

**JOHANNESBURG-LEWISTON AREA SCHOOLS
REGULAR MEETING - BOARD OF EDUCATION
June 13, 2016**

CALL TO ORDER

The regular meeting of the Johannesburg-Lewiston Board of Education was called to order by President Michael Vogt at 6:00 p.m. in the Lewiston Media Center.

ROLL CALL

Present Michael Vogt, Ursula Owens, Scott Mathewson, Linc Campbell, Frank Claeys, Wendy Huston, Nancy Kussrow (arrived at 6:10)

Absent: None

Administration: Superintendent Kay Xenakis-Makowski, High School Principal Curt Chrencik, Johannesburg Principal Dennis Keck, Lewiston Principal Cyndie Kievit

PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited.

APPROVAL OF MINUTES

Hearing no objections or corrections, President Vogt approved the minutes of the regular meeting of May 9, 2016 as written.

Ayes: All Motion carried

MANIFEST OF BILLS- GENERAL FUND/ATHLETICS

Motion was made by Campbell and supported by Owens to approve the Manifest of Bills – All Funds in the amount of \$479,476.54

Ayes: All Motion carried

FINANCIAL REPORTS

Financial reports were provided for each internal account.

CORRESPONDENCE

Superintendent Makowski shared a thank you note from Deb Michaels for the gifts during teacher appreciation month. Thank you notes were shared from the family of June Amacher, Heather Idalski's grandmother, and the family of Pearl Nowak, Missy Tallman's grandmother, for the memorial donations.

BOARD INFORMATION REPORT

Superintendent Makowski and President Mike Vogt recognized the retirements of Cathy Boadway, Dave Clark, and Donna Yohe. Personalized engraved clocks were presented to each retiree in recognition of their service to JLAS. Cindy Huff and Donna Yohe presented a brief overview of the Senior Class trip to Florida. Members of the high school Odyssey of the Mind team presented a brief overview of their trip to World Finals in Ames, Iowa.

BUDGET UPDATE

Year to date revenues and expenditures for General Fund were presented.

COMMITTEE REPORTS

Finance Committee

The committee discussed contract renewals for DB Computers, Signature by Susie, and Food Service Director. Planning for the 2016-2017 budget includes reviewing routes and staff hours in the transportation department, administrative contracts, phone reimbursements, absorbing two teaching positions, The Business Manager position has been posted and interested parties have been in contact with Superintendent Makowski.

Policy Committee

Policies for discussion today, include Edgar updates and the remainder of the Spring update Vol 30. No 2.

District School Improvement Committee

The district needs to update the Sex Education Committee, members of the District School Improvement Committee have agreed to serve on the committee. The committee continues to discuss district goals, school improvement plans, and plans for 2016-2017 professional development.

Principals

Mr. Keck reported that Bark Kennedy and Kellie House will be staffing the K-2 Summer School in Johannesburg. The Cardinal Retreat is scheduled for June 15-16, 2016. Lori Pearson, COPESD, will lead Language Arts and Math teachers through grading philosophy and practice, standards based calendars and formative assessments. Mr.

Keck reported on the successful Project Unify held in Johannesburg, sponsored by a grant received by Stacy Brown and Angie Maves. Middle School awards were held June 13 with 100 of 150 students receiving honors and 32 of 65 8th grade students being recognized for eight consecutive marking periods of honor roll achievement.

Mrs. Kievit thanked teachers for planning to attend the Cardinal Retreat professional development for two days at the end of the school year. Lewiston School Improvement Plans is nearly complete for the 2016-2017 school year. This year's plan was completed with the assistance of parents. Lewiston School has applied for a Project Unify grant for 16-17. K-2 Summer School in Lewiston will be staffed by Kim Marlatt and Jenelle King. Staff transition meetings are scheduled to take place after students depart on Tuesday.

Mr. Chrencik reported on the successful completion of Baccalaureate, Senior Awards, and graduation. \$522,600 in scholarships were awarded to the Class of 2016. In lieu of a class prank the graduating seniors gifted a "Pride Rock" to the school. The Media Center/Athletic Clerk and Concession Coordinator positions have been posted. Mr. Chrencik has spoken with an individual who is interested in both positions and is awaiting an application/letter of interest. The Cardinal Volunteer Organization painted the High School sign and added landscaping around the flagpole. Fourteen students have been approved as mentor students to be in the classroom with a teacher assisting students.

