

**Montabella Community Schools**  
**Minutes of the Regular/Organizational Meeting**  
**Board of Education**  
**Meeting**

A regular meeting of the Montabella Board of Education was called to order by President, Jann LaPointe on Monday, January 18, 2016, at 7:00 p.m. in the Central Office Complex Board Room.

**Members**

Present: Jann LaPointe, President  
Tim Eldred, Vice President  
Emily Longnecker, Secretary  
Sherri Miel, Treasurer  
Ivan Renne, Trustee  
Mike Rasmussen, Trustee  
Scott Parks, Trustee

**Others**

Present: Shelly Millis, Superintendent  
Shane Riley, JR/SR High Principal  
Mike Moore, Elementary Principal  
Patti Hicks, Adm. Sec.  
Tyler Weatherwax, Teacher  
Brenda & Tim, Keeley Nemeth, Lexi Nisonger,  
Sarah Korte, Fredricka Engstrom,  
Melissa McQueen, Analice Armbruster

Reports/Info: Brenda Nemeth – Foreign exchange students walking at graduation  
Tyler Weatherwax – Reported about our new Robotics Team  
Shane Riley – Explained the new Oceanography Elective Class

**Election of President**

Tim Eldred nominates Jann LaPointe for President

Motion by: Tim Eldred Supported by: Mike Rasmussen

Motion: to close the nominations

Motion carried.

Yeas: 7

Nays: 0 Jann LaPointe elected President

**January 18, 2016 Organizational Regular Board of Education Meeting**

**CONSENT AGENDA**

- 15-017 CA Approve Financial Recommendation
- 15-018 CA Approve December 18, 2015 Regular Meeting Minutes

**ACTION AGENDA**

- 15-029 AA Approve Election of Officers
- 15-030 AA Approve Personnel Recommendations
- 15-031 AA Approve Bus Bid
- 15-032 AA Approve First Reading of the 1000 Policy Administration
- 15-033 AA Approve Time, Location and Day of Regular Board Meetings
- 15-034 AA Approve Bank Depository and Signatures
- 15-035 AA Approve Board Committees
- 15-036 AA Approve Remuneration of the Board of Education
- 15-037 AA Approve Annual Board of Education Calendar
- 15-038 AA Approve Oceanography Course Adoption

**CONSENT AGENDA**

Motion by: Scott Parks Supported by: Mike Rasmussen

Motion: to approve the consent agenda as presented.

Motion carried. Yeas: 7 Nays: 0

**DISCUSSION**

**ACTION AGENDA**

Motion by: Sherri Miel Supported by: Scott Parks

Motion: to approve the action agenda as presented.

Motion carried. Yeas: 7 Nays: 0

**January 18, 2016 Organizational Regular Board of Education Meeting**

**ACTION AGENDA**

**15-029 AA    Approve                      Election of Officers**

Motion made by Ivan Renne for all officers to remain the same as previous year.  
 Motioned made by Tim Eldred and supported by Ivan Renne to close the nominations and cast the entire ballot for the officers in place.  
 Motion Carried            Yeas: 7            Nays: 0

**15-030 AA    Approve                      Personnel Recommendations**

Motion by:    Tim Eldred                      Supported by: Emily Longnecker

<b>Disability Leave</b>	<b>Position</b>	<b>Date</b>
Heather Holland	Virtual Teacher	Approx. 3/9/16 to 5/9/16
<b>Resignation</b>		
Kathy Skinner	Recess Aide	1/12/16

Motion: to approve the personnel recommendations as presented.  
 Motion carried.            Yeas: 7            Nays: 0

**15-031 AA    Approve                      Bus Bid**

Motion by:    Scott Parks                      Supported by: Mike Rasmussen

Motion: to approve the bid from **Capital City** for 2 Buses in the amount of **\$81,023** each.  
    Capital City \$81,023    Hoekstra \$82,314    Holland \$82,824

Motion carried.            Yeas: 7            Nays: 0

**15-032 AA    Approve                      Policy 1000 Administration**

Motion by:    Sherri Miel                      Supported by: Scott Parks

Motion: to approve the first reading of the 1000 policies as presented to the board.

