

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

Board of Education
Minutes
Regular Meeting
August 10, 2015

Welcome: This regular meeting of the Cassopolis Board of Education was held on Monday, August 10, 2015 in the auditorium at Ross Beatty Jr./Sr. High School and called to order at 7:00 p.m., as President Ward welcomed those attending.

Roll Call:

Members Present: Amanda Smego, Deb Deubner, George Calvert, Sue Horstmann, Jesse Binns, Scott Ward

Members Absent: Lisa Cutting

Also present: Tracy Hertsel, John Bright, Robyn Bright, Cindy Martynowicz, member of the press.

George Calvert led the Pledge of Allegiance.

Approval of Agenda - **Moved by** Jesse Binns, **supported by** George Calvert to approve the agenda, as presented.

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

Approval of Minutes: **Moved by** George Calvert, **supported by** Jesse Binns to approve the minutes from the

regular meeting of July 27, 2015, as written. **Motion carried** 6-0, as follows: Binns, yes; Deubner, yes;

Horstmann, yes; Smego, yes; Calvert, yes; Ward, yes.

Communications or correspondence – None.

Reports, Information Items from School Staff –

Food Service / Bright: Mrs. Bright said that her department served 1,504 breakfasts and 1,968 lunches at the fair last week. That is up 109 lunches and 4 breakfasts from last year. Mrs. Bright said that they heard many positive comments. She said that Mrs. Phillips is back in the office and working with her on meal assistance applications, which they will have ready for the schools later this week.

Mr. Ward said that he heard many positive comments from people at the fair about our food tent being available again this year.

Operations-Transportation / Bright: Mr. Bright thanked Mr. Hertsel, all administration and administrative staff who welcomed him as he began in this position. Mr. Bright said that fire inspections have been done in all buildings, other than Red Brick as we are not putting money into that building. All other building inspections are done and any deficiencies corrected. We currently have only one building monitored by a fire alarm company. On August 20th, the other two buildings will have this equipment installed. After that date all three buildings will be monitored for fire alarms. Boiler inspections start this week and beginning this year all preventive maintenance will be done at the same time as inspections whenever possible.

Mr. Bright said the air handling unit in the server room at Sam Adams Elementary has been repaired. There are several electrical issues being addressed at the elementary building. He is obtaining quotes for lights outside the parking lots. The outside doors at the high school have been painted, and now they are beginning painting in classrooms. The gym floors in all three buildings are done.

Mr. Bright said as far as transportation, all but two buses are ready for inspection and those should be ready soon. Summer School started today at the elementary and they are using two bus routes to transport students.

Public Comment – None.

New Business – Discussion Items

Review updated Freedom of Information Act guidelines, instructions, forms – Mr. Hertsel said that we obtain our policy updates from NEOLA. They work with their attorneys to follow national regulations. Mr. Hertsel said that there is some conflict with NEOLA's attorneys and the district's legal counsel who doesn't agree with NEOLA's language for the state of Michigan on this matter. Lewis Cass ISD worked with Thrun Law Firm to come up with new guidelines to cover Michigan law on FOIA requests. He would propose to adopt these at the next meeting and they would then be sent to NEOLA to be incorporated into our policies.

Mr. Ward asked if it was standard policy that the Superintendent is the FOIA Coordinator for local districts. Mr. Hertsel said that FOIA requests come to his office, where they are reviewed, processed and responded to and said that Mrs. Martynowicz handles responding to these requests on his behalf.

Proposal to revise Policy #6320, Purchasing – Mr. Hertsel said that he was requesting this policy be changed and the major change he is proposing is in the first paragraph. He is proposing to raise the amount of \$3,000 to \$10,000 as most emergency items cost more than \$3,000. Raising the amount would give the administration more room in emergencies.

Mrs. Deubner asked if quotes would still be obtained. Mr. Hertsel said yes but having a higher dollar amount would enable the administration to have repairs processed sooner.

Mr. Bright said we need to consider how available vendors are during and/or after a repair issue. We have to be able to reach people when there is a need.

Mrs. Deubner asked if the administration tries to use local people when possible. Mr. Bright said yes and said that some service calls can cost hundreds of dollars.

Mrs. Deubner asked if Mr. Bright goes through the Superintendent on items of this nature. Mr. Hertsel said if items are significant he and Mr. Bright concur but on more minor items Mr. Bright would make that decision. He said that we try to use local companies whenever possible.

