

Kaleva Norman Dickson School District  
Monday, January 10, 2022 7:00 PM Eastern

Brethren Media Center  
4400 North Highbridge Road  
Brethren, Michigan 49619

1. **Call To Order - Superintendent, Jakob Veith**

1.A. *Board Appreciate Month*

1.B. Pledge of Allegiance

1.C. Organizational Meeting

1.C.1. Election of Officers

# ELECTION OF OFFICERS

## A. Nomination for/election of Board President

Nominee \_\_\_\_\_ Nominated by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Nominee \_\_\_\_\_ Nominated by \_\_\_\_\_ Seconded by \_\_\_\_\_

Moved by \_\_\_\_\_, supported by \_\_\_\_\_, to close nominations for President of the KND Board of Education and elect \_\_\_\_\_ as President for the 2022 calendar year.

AYES \_\_\_\_\_ NAYS \_\_\_\_\_ MOTION \_\_\_\_\_

**NOTE:** (Newly elected Board President assumes chair/takes over conduction of meeting.)

## B. Nomination for/election of Board Vice President

Nominee \_\_\_\_\_ Nominated by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Nominee \_\_\_\_\_ Nominated by \_\_\_\_\_ Seconded by \_\_\_\_\_

Moved by \_\_\_\_\_, supported by \_\_\_\_\_, to close nominations for Vice President of the KND Board of Education and elect \_\_\_\_\_ as Vice President for the 2022 calendar year.

AYES \_\_\_\_\_ NAYS \_\_\_\_\_ MOTION \_\_\_\_\_

## C. Nomination for/election of Board Secretary

Nominee \_\_\_\_\_ Nominated by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Nominee \_\_\_\_\_ Nominated by \_\_\_\_\_ Seconded by \_\_\_\_\_

Moved by \_\_\_\_\_, supported by \_\_\_\_\_, to close nominations for Secretary of the KND Board of Education and elect \_\_\_\_\_ as Secretary for 2022 calendar year.

AYES \_\_\_\_\_ NAYS \_\_\_\_\_ MOTION \_\_\_\_\_

## D. Nomination for/election of Board Treasurer

Nominee \_\_\_\_\_ Nominated by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Nominee \_\_\_\_\_ Nominated by \_\_\_\_\_ Seconded by \_\_\_\_\_

Moved by \_\_\_\_\_, supported by \_\_\_\_\_, to close nominations for Treasurer of the KND Board of Education and elect \_\_\_\_\_ as Treasurer for the 2022 calendar year.

AYES \_\_\_\_\_ NAYS \_\_\_\_\_ MOTION \_\_\_\_\_

## 1.C.2. Set Board Meeting Dates

# **SETTING OF REGULAR BUSINESS MEETING DATES & TIME**

Moved by \_\_\_\_\_, supported by \_\_\_\_\_, to set the date, time and place(s) of regular, business meetings as set forth in the following schedule. All meetings will take place at the Kaleva Norman Dickson School District unless otherwise changed.

<b>February 14, 2022</b>	<b>7:00 PM</b>	<b>Media Center</b>
<b>March 14, 2022</b>	<b>7:00 PM</b>	<b>Media Center</b>
<b>April 11, 2022</b>	<b>7:00 PM</b>	<b>Media Center</b>
<b>May 9, 2022</b>	<b>7:00 PM</b>	<b>Media Center</b>
<b>June 13, 2022</b>	<b>7:00 PM</b>	<b>Media Center</b>
<b>July 18, 2022</b>	<b>7:00 PM</b>	<b>Media Center</b>
<b>August 8, 2022</b>	<b>7:00 PM</b>	<b>Media Center</b>
<b>September 12, 2022</b>	<b>7:00 PM</b>	<b>Media Center</b>
<b>October 10, 2022</b>	<b>7:00 PM</b>	<b>Media Center</b>
<b>November 7, 2022</b>	<b>7:00 PM</b>	<b>Media Center</b>
<b>December 12, 2022</b>	<b>7:00 PM</b>	<b>Media Center</b>
<b>January 9, 2023</b>	<b>7:00 PM</b>	<b>Media Center</b>

