Goals:

1. Review, revise if needed, and approve 1/8/18 Board Meeting Agenda
2. Review and approve minutes: Regular 12/11/17 Board Meeting
3. January Organizational Matters: Elect Board Officers; approve BICS depository and signatories; appoint Board committees; set Board and Committee meeting dates, times, and locations; designate person for posting; decide on MASB membership for 2018
4. Receive President's updates/recommendations
5. Receive and approve BICS financial report for 12/2017
6. Receive Curriculum, Facilities, and Policy Committee Reports
7. Receive Superintendent-Principal Report
8. Second Reading and Adoption of Revised Organizational Bylaws (0000 series)
9. First Reading of Revised Administrative Bylaws (1000 series)

Schedule:

7:00 Welcome, call to order, Pledge of Allegiance
7:02 Public and Board comments on agenda
7:04 Approve 1/8/18 Board Agenda
7:05 Review, revise-as-needed, approve December 11, 2017 regular Board meeting minutes
7:08 Board President appoints Chair Pro-Tem for Board President election
7:10 Chair Pro-Tem conducts Board President election and hands chair of meeting back to new Board President
7:12 President's Report: Updates, Comments, and Recommendations
   • Elect Board Officers
   • Appoint Board Committee Members
   • Board and Committee meeting dates, times, and locations;
   • Designate person for posting meeting dates, times, and locations;
   • Approve BICS depository and signatories
   • Approve MASB membership for 2018

7:30 Policy Committee Report--Next committee meeting: Tuesday, February 6, 2018—3:30 a.m.
   • First Reading of Revised Administrative Bylaws (1000 series)—for information
     o Policy 1100 District Organization
     o Policy 1110 Assessment of District Goals
     o Policy 1130 Conflict of Interest
     o Policy 1210 Board - Superintendent Relationship
     o Policy 1217 Weapons
     o Policy 1220 Employment of the Superintendent
     o Policy 1230 Responsibilities of the Superintendent
     o Policy 1230.01 Development of Administrative Guidelines
     o Policy 1240 Evaluation of the Superintendent
     o Policy 1241 Non-Reemployment of the Superintendent
     o Policy 1260 Incapacity of the Superintendent
     o Policy 1400 Job Descriptions
     o Policy 1411 Whistleblower Protection
     o Policy 1420 School Administrator Evaluation
     o Policy 1421 Criminal History Record Check
     o Policy 1422 Nondiscrimination and Equal Employment: Opportunity
     o Policy 1422.02 Nondiscrimination Based on Genetic Information of the Employee
     o Policy 1439 Administrator Discipline
Policy 1443 Non-Renewal of Administrative Contracts
Policy 1460 Physical Examination
Policy 1461 Unrequested Leaves of Absence/Fitness for Duty
Policy 1613 Student Supervision and Welfare
Policy 1619 Group Health Plans
Policy 1619.01 Privacy Protections of Self-Funded Group Health Plans
Policy 1619.02 Privacy Protections of Fully Insured Group Health Plans
Policy 1619.03 Patient Protection and Affordable Care Act
Policy 1623 Section 504/ADA Prohibition Against Disability Discrimination in Employment
Policy 1630.01 Family & Medical Leaves of Absence ("FMLA")
Policy 1662 Anti-Harassment

- Second Reading and Adoption of Organizational Bylaws (0000 series)
  - Adoption Resolution
  - Glossary
  - Index
  - Policy 0000 Table of Contents
  - Policy 0100 Definitions
  - Policy 0110 Official Description
  - Policy 0120 Powers and Philosophy
  - Policy 0130 Functions
  - Policy 0140 Membership
  - Policy 0150 Organization
  - Policy 0160 Meetings
  - Policy 0170 Duties

