



# **Houghton Lake Community Schools**

## **Work Session**

**Monday, December 13, 2010 6:30 PM**

**HOUGHTON LAKE COMMUNITY SCHOOLS**

**BOARD OF EDUCATION**

**Work Session - December 13, 2010**

**Agenda**

1. **Call Board Retreat Meeting to Order** - Pledge of Allegiance
2. **Citizen's Request to Address the Board of Education**
3. **Board Presentation - 6:35 to 7:35 pm** 3  
Building SMART Goals
4. **Citizen's Second Request to Address the Board of Education**
5. **Discussion Items**
  - A. Overnight Wrestling Trip
  - B. Summer Tax Collection 5
  - C. Special Education Millage 6
  - D. Quarterly Board Work Sessions
  - E. Open Meetings Act 9
6. **Board Opportunity to Make a Comment/Statement**
7. **Adjourn**

Individuals addressing the Board should take into consideration the rules of common courtesy. The public participation portion of the meeting cannot be used to make personal attacks against a School Board member or School District employee that disrupts the order of the meeting and are totally unrelated to the manner in which the member or employee performs his/her duties.

This meeting is a meeting of the Board of Education in public 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 agenda item "Citizen's Request to Address the Board of Education".

# 2010-11 HLCS Board Goals

These Goals define priorities that the Houghton Lake Community Schools Board of Education will address:

**Kevin Murphy**, Tim Scherer, Sue Williams, Dr. Craig Younkman, Tonja Hinkston, & Sally Cotterman

- In collaboration with all stakeholders, the Board will develop a **strategic plan** for Houghton Lake Community Schools, which will be reviewed annually.

**Brent Cryderman**, Dave Johnson, Paull Fry, Helen Wiggins, & Kim Akin

- The Board will develop a **shared vision** which reflects high expectations and the belief that everyone in Houghton Lake Community Schools is dedicated to student success.

**Pam Akin**, Ron Duquette, Rhonda Whitlock, John Early, Laina DeLay, & Mark Milburn

- The Houghton Lake Community Schools **mission statement** will be reviewed and supported by the Board.

**Melissa Akers**, Merry Maiani, Jared Socia, Rhonda Pacella, Kristin Carrick, Jennifer Williams, & Jenny Vanduin

- The Board will focus on supporting a viable curriculum that will positively impact **student achievement** at Houghton Lake Community Schools.

**Susan Tyer**, Tom Dean, Maureen Whidden, Amy Bontekoe, Bill Henry, Rev. Jim Kent, & Jonathon Talbot

- The Board will provide a **productive atmosphere** for decision-making through teamwork, effective communication, and positive relationships with the superintendent, staff, and community.

**Sue Milner**, Dave Harned, Stan Gardner, Deb Markiewicz, & Stacey Barnes

- The Board will develop and follow a Board operating procedure, which will promote **effective governance**.

At the Board work session in December (Monday the 13<sup>th</sup>), the administration in collaboration with the Board of Education, district school improvement team, and the strategic planning steering committee will develop the 2010-2011 Board goals into SMART language with complimentary strategies.

Each Board goal subcommittee will be led by an administrator and Board member co chairs who will be responsible for the process and the product so that at the end of the session we walk away with the task completed.

The time sensitive agenda for the meeting will have an overview including establishing ground rules, the organization of the committees including work space, the publishing of the product, the reporting out by each committee, and the involvement of audience workers.

## ANNUAL SUMMER TAX RESOLUTION

### HOUGHTON LAKE COMMUNITY SCHOOLS

**WHEREAS**, this Board of Education by resolution of December 12, 1983, determined to impose a summer property tax levy to collect all of school property taxes, including debt services, upon property located within the C.O.O.R. Intermediate School District, beginning with 1984, and continuing from year to year until specifically revoked by this Board of Education.

#### **NOW, THEREFORE BE IT RESOLVED THAT;**

1. This Board of Education, pursuant to 1976 PA 451, as amended, hereby invokes for 2011 its previously adopted ongoing resolution imposing a summer tax levy of all of school property taxes, including debt service, beginning with 1984, and continuing from year to year until specifically revoked by this Board of Education, and requests each city and/or township in which this district is located to collect those summer taxes.