AYES \_\_\_\_\_

NAYS \_\_\_\_\_

MOTION \_\_\_\_\_

### 1.C.3. Assign Committee Members

**KND BOARD OF EDUCATION  
2022 COMMITTEES & ASSIGNMENTS**

**MCSMC COUNCIL**

- Kathy Fairbanks
- Karen McIntire

**BUILDING & GROUNDS**

**BUILDING LEADERSHIP TEAMS**

- Arthur Fraly
- Josh Morrison
- Eric Schmidt

**HEALTH, PE & ATHLETICS**

- Ashley Gutowski
- Josh Morrison
- Eric Schmidt

**MASB LEGISLATION & LIASON**

- Arthur Fraly
- Jessica Ward

**FINANCE**

- Arthur Fraly
- Ashley Gutowski
- Jessica Ward

**NEGOTIATIONS**

- Kathy Fairbanks
- Karen McIntire
- Eric Schmidt

**PERSONNEL**

- Ashley Gutowski
- Karen McIntire
- Jessica Ward

**POLICY**

- Kathy Fairbanks
- Karen McIntire
- Jessica Ward

**ISD BOARD REPRESENTATIVES**

- Kathy Fairbanks
- Josh Morrison

Moved by \_\_\_\_\_, supported by \_\_\_\_\_, to  
approve the 2022 committee assignments as presented/amended.

2. **Routine Business**

2.A. Adoption of Agenda

2.B. Consent Calendar Items - B, C, D & E

3. **Items from the Audience**

4. **Correspondence/Communication**

5. **Board Reports**

5.A. Budget Amendment - Kris Mauntler

## 2021-22 AMENDED BUDGET SUMMARY

Student count 543

Increase 13 students

Increase \$573 per student foundation allowance

Included Bonus

Estimated Deficit	(115,542)
Projected Cushion	<u>50,000</u>
Recalculated Deficit	(65,542)
Unreserved Fund Balance	1,532,716

# KALEVA NORMAN DICKSON SCHOOL DISTRICT

## General Education Fund 2021-22 School Year

***Be it resolved that the General Fund Amended Budget for fiscal year 2021-22 be adopted as listed below effective January 10, 2022.***

	2020-21 Audited Budget 6/30/2021	2020-21 Final Budget 6/21/2021	2021-22 Opening Budget 7/1/2021	2021-22 Amended Budget 1/10/2022	
<b>REVENUES</b>					
Local	2,465,740	2,449,295	2,507,246	2,518,096	
State	2,835,264	2,801,162	2,622,126	3,242,169	Inc enrollment, foundation, at risk
Federal	710,551	771,401	514,030	1,763,005	ESSER
Incoming Transfers/Other	98,257	56,884	53,000	53,000	
<b>TOTAL REVENUE</b>	<b>6,109,812</b>	<b>6,078,742</b>	<b>5,696,402</b>	<b>7,576,270</b>	
<b>EXPENDITURES</b>					
<b>INSTRUCTION</b>					
- Basic Programs	2,596,866	2,649,836	2,820,760	3,063,013	3 new teachers
- Added Needs	559,228	638,841	638,861	682,086	
<b>SUPPORT SERVICES</b>					
- Pupil Support	133,066	141,915	152,351	184,504	student success coordinator/at risk
- Instructional Staff Support	146,314	168,906	161,843	184,302	new aide
- General Administration	215,123	231,708	233,834	222,264	
- School Administration	275,425	278,219	277,250	289,834	
- Business Services	149,570	153,161	156,810	157,608	
- Operation and Maintenance	615,628	666,562	660,435	2,039,539	ESSER HVAC
- Transportation	420,951	443,446	450,411	521,779	fuel/maintenance
- Other Central Support	335,454	282,534	289,301	329,335	tech supplies/coaches
- Community Education	-	1,050	1,050	1,050	
Other Financing Uses	473,965	326,420	26,420	16,500	
<b>TOTAL EXPENDITURES</b>	<b>5,921,590</b>	<b>5,982,598</b>	<b>5,869,327</b>	<b>7,691,812</b>	
Fund Balance July 1	1,694,467	1,694,467	1,694,467	1,882,689	
Excess Revenue/Expenditures	188,222	96,144	(172,926)	(115,542)	
Fund Balance June 30	1,882,689	1,790,611	1,521,541	1,767,147	
Assigned for Inventory/Prepays	20,439	-	-	-	
Committed for Subsequent Year	172,926	-	-	-	
Assigned for Compensated Absences	95,431	100,025	100,025	95,431	
Assigned for Buses	17,600	17,600	17,600	-	
Assigned for Technology	189,000	189,000	189,000	189,000	
Unreserved Fund Balance	1,387,293	1,483,986	1,214,916	1,482,716	

# Kaleva Norman Dickson School District

## Food Service Fund - 25

### 2021-22 School Year

*Be it resolved that the Food Service Amended Budget for fiscal year 2021-22 be adopted as listed below effective January 10, 2022.*

