

Regular Meeting of the Board of Education

Monday, January 20, 2025 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

II. Organization of the Board of Education for 2025

II.A. Oath of Office -- Newly elected and re-elected Board Members

II.B. Election of Officers

II.C. Designation of Board Committee Membership

II.D. Designation of Regular Board of Education Meetings

II.E. Designation of Depository for Board Funds

II.F. Designation of Electronic Funds Officers

II.G. Designation of Attorney

II.H. Designation of Authorized Credit Card Holders

II.I. Board of Education Compensation for 2025

II.I.a. Regular Meetings

II.I.b. Special Meetings

II.J. Adoption of the Agenda

III. Staff & Student Recognition

III.A. Staff Spotlight: Barton St. Peter -- Pickford ESports

III.B. Student Recognition

IV. Public Comment

V. Communication and Board Reports

V.A. Elementary Principal

Speaker (s) : Mr. Rairigh

V.B. MS/HS Principal

Speaker (s) : Mr. Johnson

V.C. Athletic Director

Speaker (s) : Mrs. Edington

V.D. Business Manager

Speaker (s) : Mrs. Bush

V.E. Superintendent Report

Speaker (s) : Mrs. Nettleton

V.F. Board Committee Reports

V.G. Correspondence

VI. Action Items

VI.A. Consent Resolution

VI.A.a. Special Meeting Minutes -- December 16, 2024

VI.A.b. Special Meeting Minutes Closed Session -- December 16, 2024

VI.A.c. Regular Meeting Minutes - December 16, 2024

VI.A.d. Regular Meeting Closed Session Minutes -- December 16, 2024

VI.A.e. Invoices - December

VI.A.f. Hiring

VI.A.f.i. Jim Moreau -- Maintenance Coordinator

VI.A.g. Out of State Travel

VI.A.g.i. Panther Media trip to California, June 2025

VI.B. Closed Session -- M.O.M.A. 15.268 §8(a) Staff Discipline

VI.C. CLOSED SESSION - M.O.M.A. 15.268 §8(k) Safety and Security Planning

VII. Board Comments & Discussion

VIII. Future Planning & Adjournment

VIII.A. Next regularly scheduled meeting - Monday, February 17, 2025 at 7:00 pm

VIII.B. Finance Committee Meeting

VIII.C. Adjournment

Series 2000: Bylaws

2400 Board Membership and Duties

2402 *Acceptance of Office and Oath of Office*

A. Elected Board Members

1. Before entering the office of Board member, a Board member-elect must:
 - a. take the oath of office as provided by the Michigan Constitution; and
 - b. file an acceptance of office with the Secretary within 10 business days after receiving the Certificate of Election from the District's election coordinator.
2. If a Board member-elect neglects or fails to file an acceptance of office with the Secretary within 10 business days after receiving the Certificate of Election from the District's election coordinator, then the Board office will immediately become vacant.

B. Appointed Board Members

1. Before entering the office of Board member, an appointee must:
 - a. take the oath of office as provided by the Michigan Constitution; and
 - b. file an acceptance of office with the Secretary within 10 business days after the date of appointment.
2. If an appointee neglects or fails to file an acceptance of office with the Secretary within 10 business days after the date of appointment, then the Board office will immediately become vacant.

- C. The oath of office must be administered by a judge, justice, court clerk, or notary public. A Board member or a public official may administer a ceremonial oath of office.

Legal authority: MCL 168.309, 168.310

Date adopted: 9/23/24

Date revised:

Series 2000: Bylaws

2100 Official Description, Purpose, and Board Organization

2101 Roles of the Board and Board Members

A. Role of the Board

The Board has the legal authority and duty to provide public elementary and secondary education in its schools. The Board's authority is based on state and federal law as set forth in Policy 2201. The Board's primary role is to:

1. Adopt Bylaws and Policies

The Board will concern itself with broad questions about the District's operation, including the establishment of District goals, objectives, and priorities through the adoption of bylaws and policies. The Board will focus on governance, not management. Policy implementation and administrative details are tasks overseen by the Superintendent, who is responsible for the effective administration and supervision of the District. The Superintendent will apprise the Board about the implementation of its policies and will recommend changes to policies as necessary.

2. Employ and Evaluate a Superintendent

The Board will employ or contract for a Superintendent as its chief executive to whom it will delegate the District's administration, within Board-approved parameters. The Superintendent does not assume tenure in any administrative position. As the chief administrator for the Board, the Superintendent will implement Board policies and supervise the District's day-to-day operations. The Superintendent will furnish educational leadership to the Board, District employees, and the community. The Board will annually evaluate the Superintendent in accordance with the Revised School Code. See Policies 4206 and 4603.

