

# Regular Meeting of the Board of Education

Monday, November 18, 2024 7:00 PM

Library, 333 S. Pleasant Street, Pickford, MI 49774

## I. Call to order

### I.A. Roll Call of the Board

### I.B. Pledge of Allegiance

### I.C. Adoption of the Agenda

## II. Staff & Student Recognition

### II.A. Staff Spotlight

### II.B. Student Recognition

## III. Public Comment

## IV. Communication and Board Reports

IV.A. Elementary Principal **Speaker (s):** Mr. Rairigh

IV.B. MS/HS Principal **Speaker (s):** Mr. Johnson

IV.C. Athletic Director **Speaker (s):** Mrs. Edington

IV.D. Business Manager **Speaker (s):** Mrs. Bush

IV.E. Superintendent Report **Speaker (s):** Mrs. Nettleton

### IV.F. Board Committees

IV.F.a. Finance Committee

IV.F.b. Executive Committee

IV.F.c. Policy Committee

IV.F.d. Negotiations Committee

IV.F.e. Building & Grounds Committee

IV.F.f. Athletics Committee

IV.F.g. Goals & School Improvement Committee

IV.F.h. ISD Committee

IV.F.i. CCSS Committee

### IV.G. Correspondence

## V. Action Items

**V.A. Consent Agenda**

V.A.a. Regular Meeting Minutes -- October 21,  
2024

V.A.b. Special Meeting Minutes -- November 11,  
2024

V.A.c. October 2024 Invoices

**V.B. General Fund Budget Amendment**

**V.C. Virtual Board Meetings**

**V.D. ORS Required Administrative Salary Schedules**

**V.E. Maintenance Services**

**V.F. District Goals**

**VI. Board Comments & Discussion**

**VII. Future Planning & Adjournment**

VII.A. Next regularly scheduled meeting --  
December 16, 2024 @ 7:00 pm

VII.B. Superintendent Evaluation date to be  
determined (December)

VII.C. Adjournment

**PICKFORD PUBLIC SCHOOLS  
BOARD OF EDUCATION  
Minutes of the October 21, 2024 REGULAR MEETING**

**I. Call to order by President Portice at 7:00 p.m.**

- A. Roll Call of the Board -- All Board Members were present.
- B. Pledge of Allegiance
- C. Adoption of the Agenda -- M/Firack, S/ Batho to adopt the agenda with the addition of Action Item G -- Property Acquisition. Carried 7-0.

**II. Staff & Student Recognition**

- A. Staff Spotlight -- Mrs. Amy Bell spoke about the 35j Literacy Grant & Staff Professional Learning. She explained that all teachers of grades K-5 have completed the Literacy Essentials modules and are participating in ongoing professional learning around best practices for literacy instruction. A part of professional learning is the participation in instructional rounds and the opportunity to learn from their fellow teachers. Mrs. Bell reported that she is very thankful for the grant and this opportunity for the teachers to learn and work together as they develop common instructional frameworks and curriculum materials.
- B. Student Recognition -- September Students of the Month for grades 6th-12th Grade.  
6th - Laynee Michalski; 7th - Anne Stark; 8th- Gracelynn Kietzman; 9th - Victoria Harrison; 10th - Matthew Ennes; 11th- Finley Guild; 12th - Connor Hope

- III. **Public Comment** -- Ms. Wendy Halsey asked about the general fund expense for brochures/posters for the Fund the Fieldhouse Project. Mrs. Nettleton explained that the expense would be reimbursed from the Panther Legacy Project Foundation Funds.