	2020-21 Audited 6/30/2021	2020-21 Final 6/21/2021	2021-22 Opening 7/1/2021	2021-22 Amended 1/10/2022	
<b>REVENUES</b>					
Local	116,799	114,700	98,700	96,000	
State	30,057	45,460	40,494	29,342	py state breakfast
Federal	613,705	530,500	530,500	530,500	
Other Revenues	4,100	3,920	3,920	4,000	
<b>TOTAL REVENUES</b>	<b>764,661</b>	<b>694,580</b>	<b>673,614</b>	<b>659,842</b>	
<b>EXPENDITURES</b>					
Salaries & Benefits	175,806	182,391	176,056	175,856	
Purchased Services	10,015	11,500	11,500	15,900	
Food & Supplies	343,793	538,000	329,000	534,000	spend down plan
Other	7,497	7,000	7,000	5,000	
<b>TOTAL EXPENSES</b>	<b>537,111</b>	<b>738,891</b>	<b>523,556</b>	<b>730,756</b>	
July 1 Fund Balance	316,676	316,676	272,365	544,226	
Excess Revenues / Exp.	227,550	(44,311)	150,057	(70,915)	
June 30 Fund Balance	544,226	272,365	422,422	473,311	

# Kaleva Norman Dickson School District

Internal Service Fund - 29

2021-22 School Year

*Be it resolved that the Internal Service Amended Budget for fiscal year 2021-22 be adopted as listed below effective January 10, 2022.*

	2021-22 Amended 1/10/2022
REVENUES	
Local	110,000
TOTAL REVENUES	110,000
EXPENDITURES	
Supplies	110,000
TOTAL EXPENSES	110,000
July 1 Fund Balance	-
Excess Revenues / Exp.	-
June 30 Fund Balance	-

5.B. Principal's Report

5.C. Athletic Report

6. **Superintendent's Report**

6.A. Operating Millage Renewal

Kaleva Norman Dickson School District, Manistee, Lake and Mason Counties, Michigan  
(the "District")

A \_\_\_\_\_ meeting of the board of education of the District (the "Board") was held:

in the \_\_\_\_\_, within the boundaries of the District,

electronically through \_\_\_\_\_ with identification number \_\_\_\_\_

on the 10th day of January, 2022, at \_\_\_\_\_ o'clock in the \_\_.m. (the "Meeting")

The Meeting was called to order by \_\_\_\_\_, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_:

**WHEREAS:**

1. This Board intends to submit a proposition at a special election to be held on Tuesday, May 3, 2022.

2. On or before 4:00 p.m. on Tuesday, February 8, 2022, the Board shall certify any ballot proposition to be submitted to the voters at such election to the election coordinator or coordinators designated to conduct elections within the District (the "Election Coordinator").

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. A special election of the school electors of the District be called and held on Tuesday, May 3, 2022.

2. The proposition to be voted on at the special election shall be stated on the ballots in substantially the form as set forth in Exhibit A.

3. The Election Coordinator is requested to:

a. Utilize \_\_\_\_\_, a newspaper published or of general circulation within the District, for publication of notices in accordance with the election law requirements.

b. Utilize ballot proposition summary information, as prepared by legal counsel, in the forms of the notices of last day of registration and election in substantially the form as set forth in Exhibit B attached hereto.

c. Provide a proof copy of the ballot to the District and its legal counsel in sufficient time to allow the ballot to be proofread prior to printing.

4. The Secretary of this Board is hereby authorized and directed to file a copy of this resolution with the Election Coordinator and with any Election Clerk or clerks designated to conduct elections within the District by 4:00 p.m., on Tuesday, February 8, 2022.

5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

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Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Kaleva Norman Dickson School District, Manistee, Lake and Mason Counties, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at the Meeting, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the Meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

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Secretary, Board of Education

JJS/vqt

## EXHIBIT A

### KALEVA NORMAN DICKSON SCHOOL DISTRICT OPERATING MILLAGE PROPOSAL

This proposal will allow the school district to continue to levy the statutory rate of not to exceed 18 mills on all property, except principal residence and other property exempted by law, required for the school district to receive its full revenue per pupil foundation allowance and restores millage lost as a result of the reduction required by the Michigan Constitution of 1963.

Shall the currently authorized millage rate limitation on the amount of taxes which may be assessed against all property, except principal residence and other property exempted by law, in Kaleva Norman Dickson School District, Manistee, Lake and Mason Counties, Michigan, be renewed by 18.3867 mills (\$18.3867 on each \$1,000 of taxable valuation) for a period of 5 years, 2023 to 2027, inclusive, and also be increased by .3413 mill (\$0.3413 on each \$1,000 of taxable valuation) for a period of 5 years, 2023 to 2027, inclusive, to provide funds for operating purposes; the estimate of the revenue the school district will collect if the millage is approved and 18 mills are levied in 2023 is approximately \$2,525,000 (this is a renewal of millage that will expire with the 2022 levy and a restoration of millage lost as a result of the reduction required by the “Headlee” amendment to the Michigan Constitution of 1963)?

