

Kaleva Norman Dickson School District
Monday, August 9, 2021 7:00 PM Eastern

Brethren Media Center
4400 North Highbridge Road
Brethren, Michigan 49619

1. **Call To Order - President, Karen McIntire**
2. **Routine Business**
 - 2.A. Pledge of Allegiance
 - 2.B. Adoption of Agenda
 - 2.C. Consent Calendar Items - B & C
3. **Items from the Audience**
4. **Correspondence/Communication**
5. **Board Reports**
 - 5.A. Principal's Report
6. **Superintendent's Report**
 - 6.A. Personnel

***KALEVA NORMAN DICKSON SCHOOL DISTRICT
BOARD OF EDUCATION***

We have the following personnel item for tonight's meeting:

Resignation:

Iva Henschel -

Food Service

6.B. Transportation Agreement

**KALEVA NORMAN DICKSON SCHOOL DISTRICT
CONTRACT FOR VEHICLE REPAIRS AND MAINTENANCE
WITH
BEAR LAKE SCHOOLS
FOR
SCHOOL YEAR 2021-2022**

(JULY 1 2021 – JUNE 30 2022)

THIS CONTRACT is entered into this 9th day of August 2021 by and between the Board of Education of the **KALEVA NORMAN DICKSON SCHOOL DISTRICT**; Manistee, Lake & Mason Counties, Michigan, hereinafter called **KND**, and the **BEAR LAKE SCHOOLS**, hereinafter called **BEAR LAKE**.

WHEREAS, the **KND** Board of Education believes a written contract is necessary to specifically describe their relationship with **BEAR LAKE** and to serve as the basis of effective communication between them as they fulfill their commitment to affect vehicle repairs and maintenance for **BEAR LAKE**;

NOW, THEREFORE, **KND** and **BEAR LAKE**, for the consideration herein specified, agree as follows:

- All parts/oil/grease used for vehicle repairs and maintenance will be billed back to **BEAR LAKE** at **KND**'s cost for purchase, with no mark-up added.
- (Outside) contracted repairs will be billed back to **BEAR LAKE** at actual cost.
- Labor costs will be billed back to **BEAR LAKE** at \$1,625 per quarter.
- Labor costs above and beyond routine maintenance will be billed at \$70/hour.

It is agreed that the terms of this contract are subject to review and/or renegotiation on an annual basis for each successive school year hereinafter.

**FOR KALEVA NORMAN DICKSON
SCHOOL DISTRICT**

FOR BEAR LAKE SCHOOLS

Karen McIntire
President – KND Board of Education

Bethany Merrill
President – BLS Board of Education

6.C. Clay/Skeet Shooting Club

6.D. Storage Barn

----- Forwarded message -----

From: **Mark Hacker** <markh@lakeshoreconstruction.net>

Date: Wed, Aug 4, 2021 at 3:25 PM

Subject: Storage Barn Proposals

To: Jakob Veith <veithj@manistee.org>

Cc: Gary Buren <gary@lakeshoreconstruction.net>

Jake here is where are numbers came in.

Architectural \$8,000

180 LF of Pallet Racks Installed \$21,448

Building Construction including structure, gravel drives and electrical lights & Receptacles

Slater Construction \$ 150,000

Ken Anderson \$ 233,000

Schultz \$ 242,429

If we go with Slater (Lakeshore recommendation) Total price would be \$179,448 plus 7% Construction Management Fee.

4. Pupil Accounting Manual Updates

BYLAWS AND POLICIES

Policy 2210 – Curriculum Development - Approved Courses (Revised)

This policy revision is based on additional requirements put forth in MDE's Pupil Accounting Manual 2019-2020.

This revision should be adopted to maintain accurate policies.

Policy 2412 - Homebound Instruction Program (Revised)

This policy revision is based on changes in MDE's Pupil Accounting Manual 2019-2020 that allow certification by a licensed physician's assistant for count purposes.

This revision should be adopted to maintain accurate policies.

Policy 2414 – Reproductive Health and Family Planning (Revised)

This correction is consistent with the policy revisions (Policy 2410/2414/2418) issued as a Special Update in October 2019 to comply with a revision to Section 166. This correction of a scrivener's error may be processed as a Technical Correction.

This revision is recommended for adoption.

Policy 3362.01 - Threatening Behavior toward Staff Members (Revised)

Revision of this policy is in response to client requests to provide more clarity to the characterization of "threatening behavior".