7:45 Finance Committee Report—Next committee meeting Wed., February 7, 2018—8:30 a.m.
  - Review and approve December, 2017 financial report
  - Update on Budget Amendment Process
    o Cwikiel meets with Krosnicki on January 11, 2018
    o Finance Committee Meets on January 26, 2018 at 8:30 am
    o Finance Committee Meets on February 7, 2018 at 8:30 am

7:55 Facilities Committee Report—Next committee meeting Wed., February 7, 2018—3:30 p.m.
  - Update of Facilities Committee Meeting

8:00 Curriculum Committee Report—Next meeting: Thursday, February 8, 2018—3:30 p.m.
  - Update of Curriculum Committee Meeting

8:15 Superintendent/Principal Report
  - Snowplowing Update
  - Millage renewal resolution discussion and adoption
  - Contract Negotiations Process

8:30 Public & Board Comments—Adjourn

BICS Board: Jessica Anderson, Dave Avery, Judy Boyle, Mark Engelsman, Susi Myers, Andy Stebbins, and Ryann Turner

Any person with a disability who needs accommodation for participation in this meeting should contact Superintendent/Principal Wil Cwikiel at (231) 448-2744.
Beaver Island Community School  
37895 King’s Highway  
Beaver Island MI 49782  
(231) 448-2744  
REGULAR SCHOOL BOARD MEETING MINUTES  
December 11, 2017  

Members Present: Jessica Anderson, Dave Avery, Susan Myers, Andrew Stebbins, Ryann Turner  

Members Absent: Mark Engelsman, Judy Boyle  

Others Present: Wil Cwikel, Sally Stebbins, Kerry Smith, Marlene Wiser, Sheri Richards, Paul Niehaus  

Call to Order: Myers called meeting to order at 7:00 pm and asked the board and audience to stand for the Pledge of Allegiance. Myers asked the Board to review the goals and if there was any public comment on the agenda. Changes: Add relinquish of funds Title III to Policy Report; Move Stem Scope presentation by Maeve Green to the top of President’s report; discussion on policy 0140 membership add to President’s report. Myers asked for a motion to approve the agenda with changes. Avery made the motion, 2nd Turner, all in favor.  

Approval of minutes:  
• Turner made a motion to accept the November 13, 2017 minutes, 2nd Avery, all in favor.  

Stem scope Presentation:  
• Maeve Green gave Stem Scope science curriculum presentation. Green traveled to Harbor Springs Elementary school to observe 3 different grade level lessons. Green explained to the board a lesson she taught to the 4th & 5th grade students, all labs have a common goal but each student can individualize their work. This program teaches students how to think, they are applying reasoning and logic, and are engaged the entire time during the lesson. This science curriculum incorporates and connects the ELA and Math curriculums. The curriculum committee approved this science curriculum in the amount of $2,400, all materials come with the science kits.  

President’s Report:  
• Myers discussed the virtual meeting with Char Em ISD on MASB Governance standards  
• Myers asked for a motion to adopt the MASB governance standards for the BICS board of education. Avery made the motion, 2nd Stebbins. Avery-aye, Anderson-aye, Stebbins-aye, Myers-aye, Turner-aye, all in favor, motion passed.  
• Myers informed board that as the NEOLA policies are passed they will be put on the school website. The website needs to be updated and the Board is turning this over to Cwikel to oversee that this is done.  
• Discussion on policy 0140 Membership: what are the pros/cons of having 5 vs. 7 Board members. If there are 5 board members if a board member has an agenda would be hard to vote. If we are only asking 5 people to run, we would be asking members to commit more time. Now that we have currently have 7 board members what would that transition look like if the Board decided on only 5 members. Myers asked the Board to think about this.
Policy Committee Report:
Myers gave the policy committee report:
- The committee met with Greg Webster from Neola and went through the policies one step at a time. The process was simple and readable. The policy committee hopes the board trusts their decisions and ask that the Board consider the policies listed to be considered as the first reading tonight and the 2nd reading will be done at the next Board meeting. Our pervious policies can be turned into NEOLA to see if the fit in and if they are legal. There are 9 large sections of policies and it is a rolling process, the plan is to have all 9 sections completed by June and all 9 sections to be adopted. Cwikel read the 1st section of chapters to be considered as a first reading.
- Title III Myers asked the Board to deny $104 in funds for Immigrant status seeing as we have no immigrant students. Avery made a motion, 2nd-Stebbins, all in favor.
- The next policy meeting is Friday Jan. 5, 2018 at 8:30 am.

