

Bear Lake Board of Education
Wednesday, June 16, 2021 7:30 PM Eastern

Bear Lake Media Center
7748 Cody St
Bear Lake, MI 49614

1. **Call To Order - President, Bethany Merrill**
2. **Routine Business**
 - 2.A. Pledge of Allegiance
 - 2.B. Adoption of Agenda
 - 2.C. Consent Calendar Items - B, C, D, E, F, G & H
3. **Items from the Audience**
4. **Correspondence/Communication**
 - 4.A. Kaitlyn McBride

From: Kaitlyn McBride <mcbridek@manistee.org>

Date: May 16, 2021 at 6:00:04 PM EDT

To: Sarah Harless <harless@manistee.org>

Subject: Resignation Letter

Good evening,

Attached is my letter of resignation. I'm sorry it has taken me so long to get it to you. If there is anything else you need from me, please let me know.

Thanks,

Kaitlyn McBride

4.B. Ty Schafer

June 3, 2021

Dear Mrs. Harless

I am writing this letter to let you know that I will be resigning from the Athletic Director position at Bear Lake High School following this school year. I just want to say how extremely thankful I am to have had the opportunity to be a part of this school. Working at Bear Lake has been an experience I will never forget, and I can't be thankful enough for all that this school and community has done for me.

I would like it to be known that the reason for stepping down is because I will be pursuing a teaching certification in hopes of finding myself in a classroom sometime in the next year. It has been a privilege working with everyone at Bear Lake, but now it is time for me to move on to the next chapter in my life and work towards pursuing a career in teaching.

Thank you everyone for all that you have done!

Ty Schafer

5. **Board Reports**

5.A. Principal's Report

6. **Superintendent's Report**

6.A. Extended Covid-19 Plan Update/Reconfirmation

6.B. Personnel

***BEAR LAKE SCHOOL DISTRICT
BOARD OF EDUCATION***

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

Hire:

Angelika Kaskinen - Math Teacher

Resignation:

Kaitlyn McBride - Title I

Ty Schafer - Athletic Director

6.C. MHSAA



2021-22

1661 Ramblewood Drive
East Lansing, MI 48823
(517) 332-5046

The Michigan High School Athletic Association is a voluntary, nonprofit corporation comprised of public, private and parochial junior high/ middle and senior high schools whose Boards of Education/Governing Bodies have voluntarily applied for and received membership for and on behalf of their secondary schools. The association sponsors statewide tournaments and makes eligibility rules with respect to participation in such Michigan High School Athletic Association sponsored tournaments in the various sports. Each Board of Education/Governing Body that wishes to host or participate in such meets and tournaments must join the MHSAA and agree to abide by and enforce the MHSAA rules, regulations and qualifications concerning eligibility, game rules and tournament policies, procedures and schedules. It is a condition for participation in any MHSAA postseason tournaments that high schools adhere to at least the minimum standards of Regulation I and the maximum limitations of Regulation II in ALL MHSAA Tournament sports.

Michigan High School Athletic Association tournaments are the collective property of the MHSAA and not of any individual member school. The MHSAA reserves the right to promote and advance the membership's interests with publication information; exclusive arrangements to create recognition and exposure for school-sponsored activities; restrictive policies prohibiting exploitation and commercialization of MHSAA-sponsored tournaments; appropriate proprietary interests, and the use of images or transmissions identifying contest officials, spectators and member schools' students, personnel and marks.

To obtain membership, it is necessary for the Board of Education/Governing Body to adopt the following resolution for its junior high/middle and senior high schools. This resolution must be formally ratified by your Board of Education/Governing Body and properly signed. Please return one signed copy for our files and retain one copy for your files. Resolutions that are modified in any way or are supplemented with letters placing additional conditions on MHSAA membership or tournament participation shall be rejected.

MEMBERSHIP RESOLUTION

For the year August 1, 2021 — through July 31, 2022

LIST ON BACK

_____ the School(s) which are under the direction of this Board of Education/Governing Body.

(Junior high/middle and senior high schools of your school system which are to be listed as MHSAA members and receive MHSAA mailings during 2021-22 must be listed on the back of this form)

BEAR LAKE SCHOOLS City/Township of BEAR LAKE

County of MANISTEE, 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, 2021 and shall remain effective until July 31, 2022, during which the authorization may not be revoked.

RECORD OF ADOPTION

The above resolution was adopted by the Board of Education/Governing Body of the

BEAR LAKE SCHOOLS School(s), on the 16th day of JUNE, 2021, and is so recorded in the minutes of the meeting of the said Board/Governing Body.

BEAR LAKE SCHOOLS BOARD OF ED

(Governing Body Name)

7748 COON STREET

(Address)

BEAR LAKE MI 49614

(City & Zip Code)

JOHANSON@MANISTEE.ORG

(Contact E-mail)

Board Secretary Signature
or Designee

Check if Designee

6.D. NEOLA - Final Read

Book	Policy Manual
Section	Vol. 35, No. 2 - February 2021
Title	Vol. 35, No. 2 - February 2021 - OVERVIEW
Code	1 - OVERVIEW
Status	From Neola



MASB
MICHIGAN ASSOCIATION
OF SCHOOL BOARDS

POLICY UPDATE SERVICE
PROVIDED BY NEOLA, INC.