1000 <b>ADMINISTRATION</b>	1422    Nondiscrimination and Equal Employment Opportunity
1100    District Organization	
1110    Assessment of District Goals	1422.02 Nondiscrimination Based on Genetic Information of the Employee
1130    Conflict of Interest	
1210    Board - Superintendent Relationship	1443    Non-Renewal of Administrative Contracts
1217    Weapons	1460    Physical Examination
1220    Employment of the Superintendent	1461    Unrequested Leaves of Absence/Fitness for Duty
1230    Responsibilities of the Superintendent	1613    Student Supervision and Welfare
1230.01 Development of Administrative Guidelines	1619.02 Privacy Protections of Fully Insured Group Health Plans
1240    Evaluation of the Superintendent	
1241    Non-Reemployment of the Superintendent	1623    Section 504/ADA Prohibition Against Disability Discrimination in Employment
1260    Incapacity of the Superintendent	1630.01 Family & Medical Leaves of Absence ("FMLA")
1400    Job Descriptions	1662    Anti-Harassment
1411    Whistleblower Protection	
1420    School Administrator Evaluation	

Motion carried.            Yeas: 7            Nays: 0

**January 18, 2016 Organizational Regular Board of Education Meeting**

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**15-033 AA    Approve                      Time, Location, and Day of Regular Meeting**

Motion by:    Ivan Renne                      Supported by: Scott Parks

Motion: to approve having one regular meeting per month, which will be the third Monday at 7:00 p.m. in Central Office Complex Board Room and schedule special meetings as needed. All special meetings will be in the board room, unless otherwise designated.

Motion carried.            Yeas: 7                      Nays: 0

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**15-034 AA    Approve                      Bank Depositories and Signatures**

**1. Isabella Bank:**

- Payroll (Supt., Adm. Sec., Assoc. Supt. of Finance, Fiscal Service Coord.)
- Elementary Student Activity (Supt., Adm. Sec., Assoc. Supt. of Finance, Fiscal Service Coord.)
- Flex Plan (Supt., Adm. Sec., Assoc. Supt. of Finance, Fiscal Service Coord.)
- General Fund (Supt., Adm. Sec., Assoc. Supt. of Finance, Fiscal Service Coord.)

**2. Chemical Bank West:**

- General Fund Checking (Supt., Adm. Sec., Assoc. Supt. of Finance, Fiscal Service Coord.)
- Debt Services (Supt., Adm. Sec., Assoc. Supt. of Finance, Fiscal Service Coord.)
- Debt Retirement (Supt., Adm. Sec., Assoc. Supt. of Finance, Fiscal Service Coord.)
- Jr/Sr High Student Activity (Supt., Adm. Sec., Assoc. Supt. of Finance, Fiscal Service Coord.)
- Hot Lunch (Supt., Adm. Sec., Assoc. Supt. of Finance, Fiscal Service Coord.)
- Athletic Checking (Supt., Adm. Sec., Assoc. Supt. of Finance, Fiscal Service Coord.)
- Site & Building Fund (Supt., Adm. Sec., Assoc. Supt. of Finance, Fiscal Service Coord.)
- Municipal Money Investment (Supt., Adm. Sec., Assoc. Supt. of Finance, Fiscal Service Coord.)

**3. U.S. Bank**

- Debt Services (Supt., Adm. Sec., Assoc. Supt. of Finance, Fiscal Service Coord.)

**4. Bank of New York Mellon**

- Debt Retirement (Supt., Adm. Sec., Assoc. Supt. of Finance, Fiscal Service Coord.)

**5. ACH**

- Isabella Bank

**6. Purchase Card Program**

- JP Morgan Chase

Motion by:    Mike Rasmussen                      Supported by: Sherri Miel

Motion: to approve bank depositories and authorized signatures.

Motion carried.            Yeas: 7                      Nays: 0

**January 18, 2016 Organizational Regular Board of Education Meeting**

**15-035 AA Approve Board Committees**

RECOMMENDATION: That the following board committees are established and that the president appoints ad hoc and standing committees:

<b>Personnel/Fiscal</b>	<b>Curricular/Policy</b>	<b>Support Service/Facility/PR</b>
Emily Longnecker	Ivan Renne	Scott Parks
Mike Rasmussen	Sherri Miel	Mike Rasmussen
Tim Eldred	Jann LaPointe	Ivan Renne

Motion by: Emily Longnecker Supported by: Scott Parks

Motion: to appoint the above listed committees and have the president appoint ad hoc and standing committees with no more than 3 members.