Finance Committee Report:
Anderson gave the finance committee report:
- The committee discussed the revenues and expenses for the month
- Tax revenues were discussed cash flow will be tight in December until the tax checks start coming in from the townships. Smith has contacted the township treasurers to ensure that the first checks are deposited before the end of December.
- So far this year there has been $18,000 in tax adjustments that the school district has to pay back.
- Food Service was added to the finance report; adjustments will need to be made to the amended budget
- A special meeting at the end of January will need to be arranged to discuss the budget amendment for the February board meeting.
- Fundraising/Clubs: Students need to contribute to fundraising for experiential trips. Cwikel will draft something with expectation for student groups and will meet with advisors. Student groups will make a proposal and present it to Cwikel and then in turn the Board will decide on the amount they are willing to contribute to the trip. All students need to contribute equally to these fundraisers.
- Anderson asked for a motion to approve the finance committee report, Myers made the motion, 2nd-Turner, all in favor.

Facilities Committee Report:
Avery gave the facilities committee report:
- Rita Palmer is doing daily custodial work and small maintenance projects and the school will not be hiring anyone to fill Josh Koziej's position for the remainder of the school year.
- Jean’s Lawn Service will be doing the snow plowing service for school
- Heating/Cooling- Michigan Mechanical will be coming soon to replace parts on boiler
- Pete Lodico will be doing some carpet cleaning during the holiday break while Mike Myers and Rita Palmer will be doing some work waxing floors.

Curriculum Committee Report:
Anderson gave the Curriculum report:
- The committee discussed Stem scope presented by Green and Rubicon Atlas
- The committee recommended forward with Stem scope
• The committee recommended going forward with Rubicon Atlas, the contract cost will be $8350 over the next 3 years.
• Plant science discussion will take place at the next committee meeting in January.
Anderson asked for a motion to approve the curriculum report, Myers made the motion, 2nd-Stebbins, all in favor.

Superintendent's/Principal's Report:
• Snowplow Bid Updates: As stated before Jean’s Lawn Service will be doing the snowplowing.
• FOIA Request: from “Open the Books” regarding staff salaries and Cwikiel encouraged them to go to the school website for the information if they need more information.
• Pre-School Review: State inspector came when Cwikiel, Smith and Green were off the Island. Cwikiel called the inspector and went over items that need to be fixed/updated.
• Millage Renewal: Currently our rate is 15.7908 mills, we could levy up to 18 mills which could generate another $200,000.
• Timeframe for the Millage renewal: The finance committee discussed the 2 different options provided in the sample included in the board packet from Thrun Law firm committee recommended Option 1 and having an election every 2 or 3 years and would like the Board to vote at the next meeting.

Public & Board Comments: None

Myers asked for a motion to adjourn. Anderson made the motion, 2nd-Avery, all in favor. Meeting adjourned at 9:00 pm
Beaver Island Community School
Policy Committee Meeting
January 5, 2018
2:30 pm

Members in Attendance: Susi Myers, Ryann Turner
Others Present: Wil Cwikel

The Policy Committee discussed the length of duration for the operating millage renewal. The general feeling was that either the 2- or 3-year timeframe would be appropriate.

The Committee discussed the 0000 series (Operational Bylaws) that was discussed and reviewed at the last board meeting. There have not been any comments, and so it was recommended that we go ahead and approve this at the next board meeting.