Local Policy Update

VOLUME 35 NUMBER 2

FEBRUARY 2021

MASB Policy Services Provided by Neola

Effective policies are at the core of successful school district governance. Maintaining policies that reflect both local oversight and ever-changing state and federal laws is an enormous task. School board members can rely on the MASB-Neola Partnership to keep their policy manuals up-to-date. Under this partnership, Neola provides comprehensive policy services for MASB members on behalf of MASB. Working together, MASB and Neola produce uniform school policies and guidelines to better serve all Michigan school districts.

Policy Development and Updating

Neola, with assistance from MASB if and when needed, will work with the board, administrators and committee(s) to develop a comprehensive policy manual that suits your district's needs. Each manual is based on templates that have been thoughtfully prepared, then vetted by Neola's outside counsel and MASB's legal counsel. These templates are customized to the district's unique circumstances through choices made by the board and administrative team. The bylaws, policies and administrative rules/regulations are a unique collection assembled by educators and attorneys. The end result will be a policy manual that's in line with law and court decisions containing legal citations, footnoted reference material, and will be searchable by keyword or phrase.

OVERVIEW AND COMMENTS

All production related materials and questions should be directed to the Coshocton Office at 632 Main Street, Coshocton, Ohio 43812 (phone 800-407-5815, fax 740-622-2557). Billing questions should be directed to the Stow Office at 3914 Clock Pointe Trail, Suite 103, Stow, Ohio 44224 (phone 330-926-0514, fax 330-926-0525).

Please do not retype Neola materials before returning them for processing. We prefer to have the original materials returned after you have marked them indicating which changes and additions you choose to have/not have for your District. If a District chooses not to adopt a policy or an administrative guideline, the District is still obligated to follow applicable Federal and State laws relating to that section.

The proposed new, revised, and replacement policies, administrative guidelines and forms included in this update have been thoughtfully prepared and reviewed by Neola's legal counsel for statutory compliance. If you make changes, or substitute in its entirety policies or other materials of your own drafting, those materials should be reviewed by your legal counsel to verify compliance. Neola does not review district-specific edits to update materials or District-specific policies for statutory compliance.

If a policy or guideline is marked as a revision, the changes have been marked in bold (to add material) and crossed out (to delete material). As you review a revised policy or guideline, you may choose to accept one, many or all of the changes provided. If a policy or guideline is marked as a replacement, that means there have been enough changes made that justify a complete, clean replacement copy. As you review a replacement policy or guideline, you should also check the materials you have in your current policy or guideline to see if there is some specific wording you want included in the replacement policy. If so, any wording from the current policy should be added using "Track Changes" or the editing tools in the BoardDocs platform in the replacement policy or guideline before returning it electronically to the Coshocton office for processing.

If the District alters language and adds it to a policy template or deletes content that is not marked as a choice in the policy template, then these actions will constitute District-specific edits.

Policies that are to be deleted from the policy manual require Board action to rescind the policy.

Your Neola Associate will contact you in the near future to schedule an appointment to review this update and ensure you are current on this and previous updates. As the Update "season" gets underway, Neola recommends the following options for accessing comprehensive policy services through your Neola Associate:

- A. Schedule an appointment date/time to review the update or policy templates in a telephone conference.

- B. Schedule an appointment date/time to review the update or policy templates via virtual meeting, such as Google Meeting or other electronic options.
- C. Schedule/reschedule update or drafting visits for a later time.

While “in-person” consultation sessions are the preferred method for Neola Update “visits”, the means by which you and your Neola associate accomplish this review should be mutually determined based on availability and level of comfort with the consultation process. Overall, health and safety are the primary concerns. Your Neola associate will be in contact with you soon to discuss these options with you.

Your Neola Associate will contact you in the near future to schedule an appointment to review this update and ensure you are current on this and previous updates.

If you are not an administrative guidelines client, you did not receive those materials in this packet. Contact your Associate for more information about becoming an administrative guidelines client.

Processing Update Materials

If you will be making changes to these Update documents electronically, use “Track Changes” or editing tool in the BoardDocs platform to mark the Neola materials indicating which of the proposed revisions and additions you choose to include or not include for your District, or to make additional edits, before returning them electronically for processing. Be sure to leave the “track changes” and marked up version as the one you submit to the production office in Coshocton, Ohio.

District-Specific Material

If the District chooses, during any step of the Update process, to incorporate District-specific material into a new policy or guideline that has been proposed or to insert District-specific material into a current policy or guideline for which revisions have been proposed in an update issued by Neola, then the District agrees to hold Neola harmless for those District-specific edits and acknowledges that Neola’s warranty for legal challenges to that District-specific language in that policy or guideline will not be in effect. In addition, Neola retains ownership of the text from the original policy template that remains in a policy to which District-specific material has been added. District-specific materials include the following:

- A. Materials from the District’s existing materials that the District requests be incorporated during the drafting process;
- B. New materials that the District develops in their entirety and exclusive of Neola; and
- C. Revisions or deletions that substantively depart from Neola’s templates.