Superintendent

Mrs. Makowski reported that Sinking Fund Project #1 bids were received and opened with Anthony Esson and Sugar Construction. The recommendation is to not award the project as bid to any vendors. The project will be restructured and a new bid process will begin. The Garland Charity Classic awarded 16 scholarships to JLAS students. The 2016-2017 Golf outing information was shared with the board. Central Office summer hours will be Monday – Thursday 7:00-4:30 and Friday 7:00-11:00. Negotiations are continuing but a tentative agreement has been reached for the 2016-2017 calendar. A special meeting and budget hearing will take place on June 29, 2016 in Lewiston.

PUBLIC COMMENTS

None

ACTION ITEMS

Copier contract

Motion was made by Campbell and supported by Kussrow to approve the contract with Michigan Officeways and Xerox for copier services.

Ayes: All Motion carried

Sinking Fund Phase One Project Bids

Motion was made by Claeys and supported by Huston to reject all bids received for the Sinking Fund Phase One projects.

Ayes: All Motion carried

Sinking Fund Phase One Project Revision

Motion was made by Huston and supported by Campbell to approve the Sinking Fund Project #1-Revision with a total anticipated project cost of \$555,700 as presented.

Ayes: All Motion carried

Esson Architect Amendment

Motion was made by Huston and supported by Claeys to approve the amendment to Anthony Esson's contract in the amount of \$43,700 for Architect's Basic Services as presented.

Ayes: All Motion carried

Food Service Director Contract: Kierczynski

Motion was made by Campbell and supported by Kussrow to approve the two-year contract for Cathy Kierczynski, Food Service Director, in the amount of \$30,000 as presented.

Ayes: All Motion carried

Leave Request: M. Clark

Motion was made by Campbell and supported by Claeys to approve the leave, as requested, of Michelle Clark.

Ayes: All Motion carried

2016 Tax Levy

Motion was made by Huston and supported by Kussrow to approve the 2016 Tax Rate Request Form L-4029 of 18 mills for non-homestead property and 2.30 mills for Sinking Fund as presented.

Ayes: All Motion carried

MHSAA 2016-2017 Membership Resolution

Johannesburg- Lewiston Schools, City of Johannesburg, County of Otsego, of State of Michigan, are hereby:

(A) enrolled as members of the Michigan High School Athletic Association, Inc., a nonprofit association, and

(B) are further enrolled to participate in the approved interschool athletic activities sponsored by said association.

The Board of Education/Governing Body hereby delegates to the Superintendent or his/her designee(s) the responsibility for the supervision and control of said activities, and hereby accepts the Constitution and By-Laws of said association and adopts as its own the rules, regulations and interpretations (as minimum standards), as published in the current *HANDBOOK* as the governing code under which the said school(s) shall conduct its program of interscholastic athletics and agrees to primary enforcement of said rules, regulations, interpretations and qualifications. In addition, it is hereby agreed that schools which host or participate in the association's meets and tournaments shall follow and enforce all tournament policies, procedures and schedules.

This authorization shall be effective from August 1, 2016 and shall remain effective until July 31, 2017, during which the authorization may not be revoked.

Motion was made by Claeys and supported by Campbell to approve the 2016-17 MHSAA Membership Resolution as presented.

Ayes: All Motion carried

DISCUSSION ITEMS

NEOLA Policy Update Vol 30. No. 2 was reviewed by Superintendent Makowski and the Policy committee. The policies as presented will be an action agenda at the regular meeting in July.

RECESS

The board took at recess at 7:37 pm

EXECUTIVE SESSION – NEGOTIATIONS

Motion was made by Campbell and supported by Claeys to go into closed executive session for the purpose of negotiations.

Ayes: Campbell, Claeys, Mathewson, Owens, Vogt, Huston, Kussrow

Nays: None

Motion carried

The Board went into closed executive session at 7:48 p.m.

The Board reconvened into an open sessions at 9:06 p.m.

ADJOURNMENT

Motion was made by Campbell and supported by Claeys to adjourn the regular meeting at 9:07 p.m.

Ayes: All Motion carried

Michael Vogt, President

Wendy Huston, Secretary

Submitted by Merisa Campbell for Wendy Huston, Board Secretary

**JOHANNESBURG-LEWISTON AREA SCHOOLS
SPECIAL MEETING - BOARD OF EDUCATION**

June 29, 2016

CALL TO ORDER

The special meeting of the Johannesburg-Lewiston Board of Education was called to order by President Michael Vogt at 6:04 p.m. in the Lewiston Media Center.