This revision is recommended for adoption.

Policy 4162 - Controlled Substance and Alcohol Policy for Commercial Motor Vehicle (CMV) Drivers and Other Employees Who Perform Safety-Sensitive Functions (Revised)

See Legal Alert - Annual Random Drug Testing Rate Increase and New FMCSA Clearinghouse. Specific notification and reporting requirements have been added in response to audit recommendations from the Department of Transportation officials.

Revisions to this policy reflect current Federal regulations and should be adopted.

Policy 5200 – Attendance (Revised)

This policy revision is based on additional requirements (definition of the full-time status student) put forth in MDE's Pupil Accounting Manual 2019-2020.

This revision should be adopted to maintain accurate policies.

Policy 5335 - Care of Students with Chronic Health Conditions (NEW)

This new policy is provided at the request of clients wanting a structure and implementation guidance for the growing demand for accommodations/modifications/interventions for students with chronic health conditions.

This policy should be considered for adoption.

Policy 6107 - Authorization to Accept and Distribute Electronic Records and to Use Electronic Signatures (Revised)

This revision recognizes and authorizes the use of electronic signatures and electronic records for the broader range of applications and transactions that are part of the school business function. Such specific authorization has been requested by clients when dealing with Medicaid assistance for IEP services. It should be noted that the District should implement procedures with the use of electronic signatures and electronic records that protect the integrity and security of the information included in such records.

This revision is recommended for adoption.

Policy 8210 - School Calendar (Revised)

This policy revision is based on additional requirements put forth in MDE's Pupil Accounting Manual 2019-2020.

This revision should be adopted to maintain accurate policies.

Policy 8400 - School Safety Information (Revised)

This policy has been revised to reflect the latest reporting and posting requirements of the statute regarding disciplinary action taken and incidents of crime occurring at school.

These revisions reflect current State law and should be adopted to maintain accurate policies.

Policy 8462 - Student Abuse and Neglect (Revised)

Revisions to this policy include updating the name of the reporting agency to the Michigan Department of Health and Human Services (MDHHS) and delineating the specific reporting requirements of mandatory reporters from reporting responsibilities of other individuals. Optional language is provided to address the prevention of sexual abuse of children. Currently, districts are not required to have a policy addressing sexual abuse of children, but if a district has such a policy, it must comply with statutory requirements as set out in this proposed revision (M.C.L. 380.1505).

Revisions to this policy should be reviewed and considered for adoption.

Policy 8600 - Transportation (Revised)

This policy has been revised as a part of the regular review and update of policy templates. Revisions reflect current statutory provisions and MDE regulations. Transportation provisions required by Federal law for homeless students and children in foster care (Policies 5111.01 and 5111.03 have been added).

These revisions reflect the current state of the law and should be adopted to maintain accurate policies.

ADMINISTRATIVE GUIDELINES

AG 2412 - Homebound Instruction (Revised)

See note on Policy 2412.

AG 4162B - Handling of Test Results, Record Retention, and Confidentiality (Revised)

See note on Policy 4162.

AG 5460.01 - Graduation Requirements Career and Technical Education (CTE) (Revised)

This AG is revised to include all requirements for graduation, including English Language Arts.

AG 8431A - Integrated Pest Management (Revised)

This AG is revised to reflect the most recent model policy issued by the Michigan Department of Agriculture and Rural Development (MDARD).

FORMS

4162 F4 - Authorization to Conduct Limited Query (NEW)

This form has been provided to facilitate recent changes in DOT regulations (see Policy 4162). Although this form does not need to be used, each applicable employee must provide authorization before the district can comply with its obligation to query the Clearinghouse.

6.F. Elementary Buildings - Update

6.G. HVAC Update

6.H. James Earl Jones Sculpture

6.I. Superintendent Evaluation Training

6.J. School Re-opening Discussion

6.K. Letter of Agreement - KNDESPA

7. **Treasurer's Report**

Kaleva Norman Dickson School District

Treasurer's Report
July 2021

July Payrolls

7/2/21 Payroll
Direct Deposit \$60,725.33
FIT/FICA 12,827.02
\$73,552.35

7/16/21 Payroll
Direct Deposit \$59,876.80
FIT/FICA 12,748.52
\$72,625.32

7/30/21 Payroll
Direct Deposit \$56,120.44
FIT/FICA 11,974.52
\$68,094.96

..... "moved _____, support _____, to approve the below listed checks and amounts, as presented."