Further, Neola does not recommend the use or incorporation of District-specific materials. Neola will, at the request of the District, incorporate District-specific materials into the licensed materials, with the implicit understanding that the District bears all risks associated with the District’s decision to request that such District-specific materials be incorporated. Neola reserves the right to, but is not obligated to, advise the District to seek its own legal review of District-specific materials.

Social Media (Policy/AG 7544) Revisited

In April 2018 a collection of policies were prepared by a team of twenty-two (22) lawyers, IT experts and Neola staff to provide Districts with a means to establish controls that govern the use of social media in their District. These policies and related documents were released in the Special Update - Social Media in April 2018 along with a toolkit for use with these policies in Volume 34 Number 1 (Social Media Toolkit) in September 2019.

Although regulating an employee’s personal use of social media is possible only in the narrowest of circumstances, establishing rules about employees’ use of social media as it relates to communication regarding the business of the District is something that schools can, and in Neola’s judgment, should do.

Three existing policies were also suggested for revision in the Social Media Special Update. A comprehensive definition of “social media” was added to Bylaw 0100 Definitions and the definition of “apps and services” was revised as well. Additionally, revisions were proposed for Policy 7540 Technology to replace the previous definition of “social media” and finally, revisions to Policy 7540.04 Staff Technology Acceptable Use and Safety so that the language is current and compliant with the new social media policy.

While the suggested revisions were put in place before a global pandemic pushed Districts to utilize on-line learning platforms and more virtual methods of engagement with students, parents, and the community, such use makes consideration of these materials even more important today.

Although the new and revised policies have been thoughtfully prepared and reviewed by Neola’s legal counsel for statutory compliance, each District must decide what specific language to include in its own unique policy collection.

It is highly recommended that at this juncture the District reevaluate the materials in the updates referenced above that are still available on each District’s BoardDocs platform. While much thought will be necessary to consider these new materials and revised policies each District should take the time necessary to be sure that there is adequate policy guidance provided for current use of social media technology and applications.

In the next update, Neola will revisit Policy 5722 – School Sponsored Publications and Productions and issue a revised document and toolkit. The social media policy materials issued in 2018-2019 played a large role in the development of the revised Policy 5722 materials.

Therefore, it is highly recommended that at this juncture the District reevaluate the materials in the update from 2018-2019 that are still available on each District’s BoardDocs platform and consider the District and school level application of these technologies.

Notice Regarding Legal Accuracy

Neola is vigilant in providing policy language to clients that has been vetted for legal accuracy by outside legal counsel. Should questions arise as to the legal compliance or accuracy of Neola materials, it is our expectation that Neola’s counsel would have the opportunity to assist in the resolution of such a claim. Please notify the Neola corporate office if an issue arises in which such a review or assistance is necessary.

Policies in this update have been reviewed by Varnum, LLP (Grand Rapids, MI) for consistency with Federal and State law.

REMINDERS

- The Minimum Wage in Michigan remains the same at \$9.65 for 2021.
- The Internal Revenue Service (IRS) issued Notice 2020-279 which provides the 2021 mileage rate at 56 cents per mile for business travel (1.5 cents less than 2020 rate).
- The U.S. Department of Labor maintains regulatory authority over state and local government employers, including public school districts. Note that the following federal laws have poster requirements which apply to school districts (no federal or federally-assisted contracts or subcontracts):
 - The Employee Polygraph Protection Act (EPPA)
 - The Fair Labor Standards Act (FLSA) Minimum Wage Notification
 - The Family and Medical Leave Act (FMLA)
 - Uniformed Services Employment and Reemployment Rights Act (USERRA)
 - Occupational Safety and Health Act (Workplace Safety)
 - Whistleblower Protections

In addition, certain organizations may be required to display posters that can only be obtained from DOL's Office of Workers' Compensation Programs (OWCP). More information on these posters is available. Links to all federal employment posters are always available on the Poster Page as are answers to frequently asked questions. Note that school districts with federal or federally-assisted contracts or subcontracts may have additional requirements.

LEGAL ALERTS

Included with this update are legal alerts printed on green paper. These include:

3. Resolution Regarding the Open Meetings Act
4. Legal Alert - Model Anti-Bullying Policy (MDE)
5. Important Questions about COVID-19 Vaccination Programs
6. Use of Facial Recognition Technology in School Settings
7. Legal Issues That School Officials and Employees Need to Be Aware of When Using Social Media

BYLAWS AND POLICIES

Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability (Revised)

Policy #2260.01 places particular emphasis on protections for students who are identified under Section 504 and ADA, including accessibility to qualified individuals with regard to facilities, programs and activities according to federal law. Revisions to this policy are based on recent Office for Civil Rights (OCR) investigations and reviews of compliance issues, particularly related to vocational education/Career-Technical education programs with particular emphasis on vocational education.

These revisions should be adopted and implemented in order to maintain compliance under Section 504 and ADA.

Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities (Revised)

This policy has been revised to reflect the recognized definition of "Rape" as of January 2021, deleting the original reference to the definition required by the Clery Act at the time of the release of the regulations in May 2020. The revised definition is that provided by the National Incident-Based Reporting System (NIBRS). Also, there is a suggested revision in the Appeals section of the policy. While the current regulation does not specifically address the implementation of remedies during the appeals process, it seems to be inappropriate to impose disciplinary sanctions while an appeal is pending.

