

Cassopolis Public Schools
725 Center Street
Cassopolis, MI 49031
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Board of Education
Minutes
Regular Meeting
January 26, 2015

Welcome: This regular meeting of the Cassopolis Board of Education was held on Monday, January 26, 2015 in the Board meeting room at Squires Educational Center and called to order at 7:00 p.m., as President Ward welcomed those attending.

Roll Call: Members Present: John Bright, Deb Deubner, George Calvert, Sue Horstmann, Scott Ward
Members Absent: Lisa Cutting
Also present: Tracy Hertsel, Becky Smith, Laura Ash, Dave VanLue, Dee Voss, Robyn Bright, Cindy Martynowicz and members of the staff

George Calvert led the Pledge of Allegiance.

Call to Order and Selection of Temporary Chairperson – **Moved by** John Bright, **supported by** George Calvert to appoint Scott Ward as the temporary chairperson. **Motion carried** 5-0, as follows: Calvert, yes; Horstmann, yes; Deubner, yes; Bright, yes; Ward, yes.

Election of Officers –

Moved by John Bright, **supported by** George Calvert to nominate Scott Ward for President. **Motion carried** 5-0, as follows: Horstmann, yes; Calvert, yes; Deubner, yes; Bright, yes; Ward, yes.

Moved by Sue Horstmann, **supported by** George Calvert to nominate John Bright for Vice President. **Motion carried** 5-0, as follows: Deubner, yes; Horstmann, yes; Bright, yes; Calvert, yes; Ward, yes.

Moved by John Bright, **supported by** George Calvert to nominate Sue Horstmann for Secretary. **Motion carried** 5-0, as follows: Calvert, yes; Horstmann, yes; Bright, yes; Deubner, yes; Ward, yes.

Moved by John Bright, **supported by** Sue Horstmann to nominate George Calvert for Treasurer. **Motion carried** 5-0, as follows: Horstmann, yes; Bright, yes; Calvert, yes; Deubner, yes; Ward, yes.

Approval of Agenda - **Moved by** George Calvert, **supported by** John Bright to approve the agenda as presented. **Motion carried** 5-0, as follows: Deubner, yes; Horstmann, yes; Calvert, yes; Bright, yes; Ward, yes.

Approval of Minutes: **Moved by** Sue Horstmann, **supported by** John Bright to approve the minutes from the regular meeting of January 12, 2015, as written. **Motion carried** 5-0, as follows: Deubner, yes; Bright, yes; Calvert, yes; Horstmann, yes; Ward, yes.

Communications or correspondence – None.

Reports, Information Items from School Staff – Mr. Hertsel presented small gifts of appreciation to school Board members, in recognition of their hours of tireless work for the district. He said that he appreciates all they do for our students.

Ross Beatty JSHS / VanLue: Mr. VanLue said that they received Cambridge data. They will test on February 4th Explorer for 7-8th grade students; PLAN for 9th; and, ACT for 10-11th grade students for

practice. The ACT official test is on March 4th. He said that the semi-formal snow ball is this Saturday the 31st. He said that the building is running a wellness program and staff has started a 100 mile club. He said that he is working with WNDU about the school possibly participating in their "School Rules" segment and thinks it would be positive press for the district. On the 28th he will attend a transition association workshop at the ISD about the personal curriculum. Also attending will be Mrs. Doll and Ms. Widerquist Bosler.

Sam Adams ES / Voss: Mrs. Voss said that this Thursday 5-6th grade students will graduate from the DARE program. The students will receive a certificate and a t-shirt. Mrs. Voss said that the ED YES report is open for updating. On the curriculum front, a team of 8-9 will attend an ELA series at the ISD. She said that the district will put together a K-12 team that will participate. The elementary building will be participating in homecoming activities. The Father/Special Friends and Daughters Dance will be on February 11th from 5:30-7.

Food Service / Bright: Mrs. Bright said that she is beginning to work on her summer meal program through the state. She will see that the application is completed and submitted prior to the deadline. Mrs. Bright said she hopes to pick up one more meal site for the program. Mrs. Bright said that on-site reviews are due to the state and they include a procedure to make sure we are following all guidelines with the national school breakfast and lunch program.