3. Employ or Contract with Other Administrators and Supervisors

The Board may employ or contract with other administrators and supervisors, who do not assume tenure in their positions. The Board will prescribe the duties and fix the terms for those administrative positions. See Policies 4206 and 4501.

4. Employ Teachers

The Board will employ teachers through contracts which will be in writing and signed on behalf of the District by the Superintendent. The Board may contract for instructional services with third parties as permitted by law. See Policies 4206 and 4401.

5. Employ or Contract with Non-Teaching Professionals

The Board may employ non-teaching professionals. The Board may contract with non-teaching professionals through third parties as permitted by law. The Board will prescribe the duties and fix the terms for those positions. See Policies 4206 and 4401.

6. Employ or Contract with Non-Exempt Staff

The Board may employ non-exempt staff. The Board may contract with non-exempt staff through third parties as permitted by law. The Board will prescribe the duties and fix the terms for those positions. See Policies 4206 and 4301.

7. Adopt and Oversee a Budget

The Board will annually adopt and continually monitor a budget to fund District operations, including District employees, buildings, equipment, and materials which support the District's educational program. The Superintendent or designee will manage the District's financial resources and develop a proposed budget for Board approval. The Board will maintain adequate funding reserves pursuant to Policy 3202.

8. Establish and Maintain Grades, Schools, and Departments, and Determine the Curriculum and Courses of Study

The Board will establish and maintain the grades, schools, and departments as it considers appropriate and necessary to support the District's educational program and determine the curriculum and courses of study to educate the students enrolled in its schools.

9. Evaluate Programs

The Board will evaluate, or cause to be evaluated, the progress and results of the District's educational programs on a continuing basis. In making those evaluations, the Board will consider the Superintendent's analysis and recommendations.

10. Act as Decision-Maker

As delineated by applicable legal authority, policy, or collective bargaining agreement, the Board will act as a decision-maker for matters within its jurisdiction for students, employees, and the community.

In fulfilling its duty and role, the Board acts as a body corporate at properly convened meetings held in compliance with the Open Meetings Act. See Policy 2501. A Board decision requires a majority vote of the members elected or appointed to and serving on the Board (unless otherwise expressly required by statute) and as recorded in the Board's meeting minutes.

B. Role of Board Members

1. Individual Board members do not speak on the Board's behalf without Board approval. Unless authorized, public communications by individual Board

members about District matters must clearly indicate that the Board member is not speaking on the Board's behalf.

2. Board members may access information and public records as necessary to perform their duties or as otherwise permitted by law.
3. Board members may access sensitive information, including personnel files and student records, if permitted by law and necessary to perform their duties.
4. Board members will not disclose privileged or confidential information unless permitted by Board action or applicable law.

Legal authority: MCL 15.261 et seq.; MCL 141.411-415, 141.436-451; MCL 380.11a, 380.601, 380.1229, 380.1231, 380.1249b, 380.1250, 380.1277, 380.1282; *Tavener v Elk Rapids Rural Agric Sch Dist*, 341 Mich 244 (1954)

Date adopted: 9/23/24

Date revised:

Series 2000: Bylaws

2200 Board Powers

2201 Board Powers/General Powers

The Board exercises powers that are expressly conferred upon the Board by Michigan Constitution or statute, and that are necessarily implied or incidental to expressly conferred powers. Except as otherwise provided by law, the Board may exercise a power incidental or appropriate to the performance of a function related to the operation of a public school and the provision of public education services in the interests of public elementary and secondary education in the District.

A. Expressly Conferred Powers

1. The Board will establish and maintain the grades, schools, programs, and departments it deems necessary, which may include grades Pre-K through 12, and may provide lifelong education, adult education, community education, training, enrichment, and recreation programs.
 - a. The Board may educate persons by:
 - i. directly operating 1 or more public schools as defined in Revised School Code Section 5(6); and/or
 - ii. causing public education services to be provided for students through an agreement, contract, or other cooperative agreement with another public entity.
 - b. The Board will:
 - i. ensure that each public school within the District is accredited or certified by the State Superintendent as having met or exceeded established standards;
 - ii. ensure that the requirements of Revised School Code Sections 1204a (annual reports), 1277a (disaggregation of data by gender for school improvement planning purposes), 1278 (core academic curriculum), and 1280 (accreditation) are met for any consortium program in which the District participates;
 - iii. ensure each student in grades 8-12 is provided with information on college-level equivalent courses;
 - iv. determine the length of the school year;
 - v. select, approve, and purchase textbooks as defined under Revised School Code Section 1421;
 - vi. administer state-required standardized tests;