2. The Superintendent or his/her designee is authorized and directed to forward to the governing body of each township in which this district is located a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis, and a copy of this resolution requesting that each such township agree to collect the summer tax levy for 2011 in the amount specified in this resolution. Said resolutions and the request to collect the summer tax levy shall be forwarded so that they are received by the appropriate governing bodies before January 1, 2011.

3. The Superintendent or his/her designee is authorized and directed to negotiate on behalf of this District with the governing body of each township in which the District is located for the reasonable expenses for collection of the District's summer tax levy that the township may bill under MCLA 380.1611 or MCLA 380.1612. Any such proposed agreement shall be brought before this Board for its approval or disapproval.

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

Ayes:

Nays:

Resolution declared adopted.

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Merry Maiani, Board Secretary

The undersigned, duly qualified and acting Secretary of the Board of Education of Houghton Lake Community Schools, Houghton Lake, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board of Education at a regular meeting held on December 20, 2010, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (1976 PA 267, as amended).

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Merry Maiani, Board Secretary

### **ISD SPECIAL EDUCATION MILLAGE**

Students with severe disabilities in the COOR area receive educational services at the COOR Education Center (CEC) located in Roscommon, Michigan. The cost of servicing this student population is covered primarily by State School Aid and the COOR Special Education Millage.

As the revenue from these two funding sources is inadequate, local school districts must make up the difference from their local general educational funds. For the school year 2010/11, the amount billed back to the local districts will be approximately \$1,000,000.

#### **Billback Amounts for 2010/11**

Crawford-AuSable	\$46,223
Fairview	89,867
Houghton Lake	98,117
Mio-AuSable	266,526
Roscommon	448,989
West Branch/Rose City	26,298
	\$976,020

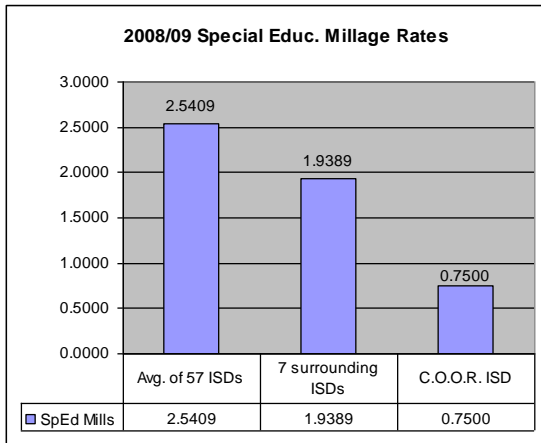
If approximately \$1.7 million in new revenues are generated as a result of a successful millage increase, the \$1 million billed back to local districts would be eliminated. The \$.7 million remaining would be distributed to the local districts based on the current special education head count formula that could be used to pay for special education services that the locals provide in their own districts and paid out of their general fund. The table below reflects an approximation of the funds distributed back to the locals.

#### **Anticipated Distribution Formula**

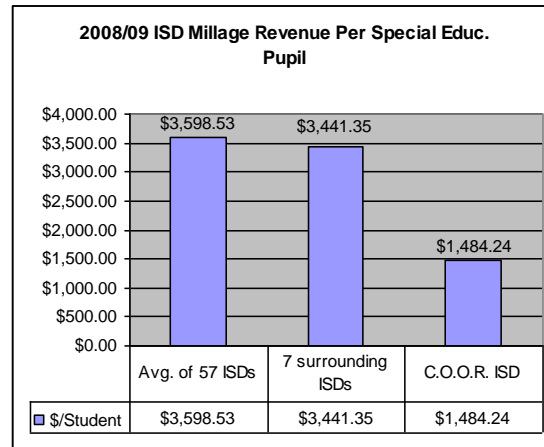
	Head Count	Millage Distribution
	12/1/2009	\$700,000
Crawford-AuSable	291	\$154,787
Fairview	58	30,851
Houghton Lake	259	137,766
Mio-AuSable	123	65,426
Roscommon	267	142,021
West Branch/Rose City	318	169,149
	1316	\$700,000

Local special education millage for the COOR ISD area generates \$1,484 for each special education student counted in the local districts compared to an average of \$3,599 per special education student throughout Michigan and an average of \$3,441 for seven of our surrounding ISDs. The current COOR ISD millage rate is .7500. In 2008/09, this was the third lowest in the state. Without the passage of the Headlee restoration millage in 2007 (for a five year period from 2007 through and including 2011) it would have been the lowest in the state. The COOR ISD 2008/09 Special Education millage rate of .7500 (the most recent comparison) was well below the Michigan ISD state average of 2.5409 and the average of seven surrounding ISDs of 1.9389.

