

# **Nottawa Community School**

## **Board Meeting**

*March 9, 2020 ~ 7:00 P.M.*

## **Agenda**

**“Building Better Futures for Children and Communities”**

### **I. Call to Order**

The meeting was called to order at 7:00 by Rosenbaum

Members Present: Brandon, Danberry, Hochstetler, Rosenbaum

### **II. Introduction of guests:**

Mr Wolff introduced Mrs. Pagels. Mrs. Pagels serves as the district's 4th and 5th grade English Language Arts and Social Studies Teacher. Mrs. Pagels thanked the board for having her as a guest. She highlighted her appreciation for the children and her colleagues and how warm and inviting everyone is.

### **Correspondence:**

### **Presentations if any**

### **III. Consent Agenda**

All items will be acted upon by one vote without being discussed separately unless there is a request from a board member to remove an individual agenda item (or items) from the Consent Agenda to be discussed and possibly voted upon separately. All agenda items pulled from the Consent Agenda will be placed under Action Items.

A. Approval of Minutes for February 10, 2020

B. Approval of Financial Report

C. Approval of Monthly Board Bills: in the amount of \$14,260.65 through February 19, 2020.

Motion by Danberry, support by Hochstetler to approve the consent agenda. Motion Carried 4-0.

### **IV. Action items**

#### **A. Budget Revisions**

Mr. Wolff reviewed with the board the history of our current fund equity position. Initially there was a drop in fund equity due to the much needed replacement of a school bus. Noting that the district's projected fund balance improved greatly due to a number of factors, but the most impactful factor was an increase in student enrollment. The projected fund balance at this time is up from 9% last summer to 28%. Mr. Wolff cautions this projection could be reduced by planned improvements to the school as well as the need to increase staff for next school year.

Motion by Rosenbaum, support by Brandon to approve the revised budget. Motion Carried 4-0.

#### **B. Sinking Fund Millage:**

##### **1. Progress on Renovation Planning**

Mr. Wolff reported that project manager, Frederick Construction, was still working on budget projections for both electrical and roofing improvements that are needed before the board will be able to move forward with further prioritization planning

The board then reviewed initial plans drafted by Eckert Wordel. Treasurer Theresa Danberry recorded questions about the roof project. It was agreed by consent that two sub committees if the board work on review of roof and electrical improvements. The roof sub-committee shall consist of Hoschstetler and Brandon, with Rosenbaum acting as an alternate. The electric sub-committee shall consist of Rosenbaum and Brandon with Hochstetler acting as an alternate. These subcommittees will report as necessary to the board of education when in session. Note: At present, Electrical improvements are a priority for summer 2020, and roof improvements are a priority for summer 2021. This prioritization is subject to change.

2. Next Steps Within the Plan (Greg Dedes)

- a) Prioritization Plan
- b) Funding Strategy
- c) Package Release
- d) State Submission
- e) Then RFP

3. Other

C. Parking Lot Maintenance or Restoration

Mr. Wolff shared information about parking lot maintenance and the need for parking lot replacement. He urges maintenance of the parking lot in hopes of gaining a few more years of use. Per the shared use agreement between the district and the St. Joseph County ISD, Rosenbaum and Danberry recommend that Mr. Wolff discuss sharing in the maintenance cost of sealing the parking lot. This cost sharing was previously done.

D. Storage Concerns and Potential Solution

Motion by Rosenbaum, support by Hochstetler for Jerome Wolff to spend up to \$4300 for a storage facility less than 200 square feet. Motion Carried 4-0.

E. Internet Proposal for St. Joseph County public school districts

Mr. Wolff shared a proposal from the SJC ISD for the county public schools to build/own our own fiber network rather than leasing service. Mr. Wolff shared cost projections, which over time promise a reduction in cost and an increase in speed. The board discussed the pros and cons of the project. The board was supportive of further exploration of the project.