- vii. adopt a Parent involvement plan; and
 - viii. adopt, implement, and annually make available to MDE a copy of a 3 to 5-year school improvement plan and continuing school improvement process for each school in the District in compliance with Revised School Code Section 1277.
2. The Board will provide for the safety and welfare of students while at school or a school-sponsored activity or event, and while traveling to or from school or a school-sponsored activity or event, as required by law.
 3. The Board may acquire, construct, maintain, repair, renovate, dispose of, or convey school property, facilities, equipment, technology, or furnishings as it deems appropriate, within applicable legal parameters.
 4. The Board may hire, contract with, schedule, supervise, or terminate employees, independent contractors, and other persons or entities to carry out District powers. The Board may defend and indemnify its employees and Board members to the extent authorized by law.
 5. The Board may receive, account for, invest, or expend public school money; borrow money and pledge public school funds for repayment; and qualify for state school aid and other public or private money from local, regional, state, or federal sources.
 6. The Board delegates to the Superintendent the authority to take action in circumstances not authorized by Board action or Policy when required to effectively maintain the District's day-to-day operations. The Superintendent should (a) promptly inform the Board of the action taken and the need for taking expedited action; and (b) report the action to the Board at the Board's first meeting after the Superintendent takes such action.

B. Limitations on Powers

1. The Board will not use money received from any source to unlawfully aid or maintain any private, denominational, or other nonpublic, pre-elementary, elementary, or secondary school. The Board may provide transportation, auxiliary services, and nonessential elective classes for students attending nonpublic schools to the extent permitted by law.
2. The Board will use public funds, including state school aid allocations, tax revenue, and bond proceeds only for designated purposes.
3. The Board will not permit a fraternity, sorority, or other secret society to operate in the District. See Policy 5511.
4. The Board will not award a high school diploma to a student unless the student meets the requirements of Revised School Code Sections 1278a and 1278b.

C. Authority

1. Consistent with Policy 2101, the general powers reside within the Board as a whole, not individual Board members. The Board speaks only through its minutes and resolutions.
2. Consistent with Policy 2503, Board action is not valid unless approved by a majority vote in a lawfully convened meeting.

Legal Authority: Const 1963, art 8, §2; MCL 380.5(6), 380.11a, 380.1146, 380.1153, 380.1216, 380.1217, 380.1277, 380.1278a, 380.1278b, 380.1280, 380.1280a, 380.1282, 380.1284, 380.1294, 380.1321, 380.1322, 380.1421, 380.1422, 380.1472, 380.1804, 380.1807, 380.1816; MCL 388.1766b; MCL 691.1408; Mich Admin Code R 340.281, 340.282 (transportation services for nonpublic school children), 340.291-.295 (auxiliary services for nonpublic school children); *Tavener v Elk Rapids Rural Agric Sch Dist*, 341 Mich 244 (1954)

Date adopted: 9/23/24

Date revised:

Series 2000: Bylaws

2300 Board Member Conduct

2302 Board Code of Ethics

Each Board member has a fiduciary duty to act in the District's best interests and to faithfully discharge the office of a Board member in compliance with applicable law and Policy to the best of that person's ability.

A. Each Board member will:

1. remember that a Board member's primary concern must be the educational welfare of students attending the District's schools;
2. regularly attend Board meetings and be informed about issues to be considered at those meetings;
3. make decisions only after consideration at legally held Board meetings;
4. focus on governance, not management, taking care to distinguish the Board's responsibility to focus on the District's mission, values, vision, policy development, strategic planning, and budgeting from the administration's responsibility for implementation of Policies and goals, routine operational decisions, and administration of daily operations;
5. employ or contract with and retain those persons best qualified to serve as District employees and insist on a regular and impartial evaluation of all employees in compliance with applicable law;
6. render all decisions based on an objective evaluation of available information, exercising independent judgment;
7. encourage constructive dialogue among Board members and among the Board and students, staff, Parents, and the school community;
8. learn about current educational issues by individual study and through participation in seminars and programs, such as those sponsored by the Michigan Association of School Boards and the National School Boards Association;
9. work constructively and collaboratively with other Board members to establish effective Policies and procedures;
10. work constructively and collaboratively with the Superintendent, staff members, students, Parents, and community stakeholders;
11. recognize the Superintendent as the District's chief executive officer;
12. refer complaints to the Superintendent (other than those involving the Superintendent), designee, or designated administrator(s), as appropriate (see Policies 4101, 4102, 4103, and 4104);

13. safeguard confidential information, including social security numbers, criminal history record information, information pertaining to unprofessional conduct checks, and personally identifiable student information under the Family Educational Rights and Privacy Act (FERPA) and Revised School Code Section 1136;
14. avoid an actual or perceived conflict of interest;
15. comply with the Open Meetings Act;
16. be mindful of a Board member's fiduciary obligations to the District, including duties of loyalty and care, placing the District's interests above a Board member's personal interests; and
17. use District employee resources, property, and funds judiciously and solely in accordance with prescribed constitutional, statutory, and regulatory procedures and not for personal gain or benefit.

