

**Regular Meeting  
Pines School  
September 10, 2019**

The School Board President, Suzette Cooley-Sanborn called the meeting to order a 4:00 p.m. Other board members present were Kathy Brown, Jessi LaPorte, Dan Reynolds and Cindy Riker. The teacher, Wendy Spray and aide, Kaitlyn Black were present. Our Administrator, Dean Paul, joined via conference call. Public present was Chris and Ken Hasbrouck and Jim Gilligan, who left mid-meeting.

Kathy Brown made a motion to approve the agenda. The motion was seconded by Dan Reynolds. All in favor. Nays none. Motion carried.

Suzette Cooley-Sanborn made a motion to approve the minutes from the regular meeting on August 13, 2019. The motion was seconded by Kathy Brown. All in favor. Nays none. Motion carried.

Dan Reynolds made a motion to approve the closed meeting minutes from August 13, 2019. The motion was seconded by Jessi LaPorte. All in favor. Nays none. Motion carried.

**Teacher:**

- The Science Fair is sometime in December. Wendy is hoping the students will participate.
- Wendy and Dean have continued communication.
- The lockers are a hit. Wendy was assigned a different locker based on student recommendation.
- The locks are installed on the drawers and cabinet and now have confidential information in them.
- The ISD conference in the Soo was great. The Mackinac Island conference got cancelled.
- There was additional updating that needed to take place on the laptops. Andrew was contacted via the phone and he was able to do the updates from there. There are 3 additional laptops that need to be done. He was supposed to reimage all of them. He did not say anything about coming back to update. Wendy will need to contact him to get them updated one by one.
- NWEA testing has begun.
- We have some scheduled dates for onsite service with Julie Bazinau for Math. There will be 4 half day sessions, 11/14, 2/24, 3/27 and 5/8.
- The marking periods are scheduled and will be put into the Luminare program. The dates are 11/1, 1/17, 3/20 and 6/5.
- Kanabe's isn't open yet to see if they have any schools scheduled for a visit that our school could piggyback on.
- Wendy is also checking on the Cranberry Marsh in Cheboygan.

**Teacher's Aide:**

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**Communication:** Playground grant information and SETSEG Safety Certificate.

**Committee Reports:** None

**Public Comment:**

- Chris Hasbrouck reviewed the current status of getting her grandson back into the public school system. She asked Dean to get whatever is needed rolling with the ISD. She wants to know what has been done and what will be done to get him back into the school. There needs to be steps taken. She wants a full spectrum testing. Dean explained where we are and where we are going. Dean and Wendy will talk about the possibility of a resource room visit. Eventually the ISD will be the lead on what needs to be done including behavior modification.

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### Administrator Report:

- REAP update. Dean talked with Melissa and Dan. According to them everything has been and we are waiting for federal government to do what they need to do.
- Working through school email. There are some issues by board members.
- SIP: He had a conversation with Lindsay Brindley. No SIP last year. Lindsay told him there wasn't one. She is willing to come down to develop a new one. Dates are 9/27, 10/17, 10/24 or 10/29. There should be the administrator, teacher, board member and parent. Wendy should get a sub for half the day. Dean will send an email to everyone on what develops.
- Science Fair: If anyone has the opportunity, they should tag along. It is a very cool event.
- No longer flying for GLA. Will have access to a couple of airplanes. There will be a fee, which the ISD will pay and then bill us.

### Old Business:

- REAP: See admin report.
- School Damage: ICI did submit an estimate which included extra support, concrete pads, remove & paint in the amount of \$3,280. Does not include the paint. Kathy Brown had contacted Curt and he wants a list of what needs to be done. Dan will meet with him to walk around and explain what needs to be done. Suzette had talked with Andy about the paint. He will get it for us at a discount.
- AED: Suzette will pursue next month.
- New Doors: Need an estimate for the 3 doors, separate from the school damage. Dan will get from ICI and ask Curt if he would like to give one. Kathy still feel we should extend all contractors to estimate. There are 2 businesses that didn't respond. For doors we need cost and labor and be within compliance.
- Heaters/Eden Pure: Dan has not had an opportunity to contact Sprays Heating and Plumbing for a recommendation.
- Teacher's Aide/Technology Aide: As of now, do not need a teacher's aide. What do we need as far as technology? We need a new plan. Suzette doesn't want to reinvent the wheel. Does the ISD have one or other schools have available. The MDE does have some curriculum recommendations by grade. The Plan would be a combination of people, not just the tech aide. School Wires needs to be updated. She can customize whatever way we want. Thought is for one day a week. Cindy Riker made a motion to work 4 hours, one day per week on Wednesday from 11:30 to 3:30 for \$12.50 per hour, effective September 11, 2019. Suzette Cooley-Sanborn seconded the motion. Cindy will do an addendum to the expired contract extending it with specifics related to the tech aide at this point. She asked the board members to send input related to initiating a new contract for next month. Roll call vote: Ayes: Brown, LaPorte, Reynolds, Riker and Cooley-Sanborn. Nays: None. Motion carried.
- School Handbook: Kathy asked our input. Need an index/table of contents. Some didn't have an opportunity to review. It's a living document. Dan recommended having one page with names, emails and telephone numbers. Should be a profile on our teacher. We can be more stringent but not less than state law. To some degree it was cross referenced with our Policy/Bylaws. Board felt we needed more time to review.
- Other: Kathy had a question about SIP. She suggested we get other school's SIPs. Our prior process has been to copy and paste the prior year and then make updates to it. Board would like a copy of the old SIP. Cindy will attempt to print it.