Kaleva Norman Dickson School District				August 9, 2021	
Check Number	Date Paid	Amount Paid	Vendor - Payee	Check Description	
EFT	7/2/2021	590.00	Health Equity, Inc	Health Equity ***HSA***	
EFT	7/2/2021	31,191.18	MPSERS	Pension Plus DC; TDP - W/H #1	
EFT	7/16/2021	590.00	Health Equity, Inc	Health Equity ***HSA***	
EFT	7/16/2021	31,908.11	MPSERS	Pension Plus DC; TDP - W/H #1	
EFT	7/15/2021	32,738.22	MPSERS	UAAL Rate Stabilization	
EFT	7/30/2021	562.20	MPSERS	Pension Plus DC	
EFT	7/30/2021	29,972.72	MPSERS	TDP - W/H #1	
24820	7/1/2021	2,522.00	EMS LINQ Inc	21/22 Subscription SF 2K Acct. Suite	
24821	7/1/2021	145.00	EZpay	EZ Pay Annual Hosting And User Support 2	
24822	7/1/2021	4,462.00	Frontline Technologies	Absence & Time Solution	
24823	7/1/2021	1,466.10	Level Data	Tech Services Annual Renewal 2021/22	
24824	7/1/2021	2,000.00	MASB	Board Book	
24825	7/1/2021	3,668.00	SET-SEG	Workers' Comp 1st Quarter 21/22	
24826	7/12/2021	102.00	Dickson School Cultural Center	Recycling Trailer	
24827	7/12/2021	2,888.15	Harbor Steel & Supply Corp	BUS SUPPLIES	
24828	7/12/2021	1,347.95	Kaleva Telephone Co	Telephone Fiber Link-Up	
24829	7/12/2021	193.00	Norman Township	Cardboard Trailer Main. 2nd Quarter 2021	
24830	7/12/2021	1,817.15	PNC Bank	Credit Card Charges Thru 6/18/21	
24831	7/12/2021	837.99	Republic Servies #239	Garbage Service	
24832	7/12/2021	7,580.00	West Shore Community College	Dual Enrollment	
24833	7/14/2021	1,643.66	Prairie Farms Dairy	Milk Order Acct # 21423	
24834	7/14/2021	70,213.00	MASB-SEG Property/Casualty Pool Inc.	Property/Casualty Insurance	
24835	7/16/2021	20.26	ABC Fastener Group	Bus Repair Parts	
24836	7/16/2021	30,765.00	Apple Computer Inc.	Macbook Air	
24837	7/16/2021	1,287.14	Art's Auto & Truck Parts	Bus Repair Parts	
24838	7/16/2021	74.95	Auto Wares Group of Companies	Building And Grounds Supplies	
24839	7/16/2021	274.00	Betsie Valley Irrigation	Contracted Repairs	
24840	7/16/2021	4,037.14	Blarney Castle Oil Co	Bus Fuel	
24841	7/16/2021	161.36	CINTAS Corporation #729	Trans - Mats & Gloves	
24842	7/16/2021	117.00	Dickson School Cultural Center	Recycling Trailer	
24843	7/16/2021	333.30	Freeman Creek Equipment	B&G Supplies & Repair	
24844	7/16/2021	7,750.71	Gordon Food Service	Food Purchase	
24845	7/16/2021	168.00	Great Lakes Water Quality Laboratory, In	Back Flow Preventer; Water Sample	