**EXHIBIT B**

**SUMMARY OF BALLOT PROPOSITION TO BE INSERTED IN THE  
NOTICES OF LAST DAY OF REGISTRATION AND ELECTION:**

KALEVA NORMAN DICKSON SCHOOL DISTRICT  
OPERATING MILLAGE PROPOSAL  
EXEMPTING PRINCIPAL RESIDENCE  
AND OTHER PROPERTY EXEMPTED BY LAW  
18.3867 MILLS FOR 5 YEARS AND  
.3413 MILL FOR 5 YEARS TO RESTORE HEADLEE REDUCTION

Full text of the ballot proposition may be obtained at the administrative offices of Kaleva Norman Dickson School District, 772 E. Parkdale Avenue, Manistee, Michigan 49660-9110, telephone: (231) 723-1689.

6.B. Personnel

6.C. School Safety Bullying Policy - Final Read

## 5517.01 - **BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property, if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

### **Notification**

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, **confidentiality** will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

### **Reporting**

No later than May 30, 2015, the District shall submit to the Department of Education a copy of this Policy.

The District shall report incidents of bullying to the Department of Education on an annual basis according to the form and procedures established by the Department of Education.

Should this Policy be amended or otherwise modified, the District shall submit a copy of the amended or modified Policy to the Department of Education no later than thirty (30) days after adopting the modification.

## **Implementation**

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

## **Procedure**

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

The Principal (or other designated administrator) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within three (3) school days after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

### **Non-Retaliation/False Reports**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

### **Prevention/Training**

The Superintendent shall establish a program or other initiatives involving school staff, students, clubs or other student groups, administrators, volunteers, parents, law enforcement, community members, and other stakeholders, aimed at the prevention of bullying or other aggressive behavior.

### **Definitions**

NO

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

**"Aggressive behavior"** is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

**"At School"** is defined as in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

**"Bullying"** is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

**"Harassment"** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

**"Intimidation/Menacing"** includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

**"Staff"** includes all school employees and Board members.

**"Third parties"** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as:

Harassment, see Policy 5517;

Hazing, see Policy 5516.

Revised 4/17/07

Revised 3/14/12

Revised 11/13/13

6.D. Combined Board Meeting - Set Date and Time

6.E. Covid / Mask Update

6.F. ESSER III - Set Finance Committee Meeting

6.G. NEOLA - Special Update PO 8450.06

Book	Policy Manual
Section	Special Update - MIOSHA Emergency Temporary Standard - November 2021
Title	Special Update - November 2021 New COVID-19 VACCINATION, TESTING, AND FACE-COVERING POLICY
Code	po8450.06
Status	From Neola

#### 8450.06 - COVID-19 VACCINATION, TESTING, AND FACE-COVERING POLICY

To protect the health and safety of the District's students and employees, the Board of Education enacts this policy to comply with any rules that the Michigan Occupational Safety and Health Administration's ("MIOSHA") may enact related to the Emergency Temporary Standard ("ETS") released by the U.S. Department of Labor on November 4, 2021.

The Board acknowledges that vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and the nation as a whole and encourages all employees to receive a COVID-19 vaccination to protect themselves and other employees. **[END OPTION]**

The Superintendent is authorized to issue necessary administrative guidelines

#### **[OPTION ONE]**

as approved by the Board

**OR**

#### **[OPTION TWO]**

with input from the Board

**[END OF OPTIONS] [NOTE: A Board need not select either option]**

to implement any MIOSHA rules, as promulgated and enforced, related to the ETS, including compelling vaccination of employees or the provision of proof of testing for COVID-19 and wearing a face-covering as prescribed. District employees must comply with all such administrative guidelines.

The Superintendent shall keep the Board informed of any actions taken under this policy as soon as is practicable in light of the circumstances. **[END OF OPTION]**

This policy will cease to be in effect upon the expiration of the ETS, as long as this expiration date is consistent with other Federal and State law and any applicable Executive Order(s)/Rule(s) as determined by the Superintendent and approved by the Board.