These revisions are recommended for adoption.

Policy 5341 - Emergency Medical Authorization (Revised)

This revision is necessary to comply with the revisions to the Do Not Resuscitate (DNR) laws that allow DNR orders for minors under appropriate circumstances.

This revision is required to remain compliant with Michigan law.

Policy 5342 - Do Not Resuscitate Orders (DNR) for Minor Students (NEW)

This new policy is necessary to comply with revisions to the Do Not Resuscitate (DNR) laws that now allow DNR orders for minors under appropriate circumstances and require specific procedures school districts must follow if they receive such an order.

The policy is in compliance with M.C.L. 380.1180.

Policy 5343 - Physician Order for Scope of Treatment (POST) (NEW)

This new policy is necessary to comply with the new statute setting out specific procedures that school districts must follow if they receive a physician order for scope of treatment (POST) form for a student.

This policy is compliant with M.C.L. 380.1181.

Policy 7440.01 – Video Surveillance and Electronic Monitoring (Revised)

Due to the significant increase in the use of virtual/on-line learning, this policy has been revised to allow a District to use prerecorded lessons or observations of on-line or virtual learning sessions as part of an employee's evaluation, in accordance with a collective bargaining agreement or Memorandum of Understanding approved by the Board.

These revisions are provided to enable expanded use of technology monitoring for appropriate purposes.

Policy 8321 - Criminal Justice Information Security (Non-Criminal Justice Agency) (Revised)

This policy is revised to include the latest review of procedures by the Department of Homeland Security (DHS) of implementation reviews by the Michigan State Police (MSP) and the qualified use of criminal records information by school employers.

These revisions should be adopted in order to maintain accurate policies.

Policy 8330 - Student Records (Revised)

This policy has been revised to comply with the obligation not to disclose the address of a student who provides the District with notice that they have received a participation card issued by the attorney general under the address confidentiality program act.

This revision should be adopted in order to remain compliant with Michigan law.

Policy 8400 - School Safety Information (Revised)

This policy has been revised to reflect the changes required by amendments, approved by the Governor, to the Sex Offender Registration Act (SORA) (effective March 24, 2012).

These revisions should be adopted in order to remain compliant with Michigan law.

Policy 8450.01 - Protective Facial Coverings During Pandemic/Epidemic Events (Revised)

This policy (new in August 2020) is revised to reflect the changes in recommended exemptions enacted by the Center for Disease Control and Prevention (CDC) in September 2020. The guidance and content of this revised policy may be included in the District's Restart/Reopening plan for the 2020-21 school year. The policy provides coverage for students, district employees, and volunteers/visitors.

This revised policy is not currently required by statute or regulation, however is provided for district consideration.

Policy 8500 - Food Services (Revised)

This policy has been revised to add the emphasis being sought by the United States Department of Agriculture (USDA) to prohibit stigmatizing students who lack the funds to pay for their meal or with unpaid meal charges.

This revision is recommended for adoption.

Policy 8510 - Wellness (Revised)

Revisions to this policy reflect updated requirements for evaluation and review of district wellness policies (at least every three years) and the updated regulations issued by the U.S. Department of Agriculture (USDA). These regulations provide the basis for USDA review and monitoring of district compliance with the Health and Hunger-Free Kids Act. WELLSAT:3.0 is the assessment tool widely used to audit school wellness policies.

These revisions reflect the updated USDA regulations and are recommended for adoption.

ADMINISTRATIVE GUIDELINES

AG 8321 - Criminal Justice Information Security (Non-Criminal Justice Agency) (Revised)

See note on Policy 8321.

AG 8330 - Student Records (Revised)

See note on Policy 8330.

AG 8500D - Procedure for the Collection and Payment for Charged Meals (Revised)

See note on Policy 8500.

COMMENTS

Reviewing Board Minutes

A feature of your subscription to the Update Service is the review of your District's Board minutes to identify actions that result in new policy or revision to existing policy. If such action has been taken and copies of the related materials have not been submitted to the Coshocton Office, the District will be contacted and additional information regarding the action will be requested. Please take advantage of this valuable service by sending copies of your Board minutes to the Coshocton Office for review.

Book	Policy Manual
Section	EDGAR Revisions - February 2021
Title	EDGAR Revisions - February 2021
Code	1 - OVERVIEW
Status	From Neola

Neola, Inc.

EDGAR Revisions - February 2021

OVERVIEW AND COMMENTS

In December 2014, the U.S. Department of Education (ED) released the newly updated Education Department General Administrative Regulations (EDGAR). This major rewrite of the regulations was issued after nearly 40 years of very little change in the compliance measures that federally funded programs must meet. The regulations covered the application process, financial management, procurement, inventory management, time and effort accountability, cost allowability, record retention, and program oversight.