Kaleva Norman Dickson School District	August 9, 2021
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Check Number	Date Paid	Amount Paid	Vendor - Payee	Check Description
24846	7/16/2021	243.80	Griz's Sealing, Striping & Excavating	Contracted Services-Topsoil
24847	7/16/2021	78.75	Grossnickle Farms	Food Purchase
24848	7/16/2021	949.24	Hoekstra Transportation Inc	Bus Repair Parts
24849	7/16/2021	227.46	Jackpine Business Center	Office Supplies
24850	7/16/2021	175.00	Kaleva Norman Dickson Sch Dist	Gas And U-Haul
24851	7/16/2021	1,215.00	Kendall Electric, Inc	B&G Supplies
24852	7/16/2021	124.00	Krolczyk Electric	Contracted Services
24853	7/16/2021	1,046.75	Manistee County Transportation	Contracted Transportation June 21
24854	7/16/2021	4,540.00	Manistee Intermediate School District	Michigan Virtual Learning Fees
24855	7/16/2021	2.29	Mason County Treasurer	2021 Summer Tax Collection Fee
24856	7/16/2021	2,595.00	Meal Magic Corporation	Annual Software Renewal 2021/2022
24857	7/16/2021	45,048.65	MESSA	Ins Prem Aug 21
24858	7/16/2021	27.00	Keith Plake	Applebees Lunch
24859	7/16/2021	460.00	S & L Turfcare L.L.C.	Fertilizing
24860	7/16/2021	362.50	School Equity Caucus	2021-2022 Membership Dues
24861	7/16/2021	56.00	SEHI Computer Products Inc.	Journey 14 Wifi Antenna
24862	7/16/2021	364.06	Somsel Lumber Co	B & G Supplies
24863	7/16/2021	6,754.95	Superior Energy Co	Utilities
24864	7/16/2021	174.86	Thirby Automotive Of Wellston	Bus Repair Parts
24865	7/16/2021	591.72	Unity School Bus Parts	Bus Repair Parts
24866	7/16/2021	236.00	Vandervest Electric Motor & Fabricating	Pump work For Kaleva Schools
24867	7/16/2021	2,213.18	X-Cel Chemical Specialties North LLC	Custodial Supplies
24868	7/16/2021	954.35	Xerox Corporation	SER. #A2M-737495; SER. #A2M-737565; SER.
24869	7/26/2021	93.05	Morgan Abate	Decision Day Reimbursement
24870	7/26/2021	3,101.91	BSN Sports Inc.	Weather Cover
24871	7/26/2021	5,190.07	Consumers Energy	Utilities
24872	7/26/2021	1,126.94	Grand Rental Station	Graduation Supplies
24873	7/26/2021	1,070.80	ifixit	Ipad 7
24874	7/26/2021	367.43	Julie A. Riggs	Reimburse For Graduation Supplies
24875	7/26/2021	1,369.55	Valinski, Samantha	Reimb For College Courses; Reimb for Supplies
24876	7/30/2021	8,250.51	State Of Mich	Payroll - State Tax Payable
24877	7/29/2021	299.00	Apple Computer Inc.	Ipad
24878	7/29/2021	200.00	The Bank of New York Mellon	Adminiistration Fee 5/29/21-5/28/22
24879	7/29/2021	1,646.10	Central Michigan Paper	Paper Order 21/22
24880	7/29/2021	182.30	Consumers Energy	Utilities
24881	7/29/2021	3,400.00	Haglund's Floor Covering, Inc.	Flooring
24882	7/29/2021	12.07	Josten's Inc	Graduation Supplies
24883	7/29/2021	555.00	MEMSPA	21/22 Membership
24884	7/29/2021	5,300.00	Northwest Evaluation Association	21-22 Subscription
24885	7/29/2021	821.79	Pioneer Manufacturing Company	B&G Supplies
		374,854.37		
			General Fund - 11	361,317.52
			Food Service Fund - 25	13,093.05
			Wire Transfers Debt Fund - 31	200.00
			Trust and Agency - 61	0.00
			Capital Projects Fund - 41	243.80
				374,854.37

Kaleva Norman Dickson School District	June 2021 Revenues Received
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Fund 11 - General Fund	33,924.94	Local Property Taxes
	6,453.87	Local Miscellaneous Revenue
	0.00	Intermediate Source Revenue
	255,566.96	State Source Revenue
	151,479.00	Federal Source Revenue
	49,484.49	Transfers in
	496,909.26	
Fund 25 - KND FSF	132,716.57	
Fund 31 - Debt Return	13,424.64	
Fund 42 - Building & Site	76.06	

8. Minutes

**Kaleva Norman Dickson School District
Board of Education Meeting
Brethren Media Center
July 19, 2021
7:00 PM**

Members Present: President, Karen McIntire; Vice President, Jessica Ward; Secretary, Kathleen Fairbanks; Treasurer, Ashley Gutowski; Trustees, Arthur Fraly and Eric Schmidt

Members Absent: Trustee, Josh Morrison

CALL TO ORDER

Board President Karen McIntire called the meeting to order at 7:00 PM in the Brethren Media Center.

AGENDA

The agenda was adopted as presented.

