

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

Board of Education  
Minutes  
Reorganizational Meeting  
July 13, 2015

Call to Order: This reorganizational meeting of the Cassopolis Board of Education was held on Monday, July 13, 2015 in the Board meeting room at Squires Education Center and was called to order at 7:00 P.M. by President Ward.

Roll Call:

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

Members Absent: Jesse Binns

Also Present: Tracy Hertsel, Becky Smith, Robyn Bright, John Bright, Cindy Martynowicz and community member

Election of Vice-President – Mr. Ward opened the floor for nominations for the office of Vice-President. **Moved by** George Calvert, **supported by** Sue Horstmann to appoint Lisa Cutting as Vice President. **Motion carried** 6-0, as follows: Smego, yes; Deubner, yes; Cutting, yes; Calvert, yes; Horstmann, yes; Ward, yes.

Approval of Agenda: **Moved by** Sue Horstmann, **supported by** George Calvert, to amend the agenda by adding a new Discussion Item XII, B and a new Action Item XIII, C – Food Service Acquisition. **Motion carried** 6-0, as follows: Calvert, yes; Smego, yes; Horstmann, yes; Deubner, yes; Cutting, yes; Ward, yes.

**Moved by** George Calvert, **supported by** Lisa Cutting to approve the agenda, as amended. **Motion carried** 6-0, as follows: Calvert, yes; Smego, yes; Horstmann, yes; Deubner, yes; Cutting, yes; Ward, yes.

Approval of Minutes: **Moved by** George Calvert **supported by** Lisa Cutting to approve the minutes of the budget hearing and regular meeting of June 22, 2015, as written. **Motion Carried** 6-0, as follows: Cutting, yes; Smego, yes; Horstmann, yes; Calvert, yes; Deubner, yes; Ward, yes.

Public Comment: None.

Set Date, Time and Place of Regular Meeting: **Moved by** Lisa Cutting, **supported by** Deb Deubner that it is hereby resolved the Cassopolis Public Schools Board of Education meet on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of the month at 7:00 P.M. for the 2015-16 school year in the Board Meeting room at Squires Education Center.

Dr. Calvert asked about having one regular meeting and one work session per month, so administrators other than the Superintendent would only be required to attend once a month. Mr. Ward said the administrators schedule for attending meetings could be addressed at another meeting but tonight's motion is specific for the Board's regular meeting schedule.

**Motion carried** 6-0, as follows: Calvert, yes; Horstmann, yes; Smego, yes; Cutting, yes; Deubner, yes; Ward, yes.

Name Depositories: **Moved by** Sue Horstmann, **supported by** George Calvert as follows: WHEREAS, there may now be in and may hereafter, from time to time, come into the possession of the Treasurer of the Board of Education of Cassopolis Public School District, Cassopolis, Michigan, certain public monies belonging to or held for the Cassopolis Public School District, or otherwise held according to law; and, WHEREAS, under the laws of the State of Michigan, this Board is required to provide by resolution for the deposit of all public monies, including tax monies coming into the possession of said Treasurer, in one or more banks (hereinafter called BANK) to be designated in said Resolution.

NOW, THEREFORE, BE IT RESOLVED that said Treasurer (George Calvert), is hereby directed to deposit all public monies, including tax monies, now in or coming into his/her possession, as Treasurer, in the following:

Chemical Bank – General Fund, Building & Site Funds/Sinking Fund, Debt Retirement Funds (2009 QZAB, 2010A, 2010B), Payroll Account.

Greater Niles Community Federal Credit Union – Athletic Account Fund, Food Service Fund, Activity Fund, Athletic Referee

Fifth Third Bank – QZAB Fund

**Motion carried** 6-0, as follows: Horstmann, yes; Cutting, yes; Smego, yes; Calvert, yes; Deubner, yes; Ward, yes.

Authorize Check Signatories: **Moved by** Lisa Cutting, **supported by** George Calvert that it be FURTHER RESOLVED That funds from the below listed accounts be withdrawn from said banks, by check, signed by George Calvert, Treasurer and/or Scott Ward, President, and/or Sue Horstmann, Secretary: General Fund, Payroll, Food Service, Building and Site, Debt Retirements, Activity, Athletics, QZAB. **Motion carried** 6-0, as follows: Deubner, yes; Horstmann, yes; Calvert, yes; Cutting, yes; Smego, yes; Ward, yes.