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Legal	Michigan Occupational Safety and Health Administration (MIOSHA) Emergency Rule - CORONAVIRUS DISEASE 2019 (COVID - 19)
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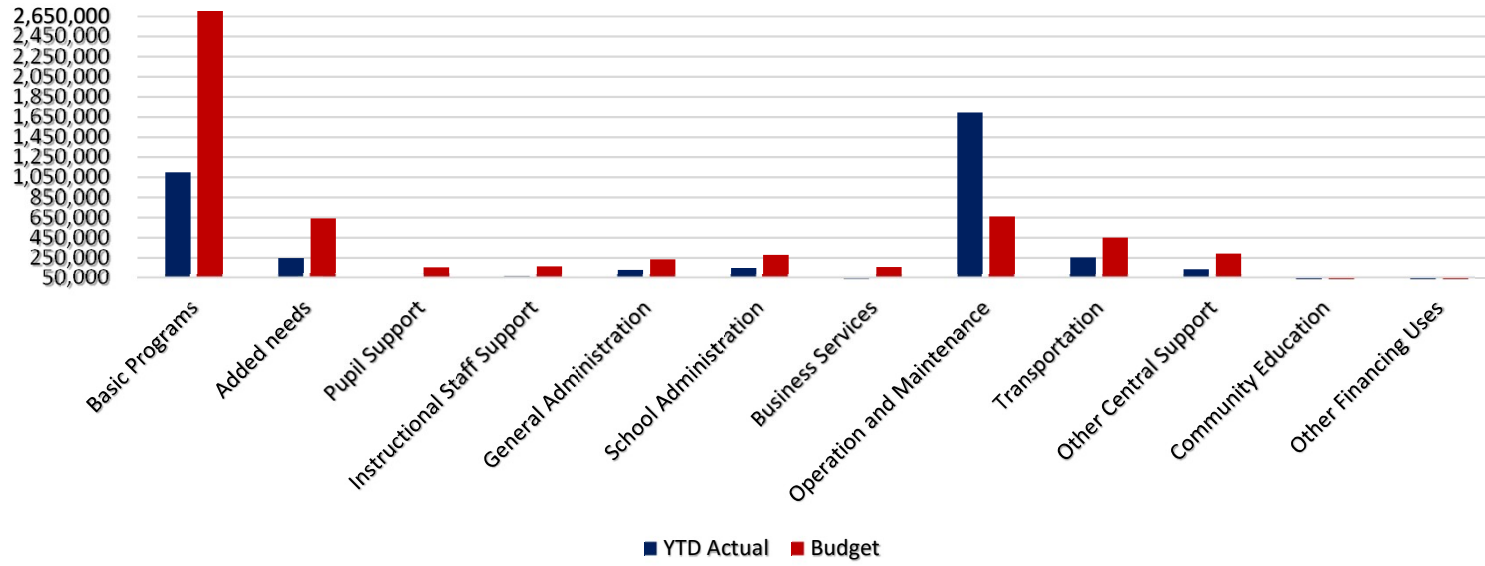
6.H. NMSLA Update

7. **Treasurer's Report**

## KALEVA NORMAN DICKSON SCHOOL DISTRICT SUMMARY OF BUDGET REVENUE AND EXPENDITURES

	<b>Opening Budget</b>	Actual as of 12/31/2021	Balance Remaining	% of Budget Used	% of Budget Remaining
<b>Revenues:</b>					
Local	2,507,246	24,418	2,482,828	0.97%	99.03% timing issue
State	2,622,126	860,884	1,761,242	32.83%	67.17%
Federal	514,030	870,775	(356,745)	169.40%	-69.40% will amend for ESSER \$\$
Incoming Transfers/Other	53,000	5,907	47,093	11.15%	88.85% timing issue
<b>Total Revenues</b>	<b>5,696,402</b>	<b>1,761,985</b>	<b>3,934,417</b>		
<b>Expenditures:</b>					
Instructional Services					
Basic Programs	2,820,760	1,097,422	1,723,338	38.91%	61.09%
Added Needs	638,861	246,881	391,980	38.64%	61.36%
Support Services					
Pupil Support	152,351	58,563	93,788	38.44%	61.56%
Instructional Staff Support	161,843	59,940	101,903	37.04%	62.96%
General Administration	233,834	126,815	107,019	54.23%	45.77%
School Administration	277,250	146,060	131,190	52.68%	47.32%
Business Services	156,810	35,227	121,583	22.46%	77.54%
Operation and Maintenance	660,435	1,692,158	(1,031,723)	256.22%	-156.22% will amend budget for ESSER \$\$
Transportation	450,411	250,699	199,712	55.66%	44.34%
Other Central Support	289,301	135,386	153,915	46.80%	53.20%
Community Education	1,050	-	1,050	0.00%	100.00% timing issue
Other Financing Uses	26,420	-	26,420	0.00%	100.00% timing issue
<b>Total Expenditures</b>	<b>5,869,326</b>	<b>3,849,151</b>	<b>2,020,175</b>	<b>65.58%</b>	<b>34.42%</b>
<b>Excess Revenue/Expenditures</b>	<b>(172,924)</b>	<b>(2,087,167)</b>	<b>1,914,243</b>		

Kaleva Norman Dickson  
Year to Date Expenditures Compared to Budget  
December 2021



**Treasurer's Report  
December-21**

December Payrolls

12/3/21 Net Payroll

Direct Deposit	99,082.09
FIT/FICA	<u>21,048.84</u>
	\$120,130.93

12/17/21 Net Payroll

Direct Deposit	134,942.44
FIT/FICA	<u>27,597.68</u>
	\$162,540.12

12/31/21 Net Payroll

Direct Deposit	77,693.16
FIT/FICA	<u>16,570.20</u>
	\$94,263.36

..... "moved \_\_\_\_\_, support \_\_\_\_\_, to  
approve the below listed checks and amounts, as presented."