Mr. Ward asked what purchasing standards are in other districts. He doesn't have an issue increasing the amount but asked who decided on the amount and why. Mr. Hertsel said they chose that number from recent repair issues.

Dr. Calvert asked if there was no specific law on it. Mr. Hertsel said that the law is referenced in the policy also.

Review of Superintendent Evaluation – Mr. Hertsel said that Mrs. Martynowicz compiled information from the Superintendent Evaluation completed by 5 out of 7 Board members. The average score was 87% which is highly effective. He would ask the Board approve his evaluation so it is a matter of Board record.

Old Business – Action Items

Authorize Superintendent to initiate process to purchase two mini vans – **Moved by** Deb Deubner, **supported by** George Calvert that the Superintendent is authorized to initiate the process to purchase two mini vans for the district. **Motion carried** 6-0, as follows: Calvert, yes; Horstmann, yes; Deubner, yes; Smego, yes; Binns, yes; Ward, yes.

Approval of Superintendent Evaluation – **Moved by** Deb Deubner, **supported by** George Calvert that the Superintendent evaluation for the 2014-15 school year is approved. **Motion carried** 6-0, as follows: Binns, yes; Horstmann, yes; Calvert, yes; Deubner, yes; Smego, yes; Ward, yes.

New Business – Action Item

Hirings – **Moved by** Sue Horstmann, **supported by** George Calvert that the following positions are awarded: Jim Myers, Varsity Assistant Football Coach; Dashaun Curtis, Middle School Football Coach; and, Erin Matthews, JV Volleyball Coach.

Mrs. Deubner said she has a concern about the recommendation for the middle school football coach and asked if there was another option. Mr. Hertsel said that Mr. Brawley felt this individual could be mentored. Mrs. Deubner and Mrs. Smego stated they had concerns.

Mr. Binns asked if the district runs background checks on coaches. Mr. Hertsel said they are done but not until after Board action.

Mrs. Deubner asked what the procedure would be if an issue arose from the background check. Mr. Hertsel said that would then be addressed.

Mrs. Deubner **moved to amend** the motion as stated to allow voting on each position individually. **Supported by** Jesse Binns. **Motion passed** 6-0 to vote for each coach individually, as follows: Calvert, yes; Horstmann, yes; Deubner, yes; Smego, yes; Binns, yes; Ward, yes.

Varsity Assistant Football Coach – **Moved by** Jesse Binns, **supported by** George Calvert to award the position of Varsity Assistant Football Coach to Jim Myers. **Motion carried** 6-0, as follows: Smego, yes; Deubner, yes; Calvert, yes; Horstmann, yes; Binns, yes; Ward, yes.

Middle School Football Coach – **Moved by** George Calvert to award the position of Middle School Football Coach to Dashaun Curtis. There was no second to the motion when called for three separate times. **Motion died.**

JV Volleyball Coach – **Moved by** George Calvert, **supported by** Jesse Binns to award the position of JV Volleyball Coach to Erin Matthews. **Motion carried** 6-0, as follows: Binns, yes; Deubner, yes; Horstmann, yes; Smego, yes; Calvert, yes; Ward, yes.

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

- We had another final ant for our Spanish opening and the person withdrew from consideration at the last minute. We have already reposted the opening on two well-known web sites and hope to be successful in this latest search.
- Thanked the Board and community for passage of the bond. It was a great day for the district.
- Met today with Carmi Design, Becky Smith, Laura Ash and John Bright to start making plans for the bond, we are working with legal counsel to determine the process that will work best for the district. They will have a conference call on Thursday with legal counsel. Mr. Leininger with Carmi Design is putting together timelines to be followed.

- Thanked everyone that volunteered at the fair booth. He thought it went very well, we handed out many promotional items.
- Thanked Mrs. Bright and her staff for providing meals all week to children attending the fair.
- Summer school started today at the elementary. We have close to 100 students in the program.
- The new high school secured entrance is very close to being complete. He met with the building inspector and fire inspector and obtained a temporary occupancy permit for the area until a few final things can be completed prior to the start of school.

Comments from Board - Mr. Ward thanked Mr. Hertsel, the administration and staff for doing a great job at the fair. The booth looked great and signs went up thanking voters the day after the election.

There being no further business to come before the Board of Education it was **moved by** George Calvert, **supported by** Jesse Binns to adjourn the meeting at 7:34 p.m. All in favor.

Susan Horstmann, Secretary