on December 31 of the year his/her term expires.

2. **Functions of the Board**

The board considers its most important legal functions fall into the following categories:

- A. **Legislative or Policy Making** – The board is responsible for the development of bylaws and policy and for the employment of an administrator who shall carry out the board's policies through the development and implementation of regulations.
- B. **Educational Planning and Appraisal** – The board is responsible for acquiring and requiring reliable information from responsible sources which shall enable it to make the best possible decisions about the scope and nature of the educational program. The board is responsible for requiring appraisals of the results of the educational program.
- C. **Staffing and Appraisal** – The board is responsible for employing an administrator of schools and the staff necessary for carrying out the instructional program, for establishing salaries and salary schedules and other terms and conditions of employment, and for establishing personnel policies district-wide in application. The board is responsible for appraising the effectiveness of its administrator by providing for his/her annual evaluation.
- D. **Financial Resources** – The board is responsible for adopting a budget that will provide the financial basis for buildings, staff, materials and equipment which will enable the district to carry out the educational program. The board is responsible for exercising control over the finances of the district to assure proper use of and accounting for all district funds.

- E. School facilities – The board is responsible for determining school housing needs, for communicating these needs to the community, for purchasing and disposing of properties, and for approving building plans that will support and enhance the educational program.
- F. Communication with Public – The board is responsible for providing adequate and direct means for keeping the local citizenry informed about the schools and for keeping itself informed about the wishes of the public.
- G. Judicial – The board is responsible for acting as a court of appeal for school staff members, students and the public when issues involve board policies and their fair implementation.
- H. The board may exercise the above legal powers and duties only when convened in a legally constituted meeting.

3 Board Officers

- A. Officers shall be elected at the annual organizational meeting in January. They shall be President, Vice-President, Treasurer and Secretary. Each officer shall be elected by a majority of the members on the board present and voting. Each officer shall perform the legal duties of the office, and such other functions as are designated by the Board of Education.
- B. Should a vacancy in office occur, the office will be filled at the next regular meeting by majority vote of the members.
- C. President - The president shall preside at all meetings. He/she may annually appoint all committees and shall act as a legal representative through official board action.
- D. Vice-President - The vice-president shall perform the duties of the president in the absence of the president.
- E. Treasurer - The treasurer shall receive, hold in custody, and expend all funds as directed by the board. The treasurer will be bonded as required by statute. The aforementioned duties may be delegated.
- F. Secretary - The secretary shall be responsible for the keeping of records of all meetings, posting all legal notices and preparing all legal documents. The aforementioned duties may be delegated. Also, the secretary shall sign all legal documents and perform such other duties as may be prescribed.

4 Length of Term of Office

- A. The length of term for the offices of president, vice-president, secretary and treasurer shall be from the board's January organizational meeting to the next following board organizational meeting.

5 Removal of Officers

- A. Any officer of the board may be removed for cause by a vote of two-thirds of the members.

6 Annual Organizational Meeting

- A. The board shall be organized and elect officers at its first meeting in January. The board shall adopt a regular meeting schedule by a vote of a majority of the members at the organizational meeting. There shall be posted at the main office of the board, and other appropriate places, a notice of the

schedule of meetings within ten days after the organizational meeting. The notice, and all public notices of meetings, shall include the name, address and telephone number of the board and the date, time and place of the meetings. The board shall by resolution designate a person responsible for posting of notices.

- B. Other official action such as designating signatories for accounts, designation of depositories, appointing representatives for federal and state requirements, delegation of election duties, and other necessary annual appointments will be made at this meeting when possible.

7 Meetings of the Board

- A. Regular Meetings – shall be held at the Beaver Island Community School, unless otherwise determined by the board. The schedule of regular meetings or a regular meeting date may be changed at any meeting by a majority vote of the board. Public notice of meeting schedule changes shall be posted within three days following the meeting at which the schedule is changed. Public notice of a change in a regular meeting date, time, or place, shall be posted at last eighteen hours prior to the meeting.
- B. Special Meetings – of the board may be called by the President or by any other two members of the board by mailing a written notice to each member at least 72 hours before the time of the meeting, or by delivering the written notice to members personally, or by leaving the notice at each member’s residence with a person of the household at least 24 hours before the meeting is to take place. Notice to the board members shall include the reason and/or the agenda for the meeting. Public notice of special meetings shall be posted at the principal office of the board and at the appropriate place at least 18 hours prior to the convening of the meeting.
- C. Emergency Meetings – The board may meet in emergency session in the event of a severe and imminent threat to the health, safety or welfare of the public.
- D. Information/Work Study Sessions – Work sessions of the board shall be held as called by the President. Such sessions shall be open to the public and properly posted as Board meetings. No action by the Board shall be taken at such meetings.
- E. Closed Sessions – The Board may meet in closed sessions as provided for under current law. The minutes of any closed session shall be kept separate from the minutes of the regular or special meeting and shall not be a matter of public record except as provided for under current law.
- F. Adjourned Meetings – Any legal meeting of the Board of Education may be adjourned to a specific time and place. Only problems on the agenda of meeting adjourned may be acted upon at the adjourned meeting.
- G. Notification to Members – No notification of regular meetings is required beyond the mailing or delivery of the agenda for the meetings. Members of the board shall be informed of the date, time, and place of any special meeting by written notice mailed not less than 72 hours prior to the meeting or by delivery of said notice to members personally or by leaving the notice at each member’s residence with a person of the household at least 24 hours prior to the meeting.