**IV. Communication and Board Reports**

- A. Elementary Principal -- Mr. Rairigh was not present at the meeting His written report was shared with the Board by Mr. Johnson. Mr. Rairigh shared the dates for some upcoming events and plans for Halloween celebrations on October 31st. Fall NWEA MAP testing has been completed and Mr. Rairigh has started classroom observations. Staff meetings and PBIS meetings have been occurring monthly.
- B. MS/HS Principal -- Mr. Johnson announced that Homecoming week was an overwhelming success. He thanked Mrs. Edington for making some scheduling moves to make things happen. The extension of Homecoming activities over the week, the parade with the excellent floats and a great dance made for a memorable Homecoming. Cyber Security students attended the Michigan Cyber Summit in Novi last week. Mr. St. Peter and Mr. Norman took 16 students to the event. On the 22nd, Civics and Economics students will be attending the Financial Reality Fair. Credit unions in the area are now going to schools and doing them on location. Our 9th graders are attending Manufacturing Day at LSSU on Thursday. Mr. Peterson and Mrs. Tibbitts will be bringing them there. We had a great kickoff meeting for the MS/HS PBIS. Ms. Kronemeyer is the head of PBIS on the MS/HS end of the building and has been joined by a solid group of pros. Panther Media is putting on a Halloween Dance after the game on Friday. The Middle School student council is doing one on November 2. Mr. Johnson introduced Student Council President Tommy Storey who is serving as the student BOE representative for the year.
- C. Athletic Director -- Mrs. Edington announced the upcoming Booster Club raffle, Selection Sunday, availability of playoff apparel, and the dates of Volleyball Districts which are being held in St. Ignace. She congratulated the Cross Country Teams on a great season. Talya Schreiber finished in 1st place (for all runners) and Teryn Firack medaled in 12th place. Mrs. Edington thanked Vance, Jason, Ramsey, Joel, and Jason for volunteering their time to fix the leak in the field sprinkler system. Basketball season is next, with the JH girls already playing and elementary boys and girls/boys JV and Varsity are all scheduled to start next month.

- D. Business Manager - -Mrs. Bush shared her report, which included cash flow reports for September and October. September 2024 ended with a balance of \$376,542 (last year comparison \$530,837) and October is projected to end with a balance of \$317,897 (last year comparison \$479,730). September revenues include \$10,995 in athletic passes and gate entry, as well as \$23,320 in Out of School Time Grant funding, which covers the cost of summer school and the after school program. Mrs. Bush reminded the Board that there is no state aid payment in September. The October State Aid payment was \$359,047. This is a “bare bones” payment and we expect it to be larger going forward. The second payroll in October was \$118,951. This is expected to be a typical regular payroll cost. There are 3 payrolls in November, which will have some impact on cash flow. Mrs. Bush explained the 457b plan that will be available to staff through TSA Consulting. She also pointed out a few items from the invoice list and thanked Kyle/Julie Rairigh and Neil Harrison for installing the acoustical panels in the stage area, along with Dave and DiAnn Firack for the donation to the Panther Legacy Project that purchased the Poletector covers for the exterior light poles.
- E. Superintendent Report -- Mrs. Nettleton shared some upcoming dates/events, including the Veterans Day Assembly on 11/11 at 9:00 a.m. and Parent-Teacher Conferences on 11/14. Legislative updates on HB 5803 (MPERS Contribution), HB 5503 (31aa Supplemental), and SB 567 (Dyslexia Bills) were shared.

The After School Program will start on November 4th. It is funded by the Out of School Time Grant. Parent meetings are scheduled for Tuesday and Thursday this week to allow parents to get additional information on the program and sign up their students. Mrs. Nettleton detailed some grants that she is supporting the Building Principals in writing, including the Stronger Connections Grant and the Additional Instructional Time Grant. These smaller grants are a good way to introduce our principals to the grant system and have them practice their skills.

A School Safety Team meeting will be scheduled in November. The administrative team and Mrs. Tibbitts have completed BTAM training. A training plan for QBS Safety Care has been developed and shared with applicable staff. Surveys have been prepared for High Reliability Schools Indicator 1-- Safe and Collaborative Culture. Mrs. Nettleton shared a copy of the administrator version of the survey for BOE members to complete and return.

Mrs. Nettleton asked the Board to consider what action they will take in regard to creating a Salary Schedule for employees in a job classification of less than 3 members (Superintendent and Administrative Team Members). She shared a sample schedule and offered to seek guidance from District Legal Counsel. Finally, Mrs. Nettleton shared the meeting notes from the BOE/PEA Collaborative Meeting and gave a brief demonstration and information on BoardBook, which currently houses district policy documents, but can also be used as a platform for Board Meeting materials and processes. The BOE members will get log-ins next month and be guided through initial use.