B. A Board member will *not*:

1. represent the Board member's personal opinions as those of the Board;
2. act in isolation, operating as if a "Board-of-one";
3. disrupt or impede the established District administrative structure;
4. use the Board position for actual or perceived personal or political gain;
5. discuss confidential Board business except as authorized by law;
6. disclose closed session deliberations or proceedings other than as permitted by law; or
7. refer a student for an abortion or assist a student in obtaining an abortion. This prohibition does not apply to a Board member who is the Parent of that student.

C. Violations of the Board Code of Ethics will be handled in compliance with Policy 2303.

Legal Authority: 20 USC 1232g; 34 CFR Part 99; Const 1963, art 11, §1; MCL 15.261 et seq., 15.341 et seq.; MCL 168.310(1); MCL 380.11a, 380.601a, 380.1136

Date adopted: 9/23/24

Date revised:

Series 2000: Bylaws

2400 Board Membership and Duties

2405 Board Officers

Board officers will consist of a President, Vice President, Treasurer, and Secretary. Board officers must be Board members.

A. Election of Board Officers

1. The Board must elect a President and Vice President. The Board may also elect a Treasurer and Secretary.
2. Board officer elections will take place at an organizational meeting of the Board.
3. A candidate for a Board officer position must receive a majority vote of the Board members then serving on the Board.
 - a. If no person receives a majority vote in an initial vote, the candidates for a second vote will consist of:
 - i. the 2 persons who received the most votes; or
 - ii. if more than 2 persons are tied for the most votes received, all persons tied for most votes received; or
 - iii. if 1 person received the most votes and there is a tie for second place, the person who received the most votes and the persons tied for the second place.
 - b. The process for narrowing candidates will be repeated in subsequent voting rounds.
4. Elected Board officers will serve in that capacity until the following year's organizational meeting at which board officers are elected, unless a Board member resigns from the officer position or a Board majority votes to remove that Board member from the officer position.

B. If the Board does not elect a Secretary, the President must appoint a Board member to the vacant office. If the Board does not elect a Treasurer, the President must appoint a Board member to the vacant office.

C. Removal of Board Officers

The Board, by a majority vote of the members then serving, may remove a Board officer from the officer position, with or without cause.

D. Board Officer Vacancies

1. If the office of President becomes vacant, the Vice President will succeed to the office of President for the balance of that office's term.

2. If the office of Vice President or Secretary becomes vacant, the Board must promptly elect a Board member to fill that vacancy.
3. If the office of Treasurer becomes vacant, the Board must promptly elect a Board member to fill that vacancy.
4. A person elected or appointed to a vacant Board office will serve in that office for the balance of that office's term.

E. Assistants to the Secretary and Treasurer

1. The Board may appoint an assistant to the Secretary and an assistant to the Treasurer who are not required to be Board members.
2. The Board may remove an assistant to the Secretary or an assistant to the Treasurer by majority vote. After a removal, the Board may appoint a person to fill the vacant position.

Legal authority: MCL 380.11a

Date adopted: 9/23/24

Date revised:

Series 2000: Bylaws

2400 Board Membership and Duties

2406 Board Officers' Duties

To ensure proper District oversight, a Board officer must fulfill the requirements of the respective office. The following Board officer duties may be modified or removed, in whole or in part, by Board action.

A. President

1. Preside over all Board meetings and act as a decision-maker on procedural issues.
2. Coordinate with the Superintendent or designee to prepare Board meeting agendas.
3. Serve as the Board's spokesperson unless another person is designated by the Board.
4. Sign contracts, correspondence, and other documents on behalf of the District as authorized by the Board or required by law.
5. If both the President and Vice President are absent from a Board meeting, the Board may appoint a Board member to serve as acting President.
6. Accept complaints and coordinate investigations into allegations of misconduct against other Board members or the Superintendent, including placing the Superintendent on non-disciplinary, paid administrative leave during the pendency of an investigation.
7. Contact legal counsel on the Board's behalf or authorize individual Board members to contact legal counsel.
8. Perform other duties as prescribed by law, Policy, or Board action.