AUDIENCE PARTICIPATION

None

CORRESPONDENCE

None

BOARD REPORTS

Cheryl Smith presented the Principal's Report

SUPERINTENDENT'S REPORT

- A. Depositories of School Funds
- B. Appointment of Legal Council
- C. Miscellaneous Memberships
- D. Lake Osceola State Bank Signature Card Update
- E. Lakeshore Construction Contracts - HVAC Oversight, Possible Storage Barn, Cafetorium, Doors/Windows
- F. Educational Operations Plan Update
- G. Wellston & Kaleva Elementary Building Sale Update
- H. HVAC Update
- I. Bond Update
- J. School Re-opening Discussion
- K. Sculpture Update
- L. Teacher Effectiveness Rating
- M. NMSLA Update

BUSINESS ITEMS FOR ACTION

Moved by Fairbanks, supported by Ward, that the Consent Calendar Items B, C, D, E & F be approved as presented; carried 6-0.

Moved by Fairbanks, supported by Ward, to approve the checks and amounts as presented; carried 6-0.

Moved by Fairbanks, supported by Ward, that the minutes of the general fund budget and regular business meeting held June 21, 2021 be approved as presented; carried 6-0.

Moved by Fairbanks, supported by Ward, to approve the depositories of school funds for the 2021/2022 school year as recommended; carried 6-0.

Moved by Fairbanks, supported by Ward, to approve the appointment of legal counsel for the 2021/2022 school year as recommended; carried 6-0.

Moved by Fairbanks, supported by Ward, to approve the miscellaneous memberships for the 2021/2022 school year as recommended; carried 6-0.

Moved by Fraly, supported by Gutowski, to remove Marlen Cordes from the signature card at Lake Osceola State bank and add Jakob Veith; carried 6-0.

Moved by Fairbanks, supported by Fraly, to approve the proposals for HVAC oversight and cafetorium flooring with Lakeshore Construction Company as presented; carried 6-0.

Moved by Ward, supported by Fairbanks, to approve the proposals for doors and windows with Lakeshore Construction Company as presented; carried 6-0.

Moved by Fraly, supported by Gutowski, to approve the sale of Wellston Elementary School for \$118,000 contingent on an appraisal coming in at a fair market value; carried 6-0.

CLOSED SESSION

Moved by Gutowski, supported by Fairbanks, to move into closed session at 7:41 PM for the purpose of discussing KNDESPA negotiations; carried 6-0.

Moved by Gutowski, supported by Schmidt, to reconvene to open session at 8:14 PM; carried 6-0.

ADJOURNMENT

Moved by Fairbanks, supported by Fraly to adjourn at 8:28 PM with no objections.

9. **Action Items**

A. CONSENT CALENDAR ITEMS

Moved by _____, supported by _____,
that the Consent Calendar Items B & C be approved as presented/amended.

AYES _____ NAYS _____ MOTION _____

***B. TREASURER'S REPORT**

Moved by _____, supported by _____, to approve the checks
and amounts as presented.

AYES _____ NAYS _____ MOTION _____

***C. ADOPTION OF MINUTES – July 19, 2021**

Moved by _____, supported by _____,
that the minutes of the regular business meeting held July 19, 2021 be approved as presented/amended.

AYES _____ NAYS _____ MOTION _____

Moved by _____, supported by _____,
that the minutes of the closed business meeting held July 19, 2021 be approved as presented/amended.

AYES _____ NAYS _____ MOTION _____

D. PERSONNEL

Moved by _____, supported by _____, to approve the
resignation of Iva Henschel, food service, as presented.

AYES _____ NAYS _____ MOTION _____

E. TRANSPORTATION CONTRACT

Moved by _____, supported by _____, to approve the
transportation contract between Kaleva Norman Dickson School District and Bear Lake Schools as
presented/amended.

AYES _____ NAYS _____ MOTION _____

F. STORAGE BARN

Moved by _____, supported by _____, to accept the bid from
_____ for construction of a storage barn.

AYES _____ NAYS _____ MOTION _____

G. LETTER OF AGREEMENT - KNDESPA

Moved by _____, supported by _____, to approve the Letter of Agreement (LOA) between the Board of Education and the KNDESPA for the 2021-2022 school year.

AYES _____ NAYS _____ MOTION _____

H. ADJOURNMENT

Moved by _____, supported by _____, to adjourn at p.m. with no objections.

10. **Board Requests**

11. **Announcements**

11.A. Next Board Meeting - September 13, 2021

12. **Adjournment**