The committee then went over the next 1000 series (Administrative Bylaws). These bylaws essentially define the administrative policies regarding the relationship between the board and all staff members. Specific policies include:

- Policy 1110 Assessment of District Goals
- Policy 1130 Conflict of Interest
- Policy 1210 Board - Superintendent Relationship
- Policy 1217 Weapons
- Policy 1220 Employment of the Superintendent
- Policy 1230 Responsibilities of the Superintendent
- Policy 1230.01 Development of Administrative Guidelines
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- Policy 1630.01 Family & Medical Leaves of Absence ("FMLA")
- Policy 1662 Anti-Harassment

The 1000 series of policies will be presented to the Board for the first reading at the January Board meeting.

Wil will be in contact with Greg Webster to discuss his next visit to the Island to go over more policies.

The next regularly scheduled Policy Committee Meeting is February 6th at 3:30 pm.
Beaver Island Community School
Finance Committee Minutes
1/3/18 8:30 pm

Meeting Minutes

Members Present: Jessica Anderson, Judy Boyle, Mark Engelsman
Others: Wil Cwikiel, Kerry Smith, Lisa Krosnicki by phone

Krosnicki reviewed revenues and expenditures for month of December. We received $136,585.80 in local tax revenue before holiday break. We received a State Aid payment for $31,758.83. Major expenditures for the month Martin Gas & Oil: $11,381.60 and Robotics Registration: $5,225.00

Committee members asked Krosnicki questions about accounts payable:
• Michigan Mechanical boiler repair’s; Driver’s Ed instructor expenses; Ricoh copier contracts- discussion on length and expense
• Food Service: Approximate cost will be about $50,000 overall despite increases the Board will need to amend the budget in February to accommodate costs for food service.
• Coaches contracts - coaches with 0-3 years’ experience are paid differently than coaches with 4-7 years’ experience. Teachers that are coaches are paid a set amount per the MEA contract.

Budget Amendment: Set a time for the finance committee to meet to go through the budget. The meeting is set for January 26th at 8:30 am, committee will conference with Krosnicki. Cwikiel will meet with Krosnicki on January 11th at 8:30 am to go through the budget.

Fund Balance stands at about 20% but Krosnicki says it looks skewed because of timing of State Aid; accruals included January and February will turn around when we start receiving local tax monies.

Char Em enhancement millage starts in January 2019, BICS will most likely receive funds on a monthly basis.

Call ended with Krosnicki at 9:13 am.

Finance Committee further discussed:
Cwikiel said there may be some savings with not having fulltime maintenance position and halftime Science teacher to help with the food service program. Anderson said we really need to make sure we look closely at this because certain items were not added to the budget such as lawn care and other maintenance so there may not be as much savings as expected without these positions. Boyle asked that we should bid out lawn care service next season. Also the committee would like the hourly amount for snowplowing announced at the next Board meeting.

Budget amendment discussion: Anderson expressed that she is not comfortable in going any lower than 20% fund balance. Boyle said we need to know where the budget stands before upcoming teacher negotiations. The board may need to go into closed session at some point before teacher negotiations to go through the current contract section by section and figure out the bottom line for budgeting. Cwikiel asked if Krosnicki is involved in the negotiating process. Boyle indicated Krosnicki had been involved in past 2 years to help run budget numbers.
Board Finance Report  
Fiscal Year 2017 - 2018  
Activity to December 31, 2017

Financial Highlights

Revenue Update:
- $64,759.59 St. James Township Property Taxes
- $71,826.21 Peaine Township Property Taxes
- $31,758.83 State of MI State Aid Payment

Expenditure Update:
- $11,381.60 Martin Gas & Oil Propane, 3,470 Gallons
- $5,225.00 US First Robotics Registration Fees