The Office of Management and Budget (OMB) has now revised sections of OMB Guidance for Grants and Agreements, also known as Uniform Grant Guidance (UGG). Proposed changes to 2 C.F.R Part 200 were published in the Federal Register in January 2020, comments closed on March 23, 2020, and Final Revisions were published in August 2020. Despite the intervening pandemic, OMB released its final revisions to the Uniform Grants Guidance (2 CFR Part 200) right on schedule! The revisions continue the OMB's push for results-oriented accountability for grants, significantly rewrite the sections on procurement, and attempt to clarify prior requirements, including provisions related to the period of performance and indirect costs. The revised rules are effective November 12, 2020.

These revisions reflect changes outlined in the President's Management Agenda (PMA). This guidance is intended to focus on improved stewardship and ensuring that the American people are receiving value for funds spent on grant programs. The revisions are limited in scope to support implementation of statutory requirements, alignment of these provisions with other Federal requirements, and clarification of existing requirements to minimize risk in financial transactions.

These new regulations will require some revision to current policies. The greatest focus, however, will continue to be on compliant written procedures relative to many of the financial and program management functions. These procedures will necessarily be district-specific, providing a clear picture of how these functions are carried out in the District.

Neola has conducted a thorough review of policy and administrative guidelines templates and will be providing appropriate revisions and additions in this special update and in future updates to assist districts in meeting compliance standards put forth by EDGAR. Policy documents in this special update - EDGAR 2.0 (MI) - have been reviewed by Brustein & Manasevit, PLLC Attorneys at Law and by Varnum LLP for consistency with Federal and State law, respectively.

Significant work, however, will be necessary for each district to draft the required procedures for a variety of functions. Neola will, upon request, process and post districts' procedures/manuals as electronic links to provide for convenient flow from policy to administrative guidelines to district procedure.

The update includes the following documents:

- **Policy 6114 - Cost Principles - Spending Federal Funds (Revised - October 2020)**
- **Policy 6325 - Procurement - Federal Grants/Funds (Revised - October 2020)**
- **Policy 7450 - Property Inventory (Revised)**
- **Policy 7455 - Accounting System for Capital Assets (Revised)**

These documents have been posted to each client's BoardDocs console and may be downloaded from the Policy Update menu.

If you have questions about any of these Special Update materials, contact your Neola Associate. All production-related materials and questions should be directed to the Production Office at 632 Main Street, Coshocton, Ohio 43812 (phone 800-407-5815, fax 740-622-2557). Billing and other questions should be directed to the Business Office at 3914 Clock Pointe Trail, Suite 103, Stow, Ohio 44224 (phone 330-926-0514, fax 330-926-0525).

Book	Policy Manual
Section	Nondiscrimination/Anti-Harassment Policies Update - February 2021
Title	Nondiscrimination/Anti-Harassment Policies Update - February 2021 OVERVIEW
Code	1 - OVERVIEW
Status	From Neola

OVERVIEW AND COMMENTS

These policies have been revised to reflect changes in terminology and definitions, terms, and processes that are consistent with the latest regulations released by the United States Department of Education (USDOE), specifically Title IX regulations released in May 2020 (effective August 2020).

While these revisions are substantially technical in nature, they should be considered as policy revisions. It may be easier to work in the Neola revised template for these policies. In accepting revised language, it is important to consider options and district-specific information contained in current District versions of the policies, such as:

- () The District will offer counseling services to any person found to have been subjected to unlawful harassment, and, where appropriate, the person(s) who committed the unlawful harassment. (1662/3362/4362)
- Name and contact information for Compliance Officers.
- Location of Postings.
- Designation of Superintendent or Board as final decision.
- Options regarding Investigatory Records.

Your Neola associate is ready to assist you in processing and adopting these revisions.

The update includes the following documents:

- **Policy 1422/3122/4122 - Nondiscrimination and Equal Employment Opportunity (Revised)**
- **Policy 1623/3123/4123 - Section 504/ADA Prohibition Against Disability Discrimination Based in Employment (Revised)**
- **Policy 1662/3362/4362 - Anti-Harassment (Revised)**

- **Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity (Revised)**
- **Policy 5517 - Anti-Harassment (Revised)**

These documents have been posted to each client's BoardDocs console and may be downloaded from the Policy Update menu.

If you have questions about any of these Special Update materials, contact your Neola Associate. All production-related materials and questions should be directed to the Production Office at 632 Main Street, Coshocton, Ohio 43812 (phone 800-407-5815, fax 740-622-2557). Billing and other questions should be directed to the Business Office at 3914 Clock Pointe Trail, Suite 103, Stow, Ohio 44224 (phone 330-926-0514, fax 330-926-0525).