B. Vice President

1. In the President's absence or where the President is precluded from performing the President's duties, preside over Board meetings and perform the President's other duties.
2. Perform other duties as prescribed by law, Policy, or Board action.

C. Secretary

1. Ensure that an accurate record of Board meetings is maintained and published in compliance with law.
2. Sign Board meeting minutes, orders, resolutions, and records memorializing Board proceedings.

3. Draw and sign orders upon the Treasurer for money to be disbursed by the Board.
4. Perform other duties as prescribed by law, Policy, or Board action.

In the Secretary's absence, the Vice President will serve as acting Secretary or, in the alternative, the Board may appoint a Board member to serve as acting Secretary.

The Secretary may delegate duties to an assistant to the Secretary to the extent allowed by law.

D. Treasurer

1. Serve as the custodian and maintain accounting for District monies, credits, and property.
2. Sign checks and other Board-authorized documents.
3. Perform other duties as prescribed by law, Policy, or Board action.

In the Treasurer's absence, the Vice President will serve as acting Treasurer or, in the alternative, the Board may appoint a Board member to serve as acting Treasurer.

The Treasurer may delegate duties to the person acting as the District's business official or to an assistant to Treasurer, to the extent allowed by law.

E. Succession

1. Board office holders will promptly transfer authority to their respective successor in office, including access to District accounts, investments, files, and public records.
2. Board office holders will promptly deliver District property, including logs, ledgers, money, reports, files, books, equipment, and public records, to the Board officer's respective successor in office.
3. The transfer of District property will promptly occur at a location and time agreed upon by the Board officer and the Board officer's successor in office or at a location and time otherwise determined by the Board.

Legal authority: MCL 380.901, 380.947, 380.1213, 380.1221, 380.1223, 380.1231, 380.1362, 380.1371, 380.1372, 380.1535a, 380.1539b, 380.1577, 380.1613; MCL 600.6094

Date adopted: 9/23/24

Date revised:

Series 2000: Bylaws

2500 Board Meetings and Open Meetings Act Compliance

2505 Board Committees

A. General

1. The Board may establish standing, advisory, and ad hoc committees as it deems necessary and advisable.
2. The Board determines a committee's membership, chairperson, purpose, duties, and authority. The Board may delegate authority to the President to determine a committee's membership and chairperson.
3. A committee's membership must include at least 1 Board member.
4. A committee must be composed of fewer Board members than would constitute a quorum of the Board.
5. The Superintendent or designee may serve as an ex officio member of any committee.

B. Committee Meetings

1. Committee meetings will be convened by the committee's chairperson or designee.
2. When applicable, committee meetings must be held in compliance with the Open Meetings Act, Policy 2501, and, if applicable, Policy 2501A. Any committee that is authorized to deliberate, narrow options, eliminate options, or otherwise make decisions on the Board's behalf must conduct its meetings in compliance with the Open Meetings Act, Policy 2501, and, if applicable, Policy 2501A, including notice requirements, recording minutes, and allowing for public participation.
3. Meeting notices as required by the Open Meetings Act, Policy 2501, and, if applicable, Policy 2501A, will be posted for any committee meeting at which more than a quorum of the Board may be present.
4. When required by the Open Meetings Act, a committee will keep minutes of its meetings. In addition, the Board may direct that a committee keep minutes of its meetings, even if not required by the Open Meetings Act.

C. Committee of the Whole Meetings

The Board may meet as a committee of the whole. A committee of the whole meeting must be conducted in compliance with the Open Meetings Act, Policy 2501, and, if applicable, Policy 2501A. The provisions of this Policy do not otherwise apply to committee of the whole meetings.

Legal authority: MCL 15.261 et seq.; *Schmiedicke v Clare Sch Bd*, 228 Mich App 259
(1998)

Date adopted: 9/23/24

Date revised:

Series 2000: Bylaws

2300 Board Member Conduct

2306 Board Member Compensation Board members shall receive not more than \$20 per meeting for Regular meetings and not more than \$10 per meeting for Special meetings, up to a total of not more than 52 meetings (not including committee meetings), as compensation for their services.

Legal Authority: MCL 380.11a

Date adopted: 9/23/24

Date revised:

**PICKFORD PUBLIC SCHOOLS
PICKFORD, MI 49774
BOARD OF EDUCATION ORGANIZATIONAL MEETING**

AGENDA

January 20, 2025-- 7:00 P.M.

This is a meeting in public of the Board of Education for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda. Any person with a disability who needs assistance, please contact the Administrative Office at 906-647-6285 at least three days prior to the meeting.