Authorization to use check signer for payroll transfers, investments and emergency use:

**Moved by** George Calvert, **supported by** Lisa Cutting that the Cassopolis Board of Education authorizes the use of the check signer for payroll transfers, investments, prepaid checks and emergency use. **Motion carried** 6-0, as follows: Smego, yes; Deubner, yes; Cutting, yes; Calvert, yes; Horstmann, yes; Ward, yes.

Appointment of Legal Counsel: **Moved by** Deb Deubner, **supported by** Sue Horstmann that it be resolved the Cassopolis Board of Education retain Thrun Law Firm of East Lansing, Michigan as legal counsel for Cassopolis Public Schools for the 2015-16 school year. **Motion carried** 6-0, as follows: Horstmann, yes; Calvert, yes; Cutting, yes; Deubner, yes; Smego, yes; Ward, yes.

Other Business to be addressed

Membership in MHSAA: **Moved by** Deb Deubner, **supported by** Sue Horstmann that it be resolved that Cassopolis Public Schools continue membership in the Michigan High School Athletic Association for the 2015-16 school year. **Motion carried** 6-0, as follows: Cutting, yes; Deubner, yes; Horstmann, yes; Smego, yes; Calvert, yes; Ward, yes.

Membership in MASB Legal Trust Fund: **Moved by** George Calvert, **supported by** Deb Deubner that the Cassopolis Board of Education continue membership in the Michigan Association of School Boards Legal Trust Fund for the 2015-16 school year. **Motion carried** 6-0, as follows: Cutting, yes; Calvert, yes; Horstmann, yes; Deubner, yes; Smego, yes; Ward, yes.

Approve SET-SEG for Property, Liability and Fleet Insurance: **Moved by** Deb Deubner, **supported by** Lisa Cutting that it be resolved SET-SEG is the agent for Cassopolis Public Schools property, liability and fleet insurance for the 2015-16 school year. **Motion carried** 6-0, as follows: Horstmann, yes; Calvert, yes; Cutting, yes; Deubner, yes; Smego, yes; Ward, yes.

Membership in MASB: **Moved by** Amanda Smego, **supported by** George Calvert that it be resolved the Cassopolis Board of Education continue membership in the Michigan Association of School Boards for the 2015-16 school year. **Motion carried** 6-0, as follows: Deubner, yes; Cutting, yes; Horstmann, yes; Calvert, yes; Smego, yes; Ward, yes.

Legislative Relations Network Representative: **Moved by** George Calvert, **supported by** Deb Deubner that Lisa Cutting is appointed the Board's Legislative Relations Network Representative. **Motion carried** 5-1, as follows: Deubner, yes; Smego, yes; Cutting, no; Calvert, yes; Horstmann, yes; Ward, yes.

Berrien/Cass School Board Association Representative: **Moved by** George Calvert, **supported by** Lisa Cutting that Deb Deubner be appointed the Board's Berrien/Cass School Board Representative and Jesse Binns be appointed the Alternate. **Motion carried** 6-0, as follows: Calvert, yes; Smego, yes; Horstmann, yes; Deubner, yes; Cutting, yes; Ward, yes.

Board Members to attend District Related Conferences: **Moved by** Lisa Cutting, **supported by** George Calvert that it be hereby resolved that members of the Board of Education are authorized to attend District related conferences for the 2015-16 school year. **Motion carried** 6-0, as follows: Cutting, yes; Smego, yes; Horstmann, yes; Calvert, yes; Deubner, yes; Ward, yes.

#### New Business – Discussion Items

Future Graduation Dates – Mr. Hertsel said that the series of graduation dates selected several years ago has run its course and he wanted to get this back before the Board to decide what schedule to plan on in the future. In past years, graduation was always on Memorial Day weekend but the last few years it has been the Sunday before the holiday weekend. He asked Board members let him know what schedule they would prefer. His thoughts are to leave it on the Sunday before the holiday weekend at 2 p.m., as that has worked smoothly for the administration. Other suggestions would be up for discussion and consideration. Board members are to give your suggestions to Mr. Hertsel.