6.E.2021-2022 School Calendar

BEAR LAKE CALENDAR 2021/2022

<u>Work Days</u>	<u>Student Days</u>	<u>Date</u>	<u>Event</u>
5	2	Mon., Tues. Aug 9 & 10	PD
		August	<i>Determined by individual teacher</i>
		Mon. Aug 30	Student's First Day
19	19	Thurs/Fri Sept 2 & 3	No School Staff/Students
		Mon. Sept 6	Labor Day --- No Staff/Students
21	21	Wed. Oct 6	Count Day
		Thurs. Oct 7	PT Conferences 1:30 PM - 7:00 PM / Students dismissed at 12:50 PM
		Fri. Oct 29	End of 1st Marking Period
20	20	Wed. Nov 24	Students / Teachers Dismissed at 12:50 PM
		Thurs, Fri Nov 25 & 26	Thanksgiving Break
13	13	Fri. Dec 17	Last day before Christmas Break
20	20	Mon. Jan 3	School Resumes
		Mon. Jan 17	No School - MLK Observation
		Fri. Jan 21	End of 2nd Marking Period
19	19	Wed. Feb 9	Count Day
		Mon. Feb 21	No School - President's Day Observation
19	19	Fri. Mar 25	End of Third Marking Period
		Fri. Mar 25	Last Day Before Spring Break
		March 28 - April 4	Spring Break
19	19	Tues. Apr 5	Return to School
		Thurs. Apr 7	PT Conferences 1:30 PM - 7:00 PM / Students dismissed at 12:50 PM
21	21	Fri. May 28	Graduation
		Mon. May 30	Memorial Day, no staff or students
8	7	Wed. June 8	Students dismissed at 12:50 PM
		Thurs. June 9	Students dismissed at 12:50 PM
		Thurs. June 9	Last Day for Students
		Fri. June 10	Records Day
<u>Teacher Total</u>	<u>Student Total</u>		
184	180		

6.F. Graduation Update

6.G. NMSLA

7. **Treasurer's Report**

Bear Lake School District

Treasurer's Report May 2021

General Fund Accounts

Milaf	\$1,083,158.41
Payroll	2,858.82
Building & Site	222,763.39
Huntington	185,485.25

Total General Fund	\$1,494,265.87
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Food Service Fund Accounts

Milaf	\$44,457.71
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Debt Retirement Accounts

2015 Debt Retire.	34,074.26
2016 Debt Retire.	19,663.47

Total Debt Retirement	\$53,737.73
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Bear Lake School District - Prepays

June 16, 2021

Check Number	Date Paid	Amount Paid	Vendor - Payee	Check Description
EFT	5/7/2021	21,046.81	MPSERS	Pension Plus DC 50%
EFT	5/14/2021	260.00	Health Equity (MESSA)	Health Equity Contributions *HSA*
EFT	5/14/2021	6,314.93	State of Michigan - Dept Of Treasury	Payroll - State Tax Payable
EFT	5/14/2021	13.85	State of Michigan - Dept Of Treasury	April 2021 Sales Tax
EFT	5/18/2021	21,497.54	MPSERS	Pension Plus DC 50%
EFT	5/25/2021	17,871.29	MPSERS	MPSERS UAAL Rate Stabilization
EFT	5/28/2021	260.00	Health Equity (MESSA)	Health Equity Contributions *HSA*
EFT	5/28/2021	21,183.34	MPSERS	Pension Plus DC 50%
125132	5/5/2021	36.01	Verizon Wireless	Account # 842369295-00003
125133	5/5/2021	715.54	Verizon Wireless	Account # 842369295-00004
125134	5/6/2021	64.98	Bear Lake Hardware	Supplies
125135	5/6/2021	330.12	Cherry Capital Foods	Food/Produce Order
125136	5/6/2021	5,288.89	Consumers Energy	6115 S Shore Rd - Sports Plex; 7785 Stua
125137	5/6/2021	6,656.51	Gordon Food Service	Food Purchases
125138	5/6/2021	71.99	Karen Groenwald	Reimbursement For College Books
125139	5/6/2021	175.00	Jackpine Business Centers	Supplies
125140	5/6/2021	25.11	Josten's	Grad Supplies
125141	5/6/2021	242.90	Kendall Electric, Inc	Lighting Supplies
125142	5/6/2021	562.00	KSS Enterprises	Custodial Supplies
125143	5/6/2021	397.50	Thrun Law Firm, P.C.	Legal Fees
125144	5/6/2021	136.64	Xerox Corporation	Meter Usage- 5DA-841864
125145	5/14/2021	271.77	Auto Value BTB Parts Stores	Supplies
125146	5/14/2021	188.37	Bear Lake Hardware	Supplies
125147	5/14/2021	460.85	Jennifer Bentley	Reimbursement of College Books
125148	5/14/2021	31.31	Consumers Energy	7748 Cody St Parking Lot
125149	5/14/2021	325.10	Filer Credit Union VISA	VISA Charges
125150	5/14/2021	8,799.00	Freeman Creek Equipment Inc	Exmark Lazer E-Series Lawnmower
125151	5/14/2021	3,046.01	Gordon Food Service	Food Purchases
125152	5/14/2021	94.38	Kendall Electric, Inc	Lighting Supplies
125153	5/14/2021	542.02	KSS Enterprises	Custodial Supplies
125154	5/14/2021	1,034.75	Manistee County Transportation	Contracted Transportation
125155	5/14/2021	358.05	Pitney Bowes	Postage Machine Rental
125156	5/14/2021	124.33	PNC Bank VISA	Reimbursements
125157	5/14/2021	730.10	Republic Services	Waste Services
125158	5/14/2021	960.00	S & L Turfcare LLC	Turf Care 2021 - Fields
125159	5/14/2021	295.00	S&S Irrigation L.L.C.	Baseball Field Irrigation
125160	5/14/2021	2,549.07	Superior Energy Co LLC	Natural Gas - 15000; Natural Gas-Water H
125161	5/21/2021	839.40	Apple Computer, Inc.	ITS VPP