- I. Call to order
 - A. Roll Call of the Board
 - B. Pledge of Allegiance

- II. Organization of the Board of Education for 2025
 - A. Oath of Office -- Newly elected and re-elected Board Members
 - B. Election of Officers
 - C. Designation of Board Committee Membership
 - D. Designation of Regular Board of Education Meetings
 - E. Designation of Depository for Board Funds
 - F. Designation of Electronic Funds Officers
 - G. Designation of Attorney
 - H. Designation of Authorized Credit Card Holders
 - I. Board of Education Compensation for 2025
 - a. Regular Meetings
 - b. Special Meetings
 - J. Adoption of the Agenda

- III. Staff & Student Recognition
 - A. Staff Spotlight: Barton St. Peter -- Pickford ESports
 - B. Student Recognition

- IV. Public Comment

- V. Communication and Board Reports
 - A. Elementary Principal
 - B. MS/HS Principal
 - C. Athletic Director
 - D. Business Manager (Financial & Cash Flow Report)
 - E. Superintendent Report
 - F. Board Committee Reports
 - G. Correspondence

- VI. Action Items
 - A. Consent Resolution

- a. Minutes: December 16, 2024 Regular Meeting; December 16, 2024 Special Meeting; Regular Meeting December 16, 2024 Closed Session --Regular Meeting; December 16, 2024 Special Meeting -- Closed Session
- b. December Invoices
- c. Hiring
 - i. Jim Moreau -- Maintenance Coordinator
- d. Out of State Travel
 - i. Panther Media trip to California, June 2025

B. CLOSED SESSION – M.O.M.A. 15.268 §8(a)

Recommendation: That the Board of Education move into closed session in accordance with the Open Meetings Act 15.268 §8(a), to review the disciplining of contracted staff member #12425.

C. CLOSED SESSION – M.O.M.A. 15.268 §8(k)

Recommendation: That the Board of Education move into closed session in accordance with the Open Meetings Act 15.268 §8(k), to consider security planning to prevent potential threats to the safety of students and staff.

VII. Board Comments & Discussion

VIII. Future Planning & Adjournment

- A. Next regularly scheduled meeting is Monday, February 17, 2025
- B. Finance Committee Meeting -- Date to be determined
- C. Adjournment

**PICKFORD PUBLIC SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING MINUTES -- December 16, 2024**

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

- A. Roll Call of the Board
 - a. Absent -- Batho, Firack
 - b. Present -- Benson, Crimin, Forfinski, Portice, Taylor
- B. Pledge of Allegiance
- C. Adoption of the Agenda -- M/Benson, S/Crimin to adopt the agenda as presented. Carried 5-0.

II. Staff & Student Recognition

- A. Staff Spotlight -- Mrs. Jessica Tibbitts, FAFSA Completion Grant

Mrs. Tibbitts presented on her school counseling fellowship program. She has arranged several college visits and externships to local employers over the past 18 months for our students. Mrs. Tibbitts applied for and was awarded the FAFSA Challenge Award, totalling \$28,927.50.

- B. Student Recognition

Mr. Rairigh presented the elementary students of the month for October -- Kinder-Emma Kasper and Reed Johnston; 1st- Jade Compeau and Maci Jeffson; 2nd- Lucille Weston and Max Bender; 3rd- Donovan Young and Steven Isrow; 4th- Erin Fruchey; 5th- Braydee Raden and Lexi Reinfelder. Students of the month were also shared for November -- Kinder-Bennett Joslin and Mya Nelson; 1st- Cal Everitt, Luna Waldie, and Lucille Snyder; 2nd- McKenna Brown-Streckfus, and Camryn Toney; 3rd-Aspyn Kangas and Cameron Chesters; 4th- Brenna Storey; 5th- Lilah Kietzman and Mackenzie Tominac. Nine students qualified for the regional science fair which was held at LSSU on Dec. 12th. Greyden Herschell, Asher Brood, Jaylin Bishop, Harper Herschell, and Henry Edwards all placed at the regional level. Mr. Rairigh also recognized the elementary robotics team which advanced to the state championships being held in January. Robotics Team members include Octavia Brood, Remi Lounds, Macie Bender, and Serenity Worley. They are coached by April Brood. Congratulations!

Mr. Johnson reported on MS/HS students of the month for November. They are 6th Grade: Makenna Huyck; 7th Grade: Meredith Storey; 8th Grade: Madeline Tibbitts; 9th Grade: Micah Marble; 10th Grade: Amelia Miller; 11th Grade: Teryn Firack; 12th Grade: Rowan Murtha. Mr. Johnson also recognized the E-Sports team, which qualified for states in two high profile games, Rocket a league and Smash Bros. Specifically our Rocket League team was number one in our region, which includes all of northern lower Michigan and the entire UP. Congratulations to E-Sports team members Rowan Murtha, Nick Clay, Ryan Heal, Damian Peltier, Drake Stec, and our Brimley CTE student, Evan Mills.