ROLL CALL

Present Frank Claeys, Nancy Kussrow, Mike Vogt, Linc Campbell, Ursula Owens, Wendy Huston, Scott Mathewson

Absent: None

Administration: Superintendent Katy Xenakis-Makowski

PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited.

2015-2016 BUDGET HEARING

Superintendent Xenakis-Makowski presented the proposed 2016-2017 General Fund budget. An estimated student count of six hundred ninety six (696) was used as the basis of per pupil funding factoring in the additional \$113 per pupil from the state. Revenues reflect the absorption of two teaching positions, the absorption of one and a half bus routes/drivers and a reduction in the hours of the Transportation Clerk. The clerk hours are able to be reduced due to the decrease in students/routes/drivers and the time required to fulfill the needs of the smaller department.

PUBLIC COMMENTS

None

ITEMS FOR ACTION

2015-2016 General Fund Budget Amendment

	Approved June 29, 2015	Amended 2.8.16	Proposed Final 6.29.16
REVENUES			
Local	\$ 5,241,330	\$ 5,145,872	\$ 5,154,447
State	1,294,547	\$ 1,502,046	\$ 1,517,160
Federal	288,289	\$ 289,995	\$ 289,911
Total Revenues	\$ 6,824,166	\$ 6,937,913	\$ 6,961,518
EXPENDITURES			
Instruction			
Basic	3,320,537	\$ 3,396,510	\$ 3,393,201
Added Needs	769,330	\$ 783,641	\$ 787,943
Support Services			
Student Services	225,622	\$ 238,046	\$ 218,754
General Administration	320,826	\$ 331,975	\$ 301,534
School Administration	633,725	\$ 653,650	\$ 636,062
Business Office	115,828	\$ 114,620	\$ 103,005
Building & Grounds	668,382	\$ 688,094	\$ 613,586
Technology Services	100,127	\$ 102,865	\$ 91,000
Transportation	677,274	\$ 675,050	\$ 626,721
Athletics	150,639	\$ 158,587	\$ 152,413
Community Services	19,100	\$ 27,600	\$ 21,735
Capital Outlay			
Other Financing Uses (Transfers)	2,690	\$ -	\$ 262
Total Expenditures	\$ 7,004,080	\$ 7,170,638	\$ 6,946,216
REVENUES OVER (UNDER)			
EXPENDITURES	\$ (179,914)	\$ (232,725)	\$ 15,302
Fund balance, beginning of year	666,596	666,596	666,596
Fund balance, end of year (projected)	\$ 486,682	\$ 433,871	\$ 681,898
Fund Equity Percent of Expenditures	6.95%	6.05%	9.82%

Motion was made by Campbell and supported by Claeys to approve the 2015-2016 General Fund amended budget as presented.

Ayes: All Motion carried

**Resolution for Adoption by the Board of Education of
Johannesburg-Lewiston Area Schools
Proposed 2016-2017 General Fund and Sinking Fund Budgets**

RESOLVED, that this resolution shall be the general appropriations of Johannesburg-Lewiston Area Schools for the fiscal year 2016-2017. A resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by Johannesburg-Lewiston Area Schools.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the **General Fund** of the Johannesburg-Lewiston for the fiscal year 2016-2017, which includes 6 mills ad valorem taxes to be levied on commercial personal property, 18 mills of ad valorem taxes to be levied on non-homestead and non-qualified agricultural property to be used for operating purposes as follows:

REVENUE	
Local	\$ 5,043,509
State	1,574,844
Federal	258,555
Total Revenue	\$ 6,876,908
Estimated beginning fund balance	\$ 681,898
Total Available to Appropriate	\$ 7,558,806

BE IT FURTHER RESOLVED, that \$6,932,193 of the \$7,558,806 available to appropriate in the **General Fund** is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES	
Instruction	
Basic	3,482,170
Added Needs	750,765
Support Services	
Student Services	142,073
General Administration	301,275
School Administration	675,190
Business Office	120,425
Building & Grounds	646,250
Transportation	538,000
Technology & Other	90,610
Athletics	162,735
Community Services	22,700
Capital Outlay	-
Other Financing Uses (Transfers)	-
Total Expenditures	\$ 6,932,193
ESTIMATED ENDING FUND BALANCE	\$ 626,613

Fund Balance Percent **9.04%**

BE IT FURTHER RESOLVED that the total revenues and unappropriated fund balance estimated to be available for appropriations in the **Sinking Fund** of Johannesburg-Lewiston Area Schools for fiscal year 2016-2017 be adopted as follows:

REVENUE	
Local	\$ 922,849
Total Available to Appropriate	\$ 922,849
Beginning fund balance	\$ -

BE IT FURTHER RESOLVED, that \$555,700 of the \$922,849 available to appropriate in the **Sinking Fund** is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES	
Business-Support Services	53,700
Operations & Maintenance	502,000

Total Expenditures	\$ 555,700
Estimated Ending Fund Balance	<u>\$ 367,149</u>

Motion was made by Campbell and supported by Kussrow to approve the resolution for the 2016-2017 General Fund and Sinking Fund budgets as presented.
Ayes: All Motion carried

2015-2016 Food Service Budget Amendment

JOHANNESBURG-LEWISTON AREA SCHOOLS
FOOD SERVICE PROPOSED AMENDMENT
JUNE 29, 2016

REVENUES:	Approved June 29, 2015	Proposed Final
Local	\$ 89,765	\$ 78,002
State	13,890	14,256
Federal	239,940	257,750
Other		262
TOTAL REVENUES	<u>\$ 343,595</u>	<u>\$ 350,270</u>
EXPENDITURES		
Salaries and Benefits	159,850	167,285
Purchased Services	2,000	2,000
Repairs and Maintenance	5,650	7,200
Supplies and Materials	170,440	156,332
Capital Outlay	2,750	2,360
Miscellaneous	2,700	3,265
TOTAL EXPENDITURES	<u>\$ 343,390</u>	<u>\$ 338,442</u>
REVENUES OVER (UNDER) EXPENDITURES	\$ 205	\$ 11,828

Motion was made by Claeys and supported by Campbell to approve the 2015-2016 Food Service amended budget as presented.
Ayes: All Motion carried

**Resolution for Adoption by the Board of Education of
Johannesburg-Lewiston Area Schools
Proposed 2016-2017 Food Service Fund Budget**

RESOLVED, that this resolution shall be the food service appropriations of Johannesburg-Lewiston Area Schools for the fiscal year 2016-2017. A resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by Johannesburg-Lewiston Area Schools.

BE IT FURTHER RESOLVED that the total revenues and unappropriated fund balance estimated to be available for appropriations in the **Food Service Fund** of Johannesburg-Lewiston Area Schools for fiscal year 2016-2017 be adopted as follows:

REVENUES	
Local	\$ 79,030
State	14,290
Federal	<u>254,255</u>
TOTAL REVENUES	<u>\$ 347,575</u>

BE IT FURTHER RESOLVED, that \$346,380 of the \$390,362 available to appropriate in the **Food Service Fund** is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES	
Salaries and Benefits	\$ 166,500
Purchased Services	2,390
Repairs and Maintenance	6,300

Supplies and Materials	164,490
Capital Outlay	3,000
Miscellaneous	3,700
TOTAL EXPENDITURES	\$ 346,380
REVENUES OVER (UNDER) EXPENDITURES	\$ 1,195
Fund balance, beginning of year (projected)	42,787
Fund balance, end of year (projected)	\$ 43,982

Motion was made by Huston and supported by Owens to approve the 2016-17 Food Service Budget as presented.
Ayes: All Motion carried

Business Services Contract

Motion was made by Huston and supported by Kussrow to approve the negotiation of a one year contract with Wayland Union Public Schools to provide shared business services to Johannesburg-Lewiston Area Schools.
Ayes: All Motion Carried

EXECUTIVE SESSIONS

Negotiations

Motion was made by Claeys and supported by Campbell to go into closed executive session for the purpose of negotiations.
Ayes: Claeys, Campbell, Mathewson, Owens, Vogt, Huston, Kussrow
Nays: None
Motion Carried

The Board went into closed executive session at 6:51 p.m.

The Board reconvened into an open session at 7:26 p.m.

Superintendent Evaluation

Motion was made by Campbell and supported by Claeys to go into closed executive session for the purpose of the superintendent's evaluation.
Ayes: Campbell, Claeys, Mathewson, Owens, Vogt, Huston, Kussrow
Nays: None
Motion Carried

The Board went into closed executive session at 7:30 p.m.

The Board reconvened into an open session at 7:45 p.m.

President Vogt reported that Superintendent Xenakis-Makowski received a rating of Effective on her 2015-2016 evaluation.

ADJOURNMENT

Motion was made by Claeys and supported by Owens to adjourn the special meeting at 8:15 p.m.

Michael Vogt, Vice President

Wendy Huston, Secretary

Submitted by Merisa Campbell for Wendy Huston, Board Secretary