Bear Lake School District - Prepays

June 16, 2021

Check Number	Date Paid	Amount Paid	Vendor - Payee	Check Description
125162	5/21/2021	20,878.87	Kaleva Norman Dickson School District	Music Teacher Reimbursement 2020-2021; U
125163	5/21/2021	1,163.68	Kaleva Norman Dickson School District	Superintendent Ins Cost
125164	5/21/2021	6,067.93	Kaleva Norman Dickson School District	Superintendent Secretary Ins Cost
125165	5/21/2021	630.55	Kaleva Norman Dickson School District	Food Director Ins Cost
125166	5/21/2021	52,432.32	Manistee ISD	Semi Annual MCSBC Fees; Semi Annual Tech
125167	5/21/2021	3,510.00	MISD - Net	Virtual Server Hosting (3.25 Servers)
125168	5/21/2021	550.12	Sehi Computer Products	HP LaserJet Printer
125169	5/21/2021	541.33	Xerox Corporation	Meter Usage- 3TX-404633; Meter Usage- 3A
125170	5/25/2021	2,500.00	Pro Turf & Landscape, Inc.	Landscaping
125171	5/25/2021	36.01	Verizon Wireless	Account # 842369295-00003
125172	5/25/2021	684.19	Verizon Wireless	Account # 842369295-00004
125173	5/28/2021	28.48	Blarney Castle Oil Co	Fluid And Main.
125174	5/28/2021	2,414.69	BP	Bus Fuel
125175	5/28/2021	5,628.01	Gordon Food Service	Food Purchases
125176	5/28/2021	11,945.51	Kaleva Norman Dickson School District	Bus Repair Work
125177	5/28/2021	11,035.95	Kaleva Norman Dickson School District	Mar 21 After School Supper Meals
125178	5/28/2021	244.64	KSS Enterprises	Custodial Supplies
125179	5/28/2021	1,210.00	MASB	Membership 2021-22
125180	5/28/2021	19,171.25	MESSA	Ins Premium June 2021
125181	5/28/2021	385.00	NASSP	NHS Certificates And Membership Cards (P
125182	5/28/2021	175.00	S & L Turfcare LLC	Turf Care 2021 - Fields
125183	5/28/2021	5,333.28	TBA ISD	English Learner 3/1/21-5/31/21
		270,367.27		

General Fund - 11	254,632.42
Food Service Fund - 25	15,734.85
Debt Retirement - 31	-
Debt Retirement - 32	-
Building and Site Fund - 42	-
	270,367.27

REVENUES		April 2021	
	Amount Received		Payor
General Fund - 11	0.00	Property Taxes	
	4,587.83	Local Misc. Revenue	
	177,400.69	State Aid	
	0.00	Federal	
	0.00	Transfers In	
	<u>181,988.52</u>		
Food Service - 25	36,983.45	Lunch/Breakfast Sales/Fed	
Debt Retirement - 31	0.00	Property Taxes	
Debt Retirement - 32	0.00	Property Taxes	
Building & Site - 42	0.00	Tower Lease	
Total	218,971.97		

8. Minutes

**BEAR LAKE SCHOOLS
BOARD OF EDUCATION MEETING
BEAR LAKE MEDIA CENTER
MAY 12, 2021
7:02 PM**

MEMBERS PRESENT:

President, Bethany Merrill; Vice President, Eric Smith; Secretary, Rebecca Fink; Treasurer, Greg Babinec; and Trustees Shad Buckner, Angela Eisenlohr and Connie Ledford

MEMBERS ABSENT:

None

CALL TO ORDER

Board President Bethany Merrill called the Board meeting to order at 7:02 PM.

AGENDA

The agenda was adopted as presented.

AUDIENCE PARTICIPATION

None

CORRESPONDENCE

April Hasenbank
Lavon Jonson

BOARD REPORTS

Sarah Harless presented the Principal's Report and the Extended COVID-19 Plan Update & Reconfirmation.

SUPERINTENDENT'S REPORT

- A. Extended COVID-19 Update and Reconfirmation Plan
- B. Personnel
- C. MISD Budget Amendment
- D. MISD Biennial Election
- E. 457(b) Plan Adoption
- F. Senior Trip Itinerary/Approval
- G. NEOLA - First Read
- H. Graduation Update
- I. NMSLA

BUSINESS ITEMS FOR ACTION

Moved by Fink, supported by Babinec, that the Consent Calendar Items B, C, & D be approved as presented; carried 7-0.

Moved by Fink, supported by Babinec, that the Treasurer's Report of monies on hand -

General Fund	\$ 156,765.33
Food Service Fund	15,148.66
Debt Retirement Funds	385,618.75
Capital Projects	-
Total All Funds	\$ 557,532.74

be accepted and that bills totaling \$557,532.74 and check numbers 125094-125131 be approved for payment; carried 7-0.

Moved by Fink, supported by Babinec, that the minutes of the regular meeting held April 14, 2021 be approved as presented; carried 7-0.

Moved by Fink, supported by Babinec, to approve the updated COVID-19 Plan as presented; carried 7-0.

