

**MINUTES**  
**Regular Board Meeting**  
**Almont Community Schools Board of Education**  
**October 23, 2017**

**CALL TO ORDER**

President Owens called the Regular Board Meeting of the Almont Community Schools Board of Education to order at 7:00 p.m. in Media Center at Almont High School, 4701 Howland Rd., Almont, MI 48003

**Present**

Jonathan Owens, John Miles, Michael Sullivan, Jennifer Mitchell, Stephan Manko, Jill O'Neil, John Brzozowski and Superintendent Kalmar

**Visitors:** 11

**PLEDGE OF ALLEGIANCE**

**ROLL CALL: All Present**

**APPROVAL OF AGENDA**

Agenda was approved as presented

**COMMUNICATIONS**

Student Council

2 students brought the Board up to date on homecoming, getting ready for conferences, snow coming preparations, and leadership camp.

Lewis and Knopf presented the 2016-2017 Audit

**QUESTIONS AND COMMENTS: AUDIENCE**

None

**QUESTIONS AND COMMENTS: BOARD**

None

**APPROVAL OF MINUTES**

Moved by Miles, supported by Manko, the Board of Education approve the Consent Agenda:

- A. Approval of the Minutes Regular Meeting September 25, 2017
- B. Approval of the Minutes Closed Session September 25, 2017
- C. Approval of the Minutes Special Meeting Closed Session October 16, 2017

**P, 148, 7-0-0**

**BILLS PAYABLE AND FINANCIAL REPORTS**

Motion by Brzozowski, supported by Manko, the Board of Education approve the bills payable and the financial reports as proposed by the administration and reviewed by the Finance Committee.

General Fund Total	\$ 749,297.55
School Lunch Fund	\$ 63,397.15

October 23, 2017

2012 Refunding Bonds	\$ -
2013 SBL Refinance	\$ -
2013 Refunding Bonds	\$ -
2016 Refunding Bonds	\$ -
Sinking Funds	\$ 24,372.72
QZAB Bond	\$ -
<b>Subtotal</b>	<b>\$ 837,067.42</b>
General Fund (transfer in for Payroll)	\$ 236,200.00
PESG	\$ 11,115.28
Coach EZ	
Participant Benefit Claims	\$ 50,000.00
<b>TOTAL FUNDS SPENT</b>	<b>\$ 1,134,382.70</b>
Check Numbers: 36273-36401	
Void Checks: 36293	

Approval of check numbers covering these invoices range from check number 36273-36401 and voided checks as presented: Voided check(s): 36293

P, 149, 7-0-0

## **ORCHARD PRIMARY, ALMONT MIDDLE SCHOOL, AND ALMONT HIGH SCHOOL TRUST AND AGENCY ACCOUNT REPORTS**

The Trust and Agency Accounts were approved as presented.

### **NEW BUSINESS**

#### **Superintendent's Report**

Dr. Kalmar thanked Gail Brinker for her hard work on the audit.

He also discussed the AdvanceED ceremony he attended Friday in Novi where our District was presented with a AdvanceEd plaque. He said that without the hard work of administrators, parents, students, support staff and community members we could not have completed the process.

#### **OP News**

Thank you Pam Ferzacca and the Almont Fire Department for organizing Fire Week for our 3<sup>rd</sup> graders. Officer Manning has begun her teaching efforts with 4<sup>th</sup> graders at the OP and it is going well.

#### **Middle School News**

Thank you Kimberly VonHiltmayer and her team for working so hard to secure the L & L grant that is excess of \$30,000. This will benefit our STEAM and STEM programs.

A bus load of MS students attended the Johnson Leadership conference in Lansing at MSU this month and it was very well received by students.

#### **High School News**

Girls Golf 3<sup>rd</sup> in State.

Tennis 6<sup>th</sup> in State.

Football will be playing Frankenmuth this Friday in Districts.

Homecoming was a success. The week started with a Powder-Puff football game on Sunday that was well attended.

Teachers are working on finishing up the NWEA testing.

## Board of Education: Questions

None

## Business

### Insurance Review (no motion, information only)

#### 2017/2018 SCHOOL YEAR REVIEW OF INSURANCE PROGRAM

The Almont Community School District participates in an insurance pool made up of many school districts through the Michigan Association of School Board's School Employers Trust/School Employers Group (SET/SEG). The pool was created by MASB in 1971 for the purpose of creating a competitive environment in obtaining insurance programs for public schools.