Cash & Deferred Revenue Balances

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<th>Account</th>
<th>Amount</th>
<th>Description</th>
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<td>General Fund Checking</td>
<td>$169,849.01</td>
<td>Deferred Revenues $194,520.35</td>
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<td>Food Service Checking</td>
<td>$7,865.88</td>
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<td>Debt Service Checking</td>
<td>$112,439.71</td>
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<td>Activity Fund Savings</td>
<td>$24,125.07</td>
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Budget Category Explanations

Basic Programs
- Teacher & Aide salary, benefits, travel, dues
- Student textbooks, classroom supplies, tools
- Student Enrichment for arts, drama, music

Support Services
- Expenditures not related to the core instruction
- Guidance Counselor
- Class Advisors for student activity

Administration
- All expenditures for Central Office
- Travel, supplies

Added Programs
- Special Education Teacher & Aide salary and benefits
- Instructional software
- Academics tool including classrooms and supplies & tools
- Teacher travel
- Student Enrichment for arts, drama, music

Board
- Minimal payment to board members
- Payments for legal, audit and election services

Other Central Support
- Technology Services, Supplies, Capital Outlay
- Support Staff Professional Development
Revenues

<table>
<thead>
<tr>
<th></th>
<th>2017-2018</th>
<th>12/31/17</th>
<th>Actual Fiscal Year-To-Date</th>
<th>2017-2018</th>
<th>12/31/17</th>
<th>Actual Fiscal Year-To-Date</th>
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<tr>
<td><strong>Original Adopted Budget</strong></td>
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<tr>
<td>Local Revenues</td>
<td>$1,437,368</td>
<td>70%</td>
<td>$126,683 9%</td>
<td>$3,600</td>
<td>15%</td>
<td>$5,905 164%</td>
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<tr>
<td>State Revenues</td>
<td>320,824</td>
<td>15%</td>
<td>115,510 36%</td>
<td>2,350</td>
<td>10%</td>
<td>287 12%</td>
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<tr>
<td>Federal Revenues</td>
<td>31,666</td>
<td>2%</td>
<td>17,300 55%</td>
<td>8,332</td>
<td>34%</td>
<td>3,766 45%</td>
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<tr>
<td>Received from Intermediate School District</td>
<td>260,890 13%</td>
<td>-</td>
<td>0%</td>
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<tr>
<td>Operating Transfers from other Funds</td>
<td></td>
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<tr>
<td><strong>Total Revenues</strong></td>
<td>$2,050,748</td>
<td>100%</td>
<td>$259,493 13%</td>
<td>$24,262</td>
<td>100%</td>
<td>$28,498 117%</td>
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</table>

Expenditures

**Instruction:**
- Basic Programs: $974,344 45% $344,216 35%
- Added Needs Programs: 170,956 8% 58,966 34%
- Career and Technical Education: 74,083 3% 22,742 31%

**Support Services:**
- Pupil Support Services: 69,600 3% 33,299 48%
- Improvement of Instruction: 6,250 0% 2,976 48%
- Board of Education: 28,340 1% 15,979 56%
- School Administration: 340,226 16% 162,346 48%
- Business Services: 52,750 2% 24,740 47%
- Operation & Maintenance: 233,490 11% 122,746 53%
- Transportation: 17,100 1% 1,081 6%
- Other Central Support Services: 110,830 5% 19,306 17%
- Athletic Activities: 67,163 3% 32,811 49%
- Food Services: 26,698 100% 28,685 107%
- Community Activities: 12,578 1% 26 0%
- Transfers to Other Funds: 10,000 0% 18,540 185%

**Total Expenditures**

<table>
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<tr>
<th></th>
<th>2017-2018</th>
<th>12/31/17</th>
<th>Actual Fiscal Year-To-Date</th>
<th>2017-2018</th>
<th>12/31/17</th>
<th>Actual Fiscal Year-To-Date</th>
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<tbody>
<tr>
<td><strong>Revenue Over (Under) Expenditures</strong></td>
<td>$(116,962)</td>
<td>$(600,222)</td>
<td>Actual</td>
<td>$(2,436)</td>
<td>$(187)</td>
<td>Actual</td>
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Fund Balance Summary:

- Nonspendable for prepaid expenses - beginning: 9,707 9,707 audited - -
- Committed - School Enrichment: - 7,500 audited - -
- Committed for building improvements: 61,000 61,000 audited - -
- Committed for employee leave: 25,000 25,000 audited - -
- Committed for land improvements: 26,000 26,000 audited - -
- Restricted for food services: - - 2,436 audited 2,436 audited
- Unassigned - beginning: 429,507 460,406 audited - -

**Total Fund Balance**

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<thead>
<tr>
<th></th>
<th>2017-2018</th>
<th>12/31/17</th>
<th>Actual Fiscal Year-To-Date</th>
<th>2017-2018</th>
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<th>Actual Fiscal Year-To-Date</th>
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<tr>
<td><strong>Ending Fund Balance</strong></td>
<td>$551,214</td>
<td>$589,613</td>
<td>$2,436 6/30/17</td>
<td>$2,436</td>
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**Budgeted**

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<th>2017-2018</th>
<th>12/31/17</th>
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<td><strong>Ending Fund Balance</strong></td>
<td>$434,252</td>
<td>$472,651</td>
<td>$ (0)</td>
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This budget is based on an estimated 15.7908 General Fund mills to be levied on all taxable valuation within the district.

Board Report: January 8, 2018
Beaver Island Community School Board of Education
Draft Curriculum Committee Meeting Minutes of January 4, 2017
Conference Room at Beaver Island Community School
37895 King’s Highway, BI MI 49782

In attendance: J. Anderson, W. Cwikiel, S. Stebbins, J. Boyle, A. Stebbins

Meeting was called to order at 3:50 pm by J. Boyle

• W. Cwikiel provided update on Rubicon
  o W. Cwikiel, D. Behl and D. Roberts had conversation with Rubicon leadership team earlier in the day.
  o Discussed doing scope, sequence and alignment with standards of all subject areas first
    ▪ This will allow to find gaps and redundancies early on
    ▪ Will not stifle those teachers that wish to move beyond this stage
  o Discussed stability of school teaching schedule configuration and its impact on completing Rubicon
  o Goal is to have style guide complete by next Curriculum Committee Meeting
  o First report should be available by June 15th
  o Completion of Rubicon project will lead to standards based report cards

• Continued discussion on:
  o Adult Education – would like to have one class in place this semester
    ▪ Possible opportunities include pottery, wood carving, wood working
  o Expansion of electives to possibly include:
    ▪ Field biology
    ▪ BI history
    ▪ Industrial arts
    ▪ Boat captain
    ▪ Airline pilot
    ▪ PE alternatives
    ▪ Junior/Senior service project or general project option/requirement—maybe wrap into Rubicon curriculum – W. Cwikiel will contact Cranbrook School to see if they have a curriculum that can be used for this. Requirements would include a written prospectus, proposal, budget and mentor. Could include building project, biology sampling, rebuild car engine, etc. Target student interest.
    ▪ Discussed 13th year high school option

• Next meeting:
  o Review graduation requirements

• Meeting adjourned 5:40 pm
Beaver Island Community School
Board of Education
2018 Regular Meetings Schedule

All meetings are held at Beaver Island Community School beginning at 7:00 p.m.

Monday, January 8, 2018
Monday, February 12, 2018
Monday, March 12, 2018
Monday, April 9, 2018
Monday, May 14, 2018
Monday, June 11, 2018
Monday, July 16, 2018
Monday, August 13, 2018
Monday, September 10, 2018
Monday, October 8, 2018
Monday, November 12, 2018
Monday, December 10, 2018
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<tr>
<th>Policy-3:30 pm</th>
<th>Finance-8:30 am</th>
<th>Facility-3:30 pm</th>
<th>Curriculum-3:30 pm</th>
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