8 Conduct of Board Meetings

- A. Attendance - Regular attendance at school board meetings is important in maintaining continuity in decision-making. Whenever possible each board member shall give advance notice to the president or superintendent of his/her inability to attend a board meeting. The Superintendent shall ensure that appropriate technology is available to allow remote attendance by board members who are out of district.
- B. Agenda – The agenda for a regular meeting shall be prepared by the Administrator with the advice of the President or by whomever the board designates and mailed or delivered to the members of the board and other interested parties at least 24 hours before the date of the meeting. Board members' agenda shall be accompanied by the unapproved minutes of regular meetings, those minutes of special meetings which are available, Administrator's recommendations, and other materials pertinent to items on the agenda or which may be useful to the members.
- C. Special Meeting Agenda – The agenda for a special meeting shall, time permitting, meet the requirements as to preparation and delivery as provided for regular meetings.
- D. Rules of Order – The rules of parliament procedure comprised in Robert's Rules of Order shall govern the board in its deliberations. Rules may be amended at any meeting by majority vote. The order for business may be suspended at any meeting by a majority vote to those present.
- E. Limitations on Discussions – The President shall stop any discussion which does not apply to the motion last made. He/she may also stop the discussion for a matter if the board has previously agreed to confide discussion to a definite period of time, and that period has been used up. Aside from such limitation, the President shall not interfere with debate as long as a member wishes to speak.

F. Quorum

1. A majority of the members of the board shall constitute a quorum.
2. A majority of the members elect is required to approve a motion.

G. Voting Method

1. Voting shall be by ayes and nays. Roll call votes may be called for at the discretion of the president or may be requested by any member.
2. Any vote for the purpose of calling a closed session shall be roll call vote.
3. Roll call votes shall be made in alphabetical order on a regular and consistent rotating basis.
4. All roll call votes shall be recorded and included in the minutes of the meeting.
5. Any member may abstain from voting for cause and may request his/her reason for abstaining be recorded in the minutes.

6. Any member may request an explanation of his/her vote be recorded in the minutes. In the rare event that a Board member has a right or obligation to abstain from voting, the Board member may have the privilege of explaining the reason for the abstention.

H. Minutes

1. The secretary of the board shall be responsible for the keeping of the minutes. This duty may be delegated.
2. The minute shall include the date, time, place, members present, members absent, all decisions made at open meetings and the purpose for which closed sessions are called, all roll call votes and a reference to reports presented and items discussed when no action is taken.
3. Proposed and approved minutes of an open meeting of the board are public records open to public inspection.
4. Minutes of closed sessions shall not be made public except as specified by current law.
5. Copies of proposed minutes of an open meeting shall be provided upon request to members within 8 business days of the meeting and copies of approved minutes within 5 business days of the meeting at which they were approved.

I. Citizen Participation

1. The Board of Education shall welcome all visitors to the Board meetings and shall welcome input from the district's citizens.
2. Meetings of the Board of Education shall be open to the public.
3. All citizen communications to the Board of Education shall be addressed to the Board of Education.
4. The president shall allot a visitor, at the appropriate time, not more than five minutes unless the time is increased or decreased by a majority vote of the board.
5. There will be time for public input on the agenda for each meeting, typically not to exceed 30 minutes.

9 Board Committees

- A. Standing or ad hoc committees appointed by the board which are by resolution directed to exercise any of the board's "governmental or proprietary function" shall be considered a public body and shall meet all the requirements of holding open meetings, giving public notice, taking minutes and the conducting of meetings.
- B. Committees or subcommittees established for the purpose of developing recommendations for subsequent board action or to serve in an advisory capacity to the board shall not be considered a public body.
- C. All recommendations from such committees shall be thoroughly discussed and aired by the board prior to any action by the board.
- D. No committee shall be composed of a quorum of the board.

1. Committee: Finance - Review the proposed budget and make changes as needed. Review finance issues as needed.
2. Committee: Policy - Develop policies as needed. Review current policies and recommend needed changes.
3. Committee: Curriculum and School Improvement - Review proposals for new or substantially changed courses/programs and develop recommendations per the Curriculum Decision Making Process. Review curriculum related issues and develop recommendations as appropriate. Recommend needed in-service and professional development activities.
4. Committee: Building & Site - Consider facility needs and make recommendations to the board. Ensure that a facility plan is in place for the future.
5. Committee: Policy & Personnel - Review personnel issues as needed.

10 Compensation

- A. Each member of the board shall receive compensation for their services as a member or as an officer in the amount of \$25.00 per regular or special school board meeting or committee meeting.

11 Reimbursement for Expenses

Board members shall be reimbursed for actual and necessary expenses incurred because of attendance at Board-approved workshops, seminars, conferences, or conventions. To receive reimbursement for an expense listed in this policy, an expense voucher, together with supporting receipts or other evidence of actual expenses, shall be submitted to the business office for processing.

Expenses for spouses, family members, or others accompanying Board members as companions, are not reimbursable unless such persons would otherwise be entitled to reimbursement as conference attendees or employees of the district.

There shall be no reimbursement for the purchase of any alcohol, tobacco or personal products or services.

12. District Membership

- A. Beaver Island Community School will, as budget allocations permit, secure annual memberships in the following organization(s):
 1. Michigan Association of School Boards
 2. Northern Michigan Schools Legislative Association
 3. Other organizations or association through which the district may derive benefit.

13. Filling Board Vacancy

- A. Should a vacancy occur on the board, the following procedure will be followed:

1. Notification of the vacancy will be published within five (5) days. Interested citizens will be encouraged to submit a letter of interest to the board.
2. Citizens having submitted a letter of interest will be interviewed by the board in open session.
3. The vacancy will be filled by majority vote of the board members at the next regularly scheduled board meeting.