### New Business:

- Power Washing: None this year. Will do it next year after repairs are made.
- School Plan: Should be "Strategic" school plan. Jessi has been thinking about it. Need to work off mission statement. How far do we want to reach out? Increase our grade levels? 5 year suggested. In the past there was a discussion about extending our grade level via online schooling, which is done in

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Our ISD via camera & TV. We may need more facilities. How do we grow over time and what do we need to do to get there? Does this facility meet our needs? Grants available. This topic will continue on our agenda over the upcoming months.

- Substitute fees: Michelle Satchell had to pay for certification to be a substitute teacher. Cindy Riker made a motion to reimburse Michelle the \$40 fee. The motion was seconded by Jessi LaPorte. Roll call vote: Ayes: Brown, LaPorte, Reynolds, Riker and Cooley-Sanborn. Nays: None. Motion carried.
- Board Member as Substitute: Kathy Brown wants to reword this so that any board member could apply for any job available at the school. Cindy had checked with the ISD again and they still say this is a conflict of interest for a board member to be a substitute or employee of the school. Dean said he reviewed this with Dan at the ISD. Given the situation of the island and lack of people available to cover our needs, we could possibly do this. However, we would need to have a bylaw to do so and wording would have to be in a contract regarding the possibility of a conflict of interest. Jessi asked who was on the sub roster and what our protocol was for calling one in. Dean asked if we had our substitutes assigned to EduStaff. According to him, there is training with them that will inform any substitute what they can and cannot do. They can be registered to work BBI only. This will be revisited next month.
- EduStaff for substitutes: During the discussion about a board member being a substitute, Cindy informed the board that there was a recommendation for all of our substitutes to be registered with EduStaff. That way, they could be a sub and be hired for other positions that may arise in the school. Cindy has a link for them to get registered. The question now is whether or not EduStaff requires them to go in for a day of training. Cindy will need to contact Dena Mayer to find out the process. If there is training required, we may want to consider if we will reimburse for expenses incurred.
- Backup for Secy/Treas: Jessi LaPorte has an interest in working with Cindy to take over this position in the future. She would work with Cindy for Oct, Nov, Dec and Jan. Then during the organizational meeting she would be nominated to take over in February 2020. The board needs to determine on whether or not they want to pay her during her training. In essence it would be a duplicate charge. Dan Reynolds made a motion to establish a backup for the secretary/treasurer position, with the intent of that person taking over the position after the organization meeting in 2020 and pay the trainee during her training at \$350 per month. The motion was seconded by Kathy Brown. Roll call vote: Ayes: Brown, Reynolds, Riker and Cooley-Sanborn. Abstain: LaPorte. Nays: None. Motion carried.
- Other: Kathy Brown made a recommendation for Wendy to attend multiple conferences during the month of March 2020. That being said, we asked Dean if he could review and make a recommendation on which conferences would be best. Dean and Wendy meeting next week. They will discuss which of the conferences would be most beneficial. There are lots of networking opportunities available.
- Other: The students have asked if they could have an ice rink made on the playground. Perhaps we could get the fire department flood the area. Kathy made a recommendation on how to make one. Jessi thought it would be good to let the students do the research on how to make one. Also, would like to invite other students to participate. What is our liability? Covered by playground? It should be available to the community. Also want to ask about redoing the basketball court. Lots of recommendations for activities.

### Financial Report:

- The financial reports were reviewed. Suzette Cooley-Sanborn made a motion to approve the September bills and transfer \$10,000 from savings to checking. Jessi LaPorte seconded the motion: Roll call vote: Ayes: Brown, LaPorte, Reynolds, Riker and Cooley-Sanborn. Nays: None. Motion carried.

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There being no further business, the meeting was adjourned at 6:14 p.m. by the President, Suzette Cooley-Sanborn.

Respectfully submitted,

Cindy Riker, Secretary  
Bois Blanc Pines School Board