Public Comment – Paul Chapman said he wanted to give the Board one last update on Robotics as he has accepted a position in Wisconsin with a software company. He completed his last teaching day on Friday but will finish out with the Robotics team this Thursday. Mr. Chapman said that the name of this year's game is Recycled Rush and he explained the game. Mr. Chapman said that after he leaves the mentors will step up and run meetings for him to make sure the team is ready for competition. He assured the Board that the team will continue in competitions this year and will do everything they can to continue the team in the future. He said that he is glad to have had the opportunity to work with the kids and the team. Board members thanked Mr. Chapman for his commitment to the students and our Robotics team.

Financials – December, 2014

Moved by Sue Horstmann, **supported by** George Calvert that it is resolved that the Board of Education approves the payment of bills for the month of December as follows: General Fund \$188,231.89; Food Service Fund \$31,391.63; and, Sinking Fund, \$5,772.80, as presented. **Motion carried** 5-0, as follows: Calvert, yes; Bright, yes; Horstmann, yes; Deubner, yes; Ward, yes.

New Business – Discussion Items

2014-15 Budget Revisions – Mrs. Smith said that she has been working diligently the last couple of months to put together preliminary budget figures. Mrs. Smith said that she met with the Superintendent and administrators on where the budget is now that we are halfway through the school year. She went through a Power Point presentation that Board members had hard copies of to review. Mrs. Smith reviewed all funds in the budget. There were no questions from Board members. Mrs. Smith asked that Board members contact Mr. Hertsel or herself if they have questions on the budget revision information as they hope to have this for approval at the next Board meeting.

Review Audit Service Bids – Mr. Hertsel distributed a handout of the bids received from our RFP for audit services. The bids were opened last Friday and are still being reviewed as they were submitted in various styles.

Mrs. Smith said that last year the district paid \$28,000 for the audit and that had been the trend for the last several years. The bid from Plante Moran was the highest at \$24,000; Yeo & Yeo came in at a base of \$15,000 and \$3,000 additional for the single audit. Each bid had added fees for hourly rates which the district would be charged for extra things that might come up during the audit. Abraham Gaffney came in

at \$15,000 and that included all single extra audit costs for up to two, but any more than two would result in an extra cost. Raymann came in at \$17,500. Abraham Gaffney was the lowest overall in both the bid and hourly rates. She noted that Abraham Gaffney is who the ISD uses. If they are selected for Cassopolis, they would like to do both the Cassopolis and Lewis Cass ISD audits at the same time.

Mrs. Ash said that prior to using Abraham Gaffney the ISD was using a firm from northern Michigan. They had been paying \$23,000-24,000 and now are paying \$15,000, a price that will hold for three years. She said the audit ran very smoothly. The price quoted in the Cassopolis bid matches the ISD's.

Mrs. Smith said that many companies called with questions but just these four submitted bids.

New Business – Action Item

Hiring – **Moved by** John Bright, **supported by** George Calvert that, as recommended by the principal, the position of Non-Instructional Paraprofessional, Recess Supervision at Sam Adams Elementary School, 2 hours per day, is awarded to Erika Cooper, following successful completion of her probationary period. **Motion carried** 5-0, as follows: Bright, yes; Horstmann, yes; Calvert, yes; Deubner, yes; Ward, yes.

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

- Thanked Mrs. Smith and Mrs. Ash for all of their hard work in cleaning up all of the accounts. The financial area is much more favorable from his end. He said that the local vendors are being paid much more timely as are all vendors and he is appreciative of that.
- Today he met with the monitor of the S3 grant, who complimented Mr. Brawley and Mrs. Smith on how well things are going with the grant now, compared to in prior years.
- He said that Transportation is struggling to make the routes. We are short 1-2 drivers, but Mrs. Haines has been able to use drivers from other districts part-time to help.
- Reminded the Board of the training on February 10th at the ISD. This is for all Board members from all four County districts, plus the ISD's Board. A light meal will be included.

Mr. Bright said he appreciates all of the hard work that Mrs. Smith and Mrs. Ash have done in our financial department.

Mr. Ward said he likes the new format of financial information. He also said that Mr. Chapman would be missed and wished him the best.

There being no further business to come before the Board of Education it was **moved by** George Calvert, **supported by** Sue Horstmann to adjourn the meeting at 8:04 p.m. All in favor.

Susan Horstmann, Secretary