**Kaleva Norman Dickson School District**

**January 11, 2021**

Check Number	Date Paid	Amount Paid	Vendor - Payee	Check Description
EFT	12/3/2021	540.00	Health Equity, Inc	Health Equity ***HSA***
EFT	12/3/2021	47,209.86	MPSERS	TDP - W/H #1
EFT	12/17/2021	540.00	Health Equity, Inc	Health Equity ***HSA***
EFT	12/14/2021	7,931.36	State Of Mich	Payroll - State Tax Payable
EFT	12/15/2021	41,366.93	MPSERS	UAAL Rate Stabalization
EFT	12/17/2021	49,559.92	MPSERS	TDP - W/H #1
EFT	12/17/2021	41,366.93	MPSERS	UAAL Rate Stabalization
EFT	12/31/2021	42,083.01	MPSERS	TDP - W/H #1
25132	12/3/2021	1,558.48	All Campus Security	Camera Purchase
25133	12/3/2021	430.24	Amazon Capital Services	Non Food-Food Service; Geo Reflector Kit
25134	12/3/2021	400.00	Betsie Valley Irrigation	Contracted Repairs
25135	12/3/2021	1,020.95	BSN Sports LLC	Football Supplies; Boys Basketball Supplies
25136	12/3/2021	334.81	CINTAS Corporation #729	Trans - Mats & Gloves
25137	12/3/2021	8,027.51	Consumers Energy	Utilities
25138	12/3/2021	83.00	Dickson School Cultural Center	Recycling Trailer
25139	12/3/2021	12,953.94	Gordon Food Service	Food Purchase
25140	12/3/2021	1,347.95	Kaleva Telephone Co	Telephone Fiber Link-Up
25141	12/3/2021	181.32	Lake County Treasurer	Chargeback 2020
25142	12/3/2021	1,275.00	Manistee County Transportation	Contracted Transportation Oct 21
25143	12/3/2021	128.71	Pamela S Papenfuss	Reimburse Expense For Classroom Supplies
25144	12/3/2021	314.20	PNC Bank	Credit Card Charges Thru 11/18/21
25145	12/3/2021	400.00	Purchase Power	Postage Meter Refill (2)
25146	12/3/2021	500.00	Snap On Business Solutions RH	Bus Repair Supplies
25147	12/3/2021	3,200.03	Sports Addix LLC	Basketball Uniforms
25148	12/3/2021	100.00	Jerry Stuits	21/22 Clothing Allowance
25149	12/3/2021	1,106.50	Thrun Law Firm PC	Legal Fees
25150	12/3/2021	799.14	Unity School Bus Parts	Bus Repair Parts
25151	12/3/2021	104.52	Verizon Wireless	Cell Phone Acct#783735923-00001
25152	12/3/2021	1,785.00	Wexford/Missaukee ISD	Securly Content Filtering
25153	12/3/2021	285.98	Xerox Corporation	SER. #A2M-737565
25154	12/3/2021	170.00	MSBOA District 1	HS State Solo Registration
25155	12/7/2021	1,035.00	Northwest Evaluation Association	Map Growth K-12
25156	12/10/2021	3,909.16	BSN Sports LLC	Gym Chairs
25157	12/10/2021	51.52	First Book Market Place	Book Order
25158	12/10/2021	158.64	Pitney Bowes Inc	Postage Meter- Supplies
25159	12/10/2021	1,249.89	Republic Servies #239	Garbage Service
25160	12/10/2021	214.55	Sports Addix LLC	Basketball Uniforms