- F. Board Committees -- Mrs. Nettleton shared a brief update on the status of the Building Project. The Fire System upgrade is scheduled for Christmas Break. Final inspections and a final Certificate of Occupancy are expected after the New Year. The most recent financial update from Wolgast shows a balance of remaining funds in the amount of \$697,540. There are no outstanding Change Orders at this time and Certificates of Substantial Completion have been signed for most contractors.
- G. Correspondence -- There was no correspondence.

## VI. Action Items

- A. Consent Agenda -- M/Forfinski, S/Benson to approve the Consent Agenda. The Consent Agenda included the Regular Meeting Minutes from September 23rd, 2024 Open and Closed Session, the Special Meeting Minutes from October 1st, 2024 Open and Closed Session, the

- September 2024 Invoices, and the Schedule B Appointments (7th Grade Girls Basketball -- Jason Firack, Yearbook -- Caitlin Mortinsen, and Robotics -- Tracy Peterson). Carried 7-0.
- B. Public Hearing: Thrun Policy 5207 Anti-Bullying -- M/Firack, S/Crimin to open the floor at 7:50 p.m. for the Public Hearing. Carried 7-0. Mrs. Nettleton gave an overview of the proposed policy and its alignment to Matt's Safe School Law. All optional language is recommended to be adopted. Mr. Forfinski inquired about the method for anonymous reporting of incidents and the process that will be used for Restorative Justice since that is not spelled out in the new policy. Mrs. Nettleton shared information on OK2Say for anonymous reporting and explained that administrators will use the established process for Restorative Justice. M/Firack, S/Forfinski to close the floor of the Public Hearing at 8:00 p.m. Carried 7-0.
  - C. Resolution: Adoption of Thrun Policy 5207 Anti-Bullying -- M/Firack, S/Forfinski to approve the Resolution to Adopt Thrun Policy 5207 Anti-Bullying. Carried 7-0.
  - D. Benchmark Assessment Results (District/Grade Level) -- Mrs. Nettleton shared the results of the Fall Benchmark Assessment (NWEA MAP) for both Reading and Math. The Median Percentile for all students taking the assessment was the 43rd for Math and the 44th for Reading. Further information was supplied to break student performance down to the grade and classroom level. Mrs. Nettleton reminded the Board that Benchmark Assessment data is a preliminary filter to identify grade levels, classes, and students in need of additional support. It is also a snapshot of performance from one moment in time and should be interpreted with caution in regard to root cause.
  - E. Mission/Vision/District Goals -- The Board reviewed their current goals. Mrs. Nettleton suggested that the Board consider updating the strategy section for each goal area, as well as the indicators of success section. Mrs. Nettleton shared a draft version of her goals for the year. A workshop will be scheduled for the Board to work on the update of their Mission/Vision/Goals document.
  - F. Snow Removal Bid 2024-25 Season -- M/Firack, S/Forfinski to approve the bid from Vern Huyck Trucking for Snow Removal for the 2024-2025 season. Carried 7-0.
  - G. Property Acquisition -- M/Firack, S/Forfinski to approve Mrs. Nettleton to execute the necessary transition documents to allow the district to acquire a donation of real property that consists of 4 lots, gifted by Dennis and Carole Skinner, which will be the future home of the Panther Fieldhouse. Carried 7-0.

VI. **Board Comments & Discussion** -- Mr. Portice thanked Mr. Forfinski for his service during the recent hurricane relief efforts. Mr. Forfinski suggested that administrator board reports could be shared in advance of the meeting to cut down on meeting duration. Perhaps they could be put in a folder for review and then any questions could be asked/answered at the meeting. Mr. Taylor asked if the district was planning to borrow this year. Mrs. Bush and Mrs. Nettleton explained that cash flow projections had been completed and it was determined that it was not necessary. Mr. Firack expressed his concern that the Board should be voting on approval for the 457b Plan. No action was taken on this item by the Board.

VII. **Future Planning & Adjournment** -- The next regularly scheduled meeting will be held on November 18, 2024 at 7:00 p.m. The BOE/Association Collaboration & Systems Review is scheduled for November 7th, 2024 at 5:30 p.m. A Superintendent Evaluation date is to be determined prior to the end of the calendar year. M/Forfinski, S/Crimin to adjourn the meeting at 8:41 p.m. Carried 7-0.