Moved by Buckner, supported by Smith, to hire Beth Altergott, Elementary Teacher for the 2021-22 school year, as recommended; carried 7-0.

Moved by Eisenlohr, supported by Fink, to hire Brook Czerniak, Elementary Teacher for the 2021-22 school year, as recommended; carried 7-0.

Moved by Smith, supported by Eisenlohr, to accept the resignation of Lavon Jonson Hilliard, Math teacher, effective June 11, 2021, as presented; carried 7-0.

Moved by Babinec, supported by Buckner, to approve the leave of absence request from April Hasenbank and her return to the 2022-2023 school year; carried 7-0.

Moved by Fink, supported by Buckner, to approve the Manistee Intermediate School District Budget resolution as presented; carried 7-0.

Moved by Buckner, supported by Eisenlohr, that the Board will consider a resolution to appoint Rebecca Fink as the designated representative of this District for the electoral body of the ISD biennial election to be held June 7, 2021 and Bethany Merrill as an alternate, in the event the designated representative is unable to attend.

The designated representative is further directed to cast two votes on the first ballot on behalf of this Board for Eric Smith and Leann Burger; carried 6-0-1 (Smith abstain)

Moved by Smith, supported by Fink, to approve the 457(b) Plan Resolution as presented; carried 7-0.

Moved by Eisenlohr, supported by Babinec, to approve the senior trip to Chicago, May 13-May 16, 2021 as requested; carried 7-0.

ADJOURNMENT

Moved by Smith, supported by Buckner, to adjourn at 7:51 p.m. with no objections.

Board Secretary _____

9. **Action Items**

A. Consent Calendar Items

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

Ayes _____ Nays _____ Motion _____

■ **B. Treasurer's Report**

Moved by _____, supported by _____,
that the Treasurer's Report of monies on hand -

General Fund	\$ 254,632.42
Food Service Fund	15,734.85
Debt Retirement Funds	-
Capital Projects	-
Total All Funds	\$ 270,367.27

be accepted and that bills totaling \$270,367.27 and check numbers 125132-125183 be approved for payment.

Ayes _____ Nays _____ Motion _____

■ **C. Adoption of Minutes – May 12, 2021**

Moved by _____, supported by _____,
that the minutes of the regular meeting held May 12, 2021 be approved as presented/amended.

Ayes _____ Nays _____ Motion _____

■ **D. Closing General, Food Service and Trust & Agency Fund Budgets for the 2020/2021 School Year**

Moved by _____, supported by _____, to adopt the 2020/2021 Closeout Budgets for the General, Food Service and Trust & Agency Funds as presented.

Ayes _____ Nays _____ Motion _____

■ **E. Tax Levy**

Moved _____, support _____, to set the general fund, non-homestead tax levy at 18 mills.

Ayes _____ Nays _____ Motion _____

■ **F. Debt Return Levy**

Moved _____, support _____, to set the debt return tax levy at 3.7 mills.

Ayes _____ Nays _____ Motion _____

■ **G. Opening General, Food Service and Trust & Agency Fund Budgets for the 2021/2022 School Year**

Moved by _____, supported by _____, to adopt the 2020/2021 Opening Budgets for the General, Food Service and Trust & Agency Funds as presented.

Ayes _____ Nays _____ Motion _____

■ **H. Extended Covid-19 Plan Update/Reconfirmation**

Moved by _____, supported by _____, to approve the updated COVID-19 Plan as presented.

Ayes _____ Nays _____ Motion _____

I. Personnel

Moved by _____, supported by _____, to hire Angelika Kaskinen, Math Teacher, for the 2021/2022 school year, as recommended.

Ayes _____ Nays _____ Motion _____

Moved by _____, supported by _____, to accept the resignation of Kaitlyn McBride, Title I Aide, as presented.

Ayes _____ Nays _____ Motion _____

Moved by _____, supported by _____, to accept the resignation of Ty Schafer, Athletic Director, as presented.

Ayes _____ Nays _____ Motion _____

J. MHSAA

Moved by _____, supported by _____, to approve the membership with the MHSAA for the 2021/2022 school year as recommended.

Ayes _____ Nays _____ Motion _____

K. NEOLA

Moved by _____, supported by _____, to approve the NEOLA Policies as presented.

Ayes _____ Nays _____ Motion _____

L. 2021/2022 School Calendar

Moved by _____, supported by _____, to approve the 2021/2022 School Calendar as presented/amended.

Ayes _____ Nays _____ Motion _____

M. Closed Session

Moved by _____, supported by _____, to move into closed session at _____ PM for the purpose of discussing the Principal's evaluation.

Ayes _____ Nays _____ Motion _____

Moved by _____, supported by _____, to reconvene to open session at _____ PM.

Ayes _____ Nays _____ Motion _____

N. Principal Evaluation

Moved by _____, supported by _____, to approve the evaluation for Sarah Harless, K-12 Principal, as presented.

Ayes _____ Nays _____ Motion _____

O. Adjournment

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

10. **Board Requests**

10.A. Closed Session

11. **Announcements**

11.A. Next Board Meeting - July 21, 2021

12. **Adjournment**