- III. **Public Comment** -- Mr. Adam Gaynier commented that the Board should be broadcasting their meetings so that elderly and other taxpayers in the community can be watching them from the comfort of their homes. Mrs. Monica Kangas stated that she does not like the Board's new practice of not having administrative team reports shared during the meeting. She feels that it limits the public's ability to know what is included in the reports. Mrs. Nettleton shared that the Meeting Minutes from the November Board Meeting were written with the administrator reports hyperlinked so the entire report from each administrator could be accessed. She will check into why they are not appearing that way in the minutes document that is posted on the website.

IV. Communication and Board Reports

- A. [Elementary Principal](#)

- B. [MS/HS Principal](#) -- Mr. Johnson expressed appreciation to the many volunteers who prepared the annual Thanksgiving meal for students and staff. He thanked Mrs. Tibbitts for the variety of experiences she has provided for students to explore careers and colleges. Finally, he thanked the LSSU student teachers for the role they have played in our district so far this year.
- C. [Athletic Director](#) -- Mrs. Edington was not present at the meeting due to her attendance at a conference. Mrs. Bush shared that the Alumni Game would be held on December 28th.
- D. Business Manager -- Mrs. Bush shared her report, which included cash flow reports for November and December. November 2024 ended with a balance of \$204,254 (last year comparison \$503,975) and December is projected to end with a balance of \$205,253 (last year comparison \$285,059). November revenues include \$17,862 in Title Grant Funds and slightly over \$6500 in athletic gate revenue. November 2024 was a 3 payroll month compared to 2023 when it only had 2 payrolls.
- E. [Superintendent Report](#) -- Mrs. Nettleton reported on [Senate Bills 1129](#) and [1130](#) and [House Bill 6058](#) which would make changes to Public Act 152 which governs healthcare costs for public employers and their employees. The bills would raise the cap on how much employers can contribute to employee health coverage costs by about 7%. That increase would correspond to a \$26,000 increase in cost for the district yet this fiscal year. Mrs. Nettleton shared that a group of staff members, Mrs. Bennett, Mrs. Edington, Mrs. Ennes, and Mr. St. Peter, are attending the AI Summit in Lansing. The Summit is being sponsored by Michigan Virtual. Mrs. Nettleton stated that she would like to form a group to review and revise the district Parent Involvement Policy. She shared existing policies relating to parent involvement for the BOE to review. Finally, she shared a folder of BoardBook resources and a tutorial guide to help Board Members in accessing and using BoardBook. The use of BoardBook as the platform for meeting materials will start in the new year.
- F. Board Committees -- There were no committee reports.
- G. Correspondence -- There was no correspondence received.

V. Action Items

- A. Consent Agenda -- M/Crimin, S/Forfinski to approve the consent agenda which included Regular Meeting Minutes from November 18, 2024; Special Meeting Minutes from December 3, 2024; November 2024 Invoices totalling \$81,508.11; Resignations from Kerri Tessmer, JV Volleyball Coach and Susan Edington, 8th Grade Volleyball Coach; and hiring Jon Six for the position of 7th Grade Boys Basketball Coach. Carried 5-0.
- B. Universal FAFSA Policy -- The FAFSA Challenge Award the district has received requires that the district adopt a Universal FAFSA policy. Mrs. Nettleton presented a draft policy that meets the requirements. M/ Benson, S/ Crimin to adopt the policy. Carried 4-1 (Forfinski).
- C. ORS Required Administrative Salary Schedules -- Mrs. Nettleton presented a revised administrative salary schedule with no projected increases for future years. M/Forfinski, S/Benson to adopt the salary schedule as the district's administrative salary schedule. Carried 5-0.
- D. District Goals -- M/Forfinski, S/Crimin to adopt the District Goals and Goal One Pager Document as presented, with the addition of "parent involvement plan" in the list of strategies for Goal #3. Carried 5-0.
- E. CLOSED SESSION – M.O.M.A. 15.268 §8(a) -- Disciplinary Action

M/Crimin, S/Benson to move into closed session in accordance with the Open Meetings Act 15.268 §8(a), to consider the disciplining of contracted staff member #1 24/25. Carried 5-0. The Board entered closed session at 7:55 p.m.

M/Forfinski, S/Benson to return to open session. Carried 5-0. The Board returned to open session at 8:24 p.m.