F. Mac Lab and M Step Testing

Mr. Wolff shared concerns that the current Mac Lab would not be able to support M-Step testing. Mr. Wolff sought the guidance of John Gentry and board trustee Adam Brandon in making this determination. Brandon explained that the operating system currently needed to support testing was not sufficient and that the company which hosts the testing advanced the software requirements beyond what was predicted. Mr. Wolff contributed that after consulting with the MDE it was realized that the department in charge of communicating software upgrades failed to inform schools about the required operating system update for Apple Computers. At this time Brandon sees no way to have a sufficient number of computers ready in time for practice testing and testing. Mr. Wolff said that computer testing would be available for students needing accommodations, but that he planned to have the rest of the school test paper and pencil. The board advised Mr. Wolff and Brandon to continue to look into solutions for updating the Mac lab.

G. Title I Internal Posting (Update)

Mr. Wolff reported that Amy Albrecht applied internally for the position of Title I teacher. Albrecht, currently teaches kindergarten, has previous experience working in the Title I setting and has an extensive background in teaching reading. She would be an ideal candidate to fill the open position.

Motion by Rosenbaum, and support by Brandon to employ Mrs. Albrecht as the Title I teacher for the 2020-2021 school year. Motion Carried 4-0. It was also noted that the internal posting of the now open kindergarten position for the coming school year will be made available also to long term substitute Sarah Bingaman.

#### H. First Read of Board Policies 34.2

Motion by Hochstetler, support by Danberry to approve the first reading of Board Policies 34.2. Motion Carried 4-0.

#### I. Superintendent Evaluation Part B Superintendent requests closed session for:

##### ☐ Periodic Personnel Evaluations

Motion by Rosenbaum support by Hochstetler to go into closed session at 9:15 PM for Superintendent evaluation. Roll call vote: Brandon- Yes, Danberry- Yes, Hochstetler- Yes, Rosenbaum- Yes Motion Carried 4-0.

Motion by Rosenbaum and support by Hochstetler to come out of closed session at 10:00 PM for the purpose of returning to open session. Roll call vote: Brandon- Yes, Danberry- Yes, Hochstetler- Yes, Rosenbaum- Yes Motion Carried 4-0.

### V. Information items

#### A. March is Reading Month Update

Mr. Wolff gave an update on March is reading month activities.

#### B. Special Education Vacancy (Update)

Mr. Wolff reported no change since last in the number of applications for the special education vacancy,

#### C. Teacher staffing and enrollment history

Mr. Wolff provided board members with a spreadsheet comparing the last ten years of student enrollment and staffing. Mr. Wolff advised that based on our current enrollment and trend in enrollment that the board will need to consider adding staffing.

#### D. Michigan State Police Security Grant (Update)

Mr. Wolff reported that the estimated costs were complete and that he would reach out to TJ Baker and the Michigan State Police to review the grant prior to submission.

#### E. Census

Mr. Wolff shared that Laura Brott of the St. Joseph County Human Services Commission, contacted the district requesting assistance reaching families to complete the census.

#### F. Set Seg inspection

Mr. Wolff reported a surprise inspection was conducted by our insurance provider, Set Seg. The inspector was pleased with improvements that have been made since his last inspection and sent a list including pictures detailing recommended improvements to the district property.

#### G. Department of Agriculture Pesticide Inspection

Mr. Wolff reported that an inspection was scheduled by the Department of Agriculture. The purpose of the inspection was to evaluate the district plan and use of pesticides.

H. Lions Club Pancake Breakfast

Mr. Wolff reported that the annual pancake breakfast is scheduled for Saturday May 30th. Proceeds will go to support continued improvements to the school playground.

I. Enrollment: Update (138) (75 families)

J. Legislative Updates

Mr. Wolff shared legislative updates.

**VI. Other**

**VII. Adjourn**

Motion by Rosenbaum, support by Hochstetler to adjourn at 10:00 PM. Motion Carried 4-0.

**VISION**

*“Nottawa Community School will encourage the involvement of parents and community to embrace a shared purpose in the education of our students to become problem solving, responsible, and contributing members of society.”*