### ISD Special Education Millage Rates

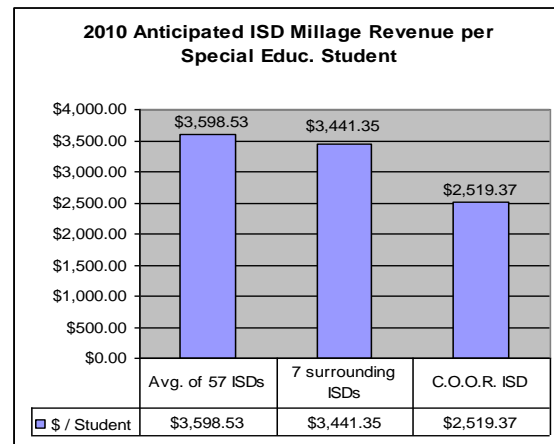
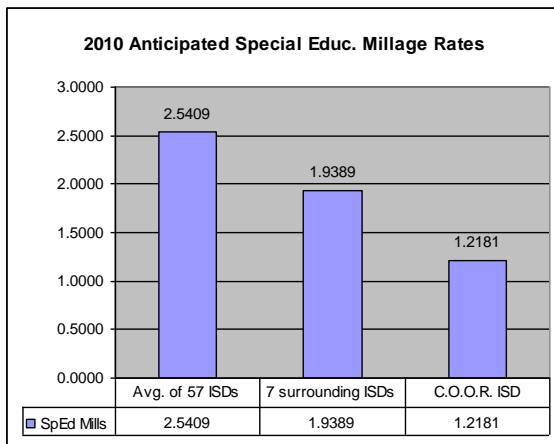


### ISD Millage Revenue Per Special Education Pupil



Michigan law allows an ISD to increase its special education millage by up to 75% based on the special education millage in place in 1993. COOR's special education millage in 1993 was .6961 mill. A 75% increase would raise the special education millage rate to 1.2181 mills. This would allow a ballot proposed maximum increase of .5852 mill above the current .6329 millage rate (pre-Headlee Restoration).

The total amount generated by the 1.2181 millage rate would equal \$3,703,470, which would be an increase of \$1,779,222. Based on the special education head count, the increased millage would bring the average per special education student to \$2,519, an increase of approximately \$1,000 from where we are, yet approximately \$1,000 less than our surrounding ISDs and the state as a whole.



The annual cost of the .5852 mill increase to a homeowner with a \$100,000 home assessed at \$50,000 would be \$29.26.

Data Sources: June 22, 2009 State Aid Financial Status Reports, State of Michigan (provided via Genesee ISD); Special Education Students by ISD and Age Ranges December 1, 2008 Count and Special Education Students by ISD and Age Ranges; December 1, 2009 Count; COOR 2010 L-4029; COOR Billback 2010/11; COOR Headlee Reimbursement 2010/11; Thrun Special Education Millage Analysis.

**C.O.O.R INTERMEDIATE SCHOOL DISTRICT  
STATE OF MICHIGAN**

**Special Education Millage Analysis**

<b><u>Special Education Millage in 1993</u></b>	<b><u>Current Levy without Headlee Restoration</u></b>	<b><u>1.75x Multiplier Applied</u></b>	<b><u>Maximum Authorized Millage Request</u></b>
.6961 mill	.6329 mill	1.2181 mills	.5852*

\*1.2181 mills - .6329 mill = .5852 mill. The ISD currently has .75 mills authorized by the voters because of a Headlee restoration of .1171 mill previously approved by the voters in 2007. The Headlee restoration will expire with the 2011 levy. The ballot question may authorize additional millage of not to exceed .5852 mill.