VI. **Board Comments & Discussion** -- Mr. Forfinski commented on the level of detail included in meeting minutes. Board members briefly discussed the concept of virtual meetings. Board members are meeting at the school at 9:00 on Thursday to distribute staff Christmas gifts.

VII. **Future Planning & Adjournment** -- The next regularly scheduled meeting is the Annual Organizational Meeting that is scheduled for January 20, 2025 @ 7:00 p.m. M/Crimin, S/Forfinski to adjourn the meeting at 8:29 p.m. Carried 5-0.

PICKFORD PUBLIC SCHOOLS JOB POSTING

<u>Position Title:</u>	Full Time Custodial & Maintenance Coordinator
<u>Location:</u>	Pickford Public Schools
<u>Time:</u>	Typically 7:30 - 3:30 Monday through Friday. May have 2nd shift responsibilities at times depending on need. Twelve (12) month work year.
<u>Salary:</u>	\$20.00/hour
<u>Posting Date:</u>	December 9, 2024
<u>Closing Date:</u>	December 23, 2024
<u>Start Date:</u>	January 13, 2025

POSITION SUMMARY: This position assumes responsibility for maintaining buildings, various systems, equipment, and grounds in top condition to ensure full and productive use of district facilities. This is a supervisory position, which requires the ability to supervise, manage, and motivate the maintenance employees. This is a working supervisor position. The Custodial & Maintenance Coordinator reports directly to central office staff.

Position Requirements:

- Manage, supervise, and direct the custodial department within the assigned facility. Provides supervision and leadership for evening employees.
- Take part in the selection of new custodial personnel.
- Develop and provide orientation and initial training of new employees and provide continuing training for all current custodial personnel.
- Evaluate and verify employee performance through the review of completed work assignments and work techniques.
- Coordinate activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.
- Assign needed coverage, give special cleaning instructions and/or assignments. Work with building administrators so that proper custodial and maintenance services are provided for all activities.
- Report to the proper authority any unsafe or dangerous conditions existing on school properties or within the buildings and any irregular use of buildings and grounds.
- Develop effective and efficient systems for all custodial and maintenance services, preventative maintenance services and work orders.
- Research and resolve problems related to facilities operational issues. Read blueprints and be able to use the information shown on them to help solve building issues.
- Prioritize work that needs to be done. Monitor the district's work order system and assign the appropriate staff to complete the work orders.
- Follow and maintain all Federal, State, and Local safety and code requirements and demonstrate safe work habits.
- Maintain boiler system, control heating units, change filters and motors as needed. Provide basic building and system repair services in areas of plumbing, carpentry, etc.
- Maintain an up-to-date inventory of all equipment, tools and supplies needed to perform site functions.
- Work with computer systems. Demonstrate capabilities using e-mail, Word, and Excel programs. Learn heating control programs. The keeping and utilizing electronic files is an integral part of this position.
- Participate on emergency work crews and work overtime as needed. Be available for any work assignment as deemed necessary to resolve maintenance and/or operational problems within the district.
- Supervise all services that are contracted for ground maintenance including snow removal.
- Assist with checking road conditions and advise the Superintendent/Designee on school closings and delays.
- Perform all such other duties as may be assigned to him/her by the Superintendent/Designee.
- Remain free of substance abuse and/or illegal drug use at all times while an employee of the District

Minimum Qualifications:

- Education: High School Diploma, GED or Technical School Certification
- Previous supervisory experience preferred
- Previous custodial experience; including cleaning runs, floor care and general maintenance experience
- Ability to stand for long periods of time.
- Ability to lift up to 40 lbs.

- Ability to work with minimal supervision
- Ability to pass a criminal background check
- Must have a valid driver's license

All Employees must be able to:

- Follow the chain of command.
- Respect student confidentiality and staff member privacy.
- Observe all board policies.
- Present themselves in a clean and neat manner.
- Exercise good judgment and behavior while at the school and/or representing the school district.

Benefits Offered:

- Medical, Dental and Vision Insurance available through Edustaff
- Consistent Work Schedules

Email Application, Including Resume and Letter of Interest: Angela Nettleton, Superintendent, Pickford Public Schools, P.O. Box 278, Pickford, MI 49774 angelan@eupschools.org

Pickford Public Schools, as an Equal Opportunity/Affirmative Action employer, complies with applicable federal and state laws prohibiting discrimination, including Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. Pickford Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, in its programs and activities, including employment opportunities. Questions or concerns regarding Statement of Assurance of Compliance with Federal Law should be directed to Angela M. Nettleton, Superintendent, Pickford Public Schools, 333 S. Pleasant St. Pickford, MI 49774, (906) 647-6285.