Check Number	Date Paid	Amount Paid	Vendor - Payee	Check Description
25161	12/9/2021	48.00	Manistee Catholic Central	Reimburse For substitute for R. Gras
25162	12/9/2021	1,353.22	Hurst Mechanical	Service Call
25163	12/10/2021	25.00	Marlen E. Cordes	Purchase Reimb
25164	12/13/2021	925.00	Michiana Timing	FAT Timing-MHSAA Regional D4
25165	12/13/2021	240.00	SET-SEG	Travel Accident Insurance 20-21
25166	12/17/2021	190.38	Amazon Capital Services	Math Supplies; Cable
25167	12/17/2021	699.75	Anthony's Outdoor Services, LLC	Plowing 11/28-11/30
25168	12/17/2021	1,503.67	Art's Auto & Truck Parts	Bus Repair Parts
25169	12/17/2021	3,657.25	Blarney Castle Oil Co	Bus Fuel
25170	12/17/2021	801.25	BrightArrow Technologies, Inc.	Automated Alert Calling System
25171	12/17/2021	470.69	CDW Government Inc	Ethernet Cable
25172	12/17/2021	409.28	CINTAS Corporation #729	Trans - Mats & Gloves
25173	12/17/2021	615.13	Consumers Energy	Utilities
25174	12/17/2021	3,700.00	Dennis, Gartland & Niergarth	Audit Services 2021 Final Billing
25175	12/17/2021	3.17	Dublin General Store, LTD.	Gasket Fiber
25176	12/17/2021	225.00	Forbes Sanitation & Excavation, Inc	Girls Bathroom Backing Up
25177	12/17/2021	2,361.27	Freeman Creek Equipment	B&G Supplies & Repair
25178	12/17/2021	9,067.36	Gordon Food Service	Food Purchase
25179	12/17/2021	816.00	Great Lakes Water Quality Laboratory	Water Sample
25180	12/17/2021	147.23	Hoekstra Transportation Inc	Bus Repair Parts
25181	12/17/2021	1,323.91	Jackpine Business Center	Office Supplies
25182	12/17/2021	861.35	Josten's Inc	Athletic Awards
25183	12/17/2021	73.45	Kimball Midwest	Bus Parts
25184	12/17/2021	157.90	Robin Ludwig	Clothing Allowance 2021-2022
25185	12/17/2021	100.00	Koreen MacNeil	21/22 Clothing Allowance
25186	12/17/2021	2,721.25	Manistee County Transportation	Contracted Transportation Nov 21
25187	12/17/2021	297.14	Manistee County Treasurer	Short Term Bond Premium
25188	12/17/2021	619.08	Mark's	B&G Supplies
25189	12/17/2021	5.23	Mason County Treasurer	2021 Winter Tax Collection Fee
25190	12/17/2021	38.39	Midwest Food Equipment Service, Inc.	Knob And Shipping
25191	12/17/2021	260.00	Paradigm Electric	Troubleshooting Door Control
25192	12/17/2021	89.43	Peabody, Rachael	Reimburse 12.13.21
25193	12/17/2021	175.82	The Pioneer Group	Advertising - Acct # 41102855
25194	12/17/2021	3,051.85	Prairie Farms Dairy	Milk Order Acct # 21423
25195	12/17/2021	328.00	Radio North LLC	Bus Radio Repair
25196	12/17/2021	10.06	April Schmit-Benson	Reimburse For Classroom Supplies 21-22
25197	12/17/2021	850.40	Somsel Lumber Co	B & G Supplies
25198	12/17/2021	8,669.70	Superior Energy Co	Utilities
25199	12/17/2021	1,115.03	Tredroc Tire Services	Tire Parts
25200	12/17/2021	286.59	Unity School Bus Parts	Bus Repair Parts
25201	12/17/2021	4,502.11	X-Cel Chemical Specialties North LLC	Custodial Supplies; Kitchen
25202	12/17/2021	1,142.22	Xerox Corporation	SER. #A2M-737495
25203	12/21/2021	49,326.88	MESSA	Ins Prem Jan 22
25204	12/27/2021	95.78	Amazon Capital Services	Microphone For Iphone
25205	12/28/2021	1,214.00	Genesee Intermediate School District	Gennet Virtual Services

**378,298.27**

General Fund - 11	352,464.61
Food Service Fund - 25	25,833.66
Debt Fund - 31	0.00
Capital Projects Fund - 41	0.00

**378,298.27**

Fund 11 - General Fund	45.00	Local Property Taxes
	0.00	Local Miscellaneous Revenue
	0.00	Intermediate Source Revenue
	333,541.88	State Source Revenue
	1,584.44	Federal Source Revenue
	0.00	Transfers in/Other
	<hr/>	
	335,171.32	
Fund 25 - KND FSF	58,315.26	
Fund 31 - Debt Return	0.00	
Fund 41 - Capital Projects	10.14	
Fund 42 - Building & Site	13.90	
	<hr/>	

## 8. Minutes

**Kaleva Norman Dickson School District  
Board of Education Meeting  
Brethren Media Center  
December 13, 2021  
7:00 PM**

**Members Present:** President, Karen McIntire; Vice President, Jessica Ward; Secretary, Kathleen Fairbanks; Treasurer, Ashley Gutowski; Trustees, Arthur Fraly, Eric Schmidt, and Josh Morrison

**Members Absent:** None

**CALL TO ORDER**

Board President Karen McIntire called the meeting to order at 7:00 PM in the Brethren Media Center.

**AGENDA**

The agenda was adopted as presented.

**AUDIENCE PARTICIPATION**

Krystal Magee discussed the ski program which will begin on January 13, 2022.