GENERAL FUND							
DETAIL BUDGET REPORT							
FOR FISCAL YEAR ENDING JUNE 30, 2025							
GENERAL FUND -Pickford Public Schools							
	Final Amendment		FY25 Budget			Amendment #1	
	6/24/2024		6/24/2024			11/19/2024	
<b>REVENUES</b>							
Local Sources	\$975,631	14.94%	\$1,022,198	15.64%	\$7,440	\$1,029,638	14.98%
Non-Educational Sources	\$8,050	0.12%	\$8,000	0.12%	\$0	\$8,000	0.12%
State Sources	\$5,038,830	77.14%	\$4,987,765	76.33%	\$244,053	\$5,231,818	76.11%
Federal Sources	\$188,218	2.88%	\$182,787	2.80%	\$6,471	\$189,258	2.75%
Interdistrict Sources	\$320,987	4.91%	\$334,082	5.11%	\$81,500	\$415,582	6.05%
<b>TOTAL REVENUES</b>	<b>\$6,531,716</b>		<b>\$6,534,832</b>			<b>\$6,874,296</b>	
<b>INCOMING TRANSFERS &amp; OTHER TRANSACTIONS</b>							
<b>TOTAL REVENUES, INCOMING TRANSFERS &amp; OTHER TRANS.</b>	<b>\$6,531,716</b>		<b>\$6,534,832</b>			<b>\$6,874,296</b>	
<b>EXPENDITURES</b>							
<b>INSTRUCTIONAL</b>							
Basic Program	\$3,080,774	46.65%	\$3,208,088	47.23%	\$152,476	\$3,360,564	45.82%
Added Needs	\$1,018,534	15.42%	\$1,131,369	16.66%	\$226,806	\$1,358,175	18.52%
Adult & Continuing							
<b>SUPPORT SERVICES</b>							
Pupil	\$254,305	3.85%	\$287,255	4.23%	\$3,868	\$291,123	3.97%
Instructional Staff	\$73,303	1.11%	\$25,302	0.37%	\$96,015	\$121,317	1.65%
General Administration	\$265,754	4.02%	\$195,358	2.88%	\$18,843	\$214,201	2.92%
School Administration	\$414,948	6.28%	\$408,609	6.02%	\$2,402	\$411,011	5.60%
Business	\$138,710	2.10%	\$148,059	2.18%	\$2,597	\$150,656	2.05%
Operation and Maintenance Services	\$528,414	8.00%	\$511,708	7.53%	\$3,398	\$515,106	7.02%
Pupil Transportation Services	\$348,174	5.27%	\$354,029	5.21%	\$9,934	\$363,963	4.96%
Central Services	\$242,455	3.67%	\$222,391	3.27%	\$1,403	\$223,794	3.05%
Athletic	\$173,731	2.63%	\$175,401	2.58%	\$1,913	\$177,314	2.42%
Community Service	\$35,089	0.53%	\$32,300	0.48%	\$0	\$32,300	0.44%
Site/Building Improvements	\$29,069	0.44%	\$92,500	1.36%	\$22,000	\$114,500	1.56%
Transfer to Other Accounts	\$1,463	0.02%	\$0	0.00%		\$0	0.00%
<b>DEBT SERVICES</b>							
Principal Repayment							
Interest and Fiscal Charges							
<b>TOTAL EXPENDITURES</b>	<b>\$6,604,723</b>		<b>\$6,792,369</b>			<b>\$7,334,024</b>	
<b>TOTAL APPROPRIATED</b>	<b>\$6,604,723</b>		<b>\$6,792,369</b>			<b>\$7,334,024</b>	
<b>EXCESS REVENUE</b>	<b>-\$73,007</b>		<b>-\$257,537</b>			<b>-\$459,728</b>	
Assigned Fund Balance July 1, 2024	\$73,007		\$257,537			\$257,537	
Committed Fund Balance July 1, 2024							
Unassigned Fund Balance July 1, 2024	\$814,007		\$556,470		\$18,796	\$575,266	
Total Fund Balance July 1, 2024	\$887,014		\$814,007		\$18,796	\$832,803	
<b>FUND BALANCE JUNE 30, 2025</b>	<b>\$814,007</b>		<b>\$556,470</b>			<b>\$373,075</b>	
	12.3246%		8.1926%			5.0869%	