SET SEG operates as an umbrella for two main companies. School Employers Trust (SET) provides schools with inclusive fringe benefit programs (medical, dental, vision, life, long-term and short term disability programs). While we receive fringe benefits quotes from SET, we currently do not utilize SET for our employee fringe benefit program.

We do, however, participate with School Employee Group (SEG) along with some 445 other districts. SEG obtains rates for our property, general liability, fleet, errors and omissions, boiler insurance and builder's risk coverage. By participating in the insurance pool our School district can take advantage of very competitive rates. In addition, when claims from pool members are low, a surplus in the insurance pool develops, and the District is afforded discounts in base insurance rates.

#### I) Types of Coverage

##### A. Property

1. Buildings, contents
2. Inland marine
  - a. Property owned, leased, or in the care of the school district – usually smaller, higher valued moveable item, such as:

AV equipment	Instruments	Tools
Uniforms	Ground equipment	Bus Radios
Athletic equipment	Telephone System	Data Processing
3. Crime
4. Glass
5. Contingent liability/Demolition
  - a. Example: Governmental authorities order the repair, upgrade or demolition or undamaged portion of a building after a loss
6. Newly acquired property
  - a. Extra coverage in event property not listed on coverage
7. Extra Expense

- a. Insures the additional costs incurred in order to resume normal operations after a property loss.
- 8. Deductible: \$0, \$250 or \$1,000 (depending upon which coverage applies)  
Total Cost: \$34,952.00

**B. Liability**

- 1. Insures the district for bodily injury, property damage and personal injury due to the district's operations, whether at or away from school premises, at a minimum limit of \$1,000,000 per occurrence.  
Total Cost: \$ 6,887.00

**C. Fleet**

- 1. Insures all vehicles owned or leased by the district for automobile liability at a limit of \$1,000,000, physical damage (comprehensive and collision) subject to a deductible of \$1,000  
Total Cost: \$ 9,351.00

**D. Errors and Omissions and Employee Dishonesty Blanket Bond**

- 1. Insures the district for sums it may become legally obligated to pay due to wrongful acts, with aggregate limits of \$2,000,000, with a deductible of \$10,000 for each wrongful act.
    - a. Examples of events to which errors and omissions might apply:
 

Breach of duty	Neglect	Errors
Misstatements	Discrimination	Wrongful Termination
    - b. Examples of people to which Error and Omissions might apply:
 

District Administrators	Board of Education
Individual Board Members	Employees
Volunteers	
- Total Cost: \$ 8,698.00

**E. Umbrella**

Provides additional limits of liability in excess of underlying comprehensive general liability and automobile liability coverage.  
Total Cost: \$ 3,663.00

**F. Boiler**

Written through Hartford Steam Boiler Insurance Company, this insures against the accidental breakdown of the district's heating system and other mechanical systems, along with consequential damage caused by such a breakdown.  
Total Cost: \$3,348.00

**II) Cost Summary**

Insurance Type	10/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18
<b>Property</b>	\$ 38,622.00	\$ 39,653.00	\$ 40,890.00	\$ 39,851.00	\$41,550.00	\$41,523.00	\$43,159.00	\$34,952
<b>Liability</b>	\$ 5,987.00	\$ 5,432.00	\$ 5,160.00	\$ 6,585.00	\$8,231.00	\$8,436.00	\$7,422.00	\$6,887

<b>Fleet</b>	\$ 8,798.00	\$ 10,163.00	\$ 10,250.00	\$ 10,152.00	\$10,029.00	\$8,673.00	\$9,139.00	\$9,351
<b>E and O</b>	\$ 8,106.00	\$ 8,821.00	\$ 10,001.00	\$ 9,590.00	\$9,375.00	\$9,634.00	\$8,904.00	\$8,698
<b>Umbrella</b>	\$ 4,236.00	\$ 4,454.00	\$ 4,140.00	\$ 4,164.00	\$4,316.00	\$3,988.00	\$3,728.00	\$3,663
<b>Boiler</b>	\$ 4,013.00	\$ 4,180.00	\$ 4,305.00	\$ 4,434.00	\$3,958.00	\$4,181.00	\$4,261.00	\$3,348
<b>Builder's Risk</b>	\$ -	\$ -	\$ -					
<b>Total</b>	\$ 69,762.00	\$ 72,703.00	\$ 74,746.00	\$ 74,776.00	\$77,459.00	\$76,435.00	\$76,613.00	\$66,899

**Discussion:**

Mr. Sullivan asked if the rebates were reflected in these numbers. Mrs. Potter and Brinker stated that they were not but going forward this would be a good idea.