**May 2011 Election Calendar**

1. **January 12, 2011 - C.O.O.R. ISD Board of Education adopts resolution calling election and approving ballot language.**
2. **On or before 4:00 p.m. on Tuesday, February 22, 2011 - Forward ballot wording to Election Coordinator. Failure to timely file a certified copy of ballot language may jeopardize the School District's ability to place the question(s) on the ballot.**
3. **On or before Saturday, March 19, 2011 - Absent voter ballots must be available.**
4. **On or before Monday, March 28, 2011 - Registration notice must be published by the Election Coordinator once in a newspaper of general circulation in the District.**
5. **Monday, April 4, 2011 - Last day of registration for this election.**
6. **On or before Tuesday, April 26, 2011 - Election notice must be published by the Election Coordinator once in a newspaper of general circulation in the District.**
7. **Election clerk offices must be open until 2 p.m. the last Saturday before the election to accommodate application requests for absent voter ballots.**
8. **Tuesday, May 3, 2011 - The polls of election will open at 7 o'clock in the morning and close at 8 o'clock in the evening.**

WD#592307

## **OVERVIEW OF THE OPEN MEETINGS ACT**

*Prepared By: Brad Banasik, MASB Legal Counsel*

- A. All meetings of a public body (i.e., school board) must be open to the public.
1. A “meeting” is defined as the convening of a public body at which a quorum is present for the purpose of deliberating toward or rendering a decision on a public policy.
  2. The Act does not apply to a social or chance gathering or conference where a quorum is present as long as the board members in attendance do not collectively discuss matters of public policy.
  3. An advisory committee composed of less than a quorum of the full board can also be a “public body” subject to the Act’s requirements.
- B. All decisions of a public body must be made at a meeting open to the public.
- C. All deliberations of a public body constituting a quorum of its members must take place at a meeting open to the public unless a closed meeting exception applies.
- D. Closed meeting exceptions to the open deliberations requirement:
- Considering the dismissal, suspension, or disciplining of an employee or student if a closed meeting is requested by the employee or student;
  - Hearing complaints or charges brought against an employee or school board member per his or her request for a closed meeting;
  - Considering a periodic personnel evaluation of an employee if he or she requests a closed session;
  - Conducting strategy and negotiation sessions connected with a collective bargaining agreement (does not cover individual contracts);
  - Considering the purchase or lease of property;
  - Consulting with legal counsel regarding pending litigation;
  - Reviewing applications for employment or appointment when the applicant requests confidentiality; and
  - Considering material exempt from discussion or disclosure by law.
- E. A public body cannot hold a meeting without first giving public notice of the meeting at its principal office.
- F. Minutes must be kept of all meetings, whether open or closed, and regardless of whether the meeting is identified as a regular or special meeting, study session, committee of the whole, or by some other name.
- G. Members of the public have the right to attend all open meetings and to address the board during the meeting according to rules adopted by the board.

## 0167.2

## Closed Session

The Board may meet in a closed session, one closed to the public, for the following purposes:

- A. to consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, staff member, or individual agent, if the named person requests a closed hearing (a majority vote is required)
- B. to consider the dismissal, suspension, or disciplining of a student only if the student or student's parents request a closed hearing (a majority vote is required) (Also see Bylaw 0169, Student Disciplinary Hearings)
- C. for strategy and negotiation sessions connected with the negotiation of a collectively-bargained agreement if either negotiating party requests a closed hearing (a majority vote is required)
- D. to consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained (a two-thirds (2/3's) vote is required)
- E. to consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body (a two-thirds (2/3's) vote is required)
- F. to consider material such as written opinions of counsel which are exempt from discussion by State or Federal statute (a two-thirds (2/3's) vote is required)
- G. to review the specific contents of an application for employment or appointment if the candidate requests that the application remain confidential (a two-thirds (2/3's) vote is required)

However, all interviews for employment or appointment of the Superintendent shall be held in an open meeting of the Board.

In keeping with the confidential nature of closed sessions, no member of the Board shall disclose the content of discussions that take place during such sessions. The only exceptions will be discussions with the District's legal counsel or as directed by an order of a court with proper jurisdiction.

It is expected that Board members shall not record nor communicate by any means, electronic or otherwise, with party or parties outside such meetings regarding the substance of such meetings either during or after the course of such meetings.

M.C.L.A. 15.267, 15.268