Food Service Acquisition – Mr. Hertsel said in a Finance Committee meeting earlier they reviewed a proposal and with the help of the Food Services budget are proposing to change our food delivery process. The administration and Finance Committee recommend the district purchase a mini-van from the Food Services budget, and none from the General Fund. It would be more economical from the fuel side plus would be available for athletics to use in the evenings. This would give more longevity to the Food Services Truck. This item is being recommended for Board approval.

### New Business – Action Items

School start date: **Moved by** Deb Deubner, **supported by** George Calvert that it be hereby resolved that the first day of school for students for the 2015-16 school year be Wednesday, September 9, 2015 as recommended by the administration. **Motion carried** 6-0, as follows: Calvert, yes; Horstmann, yes; Smego, yes; Cutting, yes; Deubner, yes; Ward, yes.

Hiring – **Moved by** Deb Deubner, **supported by** George Calvert to award the position of Elementary Teacher to Alisha McCoy. **Motion carried** 6-0, as follows: Horstmann, yes; Cutting, yes; Smego, yes; Calvert, yes; Deubner, yes; Ward, yes.

Mrs. McCoy said she is very glad to be here, she is a graduate from Cassopolis, this is where she wants to be and she is thankful for the opportunity.

Food Service Acquisition – **Moved by** Sue Horstmann, **supported by** George Calvert that it is hereby resolved the Food Services Department is authorized to purchase a mini-van at a cost not to exceed \$34,000. **Motion carried** 6-0, as follows: Deubner, yes; Horstmann, yes; Calvert, yes; Cutting, yes; Smego, yes; Ward, yes.

Superintendent's Report: Mr. Hertsel reported as follows:

- Thanked everyone involved in Friday's alumni football game and said it was a great showing by the community.
- Thanked Mrs. Deubner for providing concessions for the game.
- Spent a lot of time Friday with legal counsel and our insurance agent to make sure we were covered for the game and had an improved waiver form to fully cover the district.
- Welcomed John Bright to the team and said he has been working very hard.
- Jimmy Leach has put a lot of work in landscaping around the buildings and thanked Barb Guse for donating many plants to help complete the project.
- Earlier tonight had a PR meeting to work on the bond issue. The administration designed flyers and asked Board members let him know if they would like some to hand out. We will get information about the bond issue on Facebook over the next couple of days to let the voters know. We are having community meetings on Tuesday July 21 and 28 at 7 p.m., in the high school auditorium, and will send an alert out to inform parents and staff.
- We will have a fair booth again this year and will be taking volunteers to man the booth.
- Transfinder is our new routing for transportation. Changing companies was timely with Mr. Bright coming on board but also the rest of the county uses that program. We hope to have it up and running for the start of the 2<sup>nd</sup> semester.
- The county-wide collaboration committee is still moving forward but it is extremely challenging to get leadership from all entities in one setting.
- Thanked Mrs. Voss and Mr. VanLue for spending countless hours the past couple of weeks getting end of year reports finished.

Mr. Ward said it is possible that the administration team or some the Board members could meet to discuss the bond proposal with other organizations. He encouraged Board members to attend the upcoming community meetings. If Board members have ideas about other groups to reach out to, he asked they be in touch with Mr. Hertsel.

Mr. Ward congratulated Board members on their appointments to new positions. Over the next week or two he will get with Mrs. Martynowicz on revising committee assignments. If there is a want/desire to be a part or not of a certain committee please let him know.

Mrs. Horstmann asked if all committees are active. Mr. Ward said they are active but not all are meeting regularly. Mr. Ward said that last year some committees were eliminated that were no longer needed. He asked Mrs. Martynowicz send Board members a list of current committees and members.

Mrs. Deubner asked if we need workers for the fair. Mr. Hertsel said central office will have a sign-up sheet and will send information to Board members and staff. Mr. Hertsel said that we will be running videos in a continuous loop.

There being no further business to come before the Board, it was **moved by** George Calvert, **supported by** Sue Horstmann to adjourn the meeting at 7:35 p.m. All in favor.

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Susan Horstmann, Secretary