**Personnel**

**Approval of Teacher**

Moved by O’Neil, supported by Manko, the Board of Education approve Chris Kline as Special Needs teacher at the Middle School. Mrs. Kline is being hired in at Step 0 MA/BA +33.

**P, 150, 7-0-0**

**Approval of Para Professional**

Moved by O’Neil, supported by Manko, the Board of Education employ Kari Kosmalski as a Special Needs ParaProfessional starting immediately

**P, 151, 7-0-0**

**Acceptance of Resignation**

Moved by O’Neil, supported by Manko, the Board of Education accept the resignation of Karen Eby and wish her well in the future.

**P, 152, 7-0-0**

**POLICY**

**Policy 8500D Reading of New Policy – No Motion**

The food service director and business manager have updated our current policies to address some specific issues that we are experiencing:

1. Lunch charges not being paid
2. No specific policy on how to collect these charges
3. A clear policy on providing students a ‘standard’ meal when they have no funds to pay
4. A clear dollar amount (\$20.00) that will alert Administration collection procedures need to be put in place

The attached Policy addresses all these issues and provides the students with the standard meal that all paying customers receive. It also sets in place a clear collection policy once the students balance reaches a negative balance of \$20.00.

**Discussion:**

**Mr. Brzozowski asked how much was left last year unpaid.**

**Mrs. Potter stated just over \$300.00**

### **Approval of Trip**

Moved by Mitchell, supported by Manko, the Board of Education approve the overnight trip to Center Lake Camp, Tustin, MI, November 12-14, 2017.

**P, 153 7-0-0**

### **FINANCE**

#### **Approval of Snow Contract**

Moved by Brzozowski, supported by Mitchell, the Board of Education accept the bid from Scotts Lawn Services for snow services from October 1, 2017 thru April 30, 2020, as presented, a copy of said pricing sheet to be marked VIII(D)1 and attached to the Official Minutes of this meeting.

**P, 154, 6-0-1**

**Mr. Manko abstained due to a conflict of interest**

#### **Approval of Changing of Depositories**

Moved by Brzozowski, supported by Manko, the Board of Education add Lakestone to our list depositories and that:

Lakestone is hereby designated as a Trustee on behalf of the Almont Community School District (hereinafter referred to as "Local Unit") and authorized to accept the Local Unit's surplus funds for deposit as defined in Michigan Public Act 367 of the Public Acts of 1982 (hereinafter referred to as "Act") or other appropriate regulation.

That the Treasurer, Superintendent and Administrator of Finance of the Local Unit be, and are hereby authorized to enter into a trust agreement with Lakestone providing for the investment of surplus funds in accordance with the Act or other appropriate regulation.

That any agreements, authorizations or directions required to be signed or given in connection with the intent of this Resolution may be signed or given by Treasurer, Superintendent of Schools and Administrator of Finance, whose signatures shall be duly certified to Lakestone and Lakestone is hereby authorized to accept any surplus funds for investment in accordance with the Act and any agreement entered into between the Local Unit and Lakestone in connection herewith.

That the authority given by this Resolution is in addition to, and shall not amend or repeal any depository or investment authority granted by any other Resolution of the Local Unit.

**P, 155, 7-0-0**

#### **Roll Call**

**Ayes: Sullivan, Mitchell, Miles, Brzozowski, O'Neil, Manko, Owens**

**Nays: None**

#### **Comments: Audience**

J. Dupuis stated that she was notified of a lunch balance but she has not bought lunch in over 13 years. The cashiers need to be careful when entering student and staff numbers in the register.

M. Bulger (boy's tennis coach) said that although the boys came in 6<sup>th</sup> in the state they came in 1<sup>st</sup> as far as public schools went. He also talked about the need for tennis court fixes and upgrades. Without work on the courts we will not be able to hold Regionals. He also thanked Dr. Kalmar for attending some of the matches.

**Comments: BOE**

Mrs. Mitchell congratulated the tennis team.

Dr. Kalmar thanked the Bee Keepers for the nice gift of honey presented to the Board members.

**FUTURE AGENDA ITEMS**

None

**Closed Session**

Moved by Miles supported by Manko the Board go into closed session for the purpose of negotiations and Superintendent's quarterly review at 7:46

**P, 156, 7-0-0**

**ADJOURNMENT**

Open Session: 8:22

Adjournment: 8:23

Approved \_\_\_\_\_  
Date

Signed: \_\_\_\_\_  
John Miles, Secretary

Signed: \_\_\_\_\_  
Jonathan Owens, President