Motion carried. Yeas: 7 Nays: 0

**15-036 AA Approve Remuneration of the Board of Education**

Motion by: Tim Eldred Supported by: Scott Parks

Motion: to pay \$30.00 per meeting with a maximum of \$599.00. New board members will be allowed to attend 2 board-paid conferences. Additional conferences for new members and conferences for other board members will be requested for approval through the board personnel committee. Training for MASB board member certification will be given priority consideration.

Motion carried. Yeas: 7 Nays: 0

**15-037 AA Approve Annual Board Calendar**

Motion by: Scott Parks Supported by: Mike Rasmussen

Motion: to approve the board calendar as presented on below.

**2016**

**MONTABELLA COMMUNITY SCHOOLS  
ANNUAL CALENDAR OF SCHOOL BOARD BUSINESS**

**JANUARY - 2016**

<b>TYPE</b>	<b>ACTIVITY</b>
Policy	Organizational/Regular Board Meeting (3rd Monday)
Policy	Establish Annual Board Calendar
Policy	Board Committees Established
Law	Meeting Dates and Times Established
Law	Designation of Depositories
Law	Officers Elected

**FEBRUARY - 2016**

<b>TYPE</b>	<b>ACTIVITY</b>
Policy	Regular Board Meeting (3rd Monday)

**MARCH - 2016**

<b>TYPE</b>	<b>ACTIVITY</b>
Policy	Superintendent's Evaluation
Policy	Regular Board Meeting (3rd Monday)
Law	Reading of First Draft of 2016/2017 Budget

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**APRIL - 2016**

<b>TYPE</b>	<b>ACTIVITY</b>
Policy	Regular Board Meeting (3rd Monday)
Policy	Present Proposed 2016/2017 Budget

**MAY - 2016**

<b>TYPE</b>	<b>ACTIVITY</b>
Policy	Regular Board Meeting (3rd Monday)

**JUNE - 2016**

<b>TYPE</b>	<b>ACTIVITY</b>
Policy	Graduation
Policy	Student Recognition
Policy	Regular Board Meeting (3rd Monday)
Law	Hearing Notice in Newspaper
Law	Budget Hearing & Approve Budgets
Law	General Operating & Debt Millage Resolutions
Board Action	Adopt Revised 2015/2016 Budgets
Board Action	Appoint Delegate to MAISD Budget Hearing
Board Action	Adopt Proposed 2016/2017 Budget(s)
Board Action	Borrow – State Aid Note
Business	Millage Needs for 2016/2017

**JULY - 2016**

<b>TYPE</b>	<b>ACTIVITY</b>
Policy	Regular Board Meeting (3rd Monday)

**AUGUST - 2016**

<b>TYPE</b>	<b>ACTIVITY</b>
Policy	Regular Board Meeting (3rd Monday)
Law	Certify Taxes

**SEPTEMBER – 2016**

<b>TYPE</b>	<b>ACTIVITY</b>
Policy	Regular Board Meeting (3rd Monday)
	Annual Education Report to Board of Education

**OCTOBER – 2016**

<b>TYPE</b>	<b>ACTIVITY</b>
Policy	Regular Board Meeting (3rd Monday)
Board Action	Accept 2015/2016 Audit

**NOVEMBER - 2016**

<b>TYPE</b>	<b>ACTIVITY</b>
Policy	Regular Board Meeting (3rd Monday)
Law	Adopt Revised General Fund Budgets

**DECEMBER - 2016**

<b>TYPE</b>	<b>ACTIVITY</b>
Policy	Regular Board Meeting (3rd Monday)

Motion carried. Yeas: 7

Nays: 0

**January 18, 2016 Organizational Regular Board of Education Meeting**

**15-038 AA Approve**

**Oceanography Course Adoption**

Motion by: Emily Longnecker    Supported by: Sherri Miel

Motion: to approve the oceanography elective course starting with 2015/2016 second semester.

Motion carried.        Yeas: 7                    Nays: 0

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**Community Input**

The President adjourned the meeting at 8:00 p.m.  
Respectfully Submitted,

Emily Longnecker  
Board Secretary