**CORRESPONDENCE**

None

**BOARD REPORTS**

Cheryl Smith honored Students of the Month and presented the Principal's Report.

Jason Kemler gave the Athletic Report.

**SUPERINTENDENT'S REPORT**

- A. Personnel
- B. NEOLA - Final Read
- C. New Holland Skid Steer Lease
- D. Sculpture Update / Contract Approval
- E. Teacher/Support Staff Letter of Agreement Approval
- F. Trust & Agency and Athletic Accounts - Lake Osceola State Bank
- G. ESSER III Funds Update
- H. Combined Board Meeting / Dinner
- I. School Safety Update
- J. Covid / Mask Update
- K. NMSLA Meeting

**BUSINESS ITEMS FOR ACTION**

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

Moved by Fairbanks, supported by Ward, to approve the checks and amounts as presented; carried 7-0.

Moved by Fairbanks, supported by Ward, that the minutes of the regular business meeting held November 8, 2021 be approved as presented; carried 7-0.

Moved by Fairbanks, supported by Ward, that the minutes of the closed business meeting held November 8, 2021 be approved as presented; carried 7-0.

Moved by Fairbanks, supported by Ward, that the minutes of the closed business meeting held October 11, 2021 be approved as presented; carried 7-0.

Moved by Gutowski, supported by Schmidt, to hire Liebe Lapp, Instructional Aide, as recommended; carried 7-0

Moved by Fairbanks, supported by Ward, to hire Dan Heitjan, Bus Driver, as recommended; carried 7-0.

Moved by Fraly, supported by Morrison, to approve the Neola Policies as presented; carried 7-0.

Moved by Schmidt, supported by Fairbanks, to approve the skid steer lease quotation from Ellen's Equipment as presented; carried 7-0.

Moved by Fairbanks, supported by Fraly, to approve the contract between Arts and Culture Alliance of Manistee County and the Board of Education of the Kaleva Norman Dickson School District. The sculpture depicts James Earl Jones, who is a world-renowned actor with local roots, and Donald Crouch, his Brethren High School teacher and mentor; carried 7-0.

Moved by Schmidt, supported by Gutowski, to approve the KNDEA Letter of Agreement as presented; carried 7-0.

Moved by Fraly, supported by Schmidt, to approve the KNDESPA Letter of Agreement as presented; carried 6-0-1 (*Morrison*).

Moved by Fairbanks, supported by Gutowski, that Cheryl Schaefer close the Trust & Agency and Athletic Accounts at M-Bank and open those same accounts at Lake Osceola State Bank with Jakob Veith, Cheryl Smith, Jason Kemler, Tina Chapman and Cheryl Schaefer added to the signature card; carried 7-0.

Moved by Fraly, supported by Gutowski, to require students, staff and visitors, regardless of vaccination status, wear a face mask when within six (6) feet of an individual during the school day. This mandate will remain in effect until the end of the day on January 10, 2022; carried 5-0-2 (*Ward, Morrison*).

#### **ADJOURNMENT**

Moved by Gutowski, supported by Fairbanks, to adjourn at 8:12 p.m. with no objections.

9. **Action Items**

**A. CONSENT CALENDAR ITEMS**

Moved by \_\_\_\_\_, supported by \_\_\_\_\_,  
that the Consent Calendar Items B, C, D & E be approved as presented/amended.

AYES \_\_\_\_\_ NAYS \_\_\_\_\_ MOTION \_\_\_\_\_

**\*B. TREASURER'S REPORT**

Moved by \_\_\_\_\_, supported by \_\_\_\_\_, to approve the checks  
and amounts as presented.

AYES \_\_\_\_\_ NAYS \_\_\_\_\_ MOTION \_\_\_\_\_

**\*C. ADOPTION OF MINUTES – December 13, 2021**

Moved by \_\_\_\_\_, supported by \_\_\_\_\_,  
that the minutes of the regular business meeting held December 13, 2021 be approved as  
presented/amended.

AYES \_\_\_\_\_ NAYS \_\_\_\_\_ MOTION \_\_\_\_\_

**\*D. 2021/2022 BUDGET AMENDMENTS**

Moved by \_\_\_\_\_, supported by \_\_\_\_\_, to approve the 2021/2022  
General Fund Budget Amendment as presented.

AYES \_\_\_\_\_ NAYS \_\_\_\_\_ MOTION \_\_\_\_\_

Moved by \_\_\_\_\_, supported by \_\_\_\_\_, to approve the 2021/2022  
Food Service Fund Budget Amendment as presented.

AYES \_\_\_\_\_ NAYS \_\_\_\_\_ MOTION \_\_\_\_\_

Moved by \_\_\_\_\_, supported by \_\_\_\_\_, to approve the 2021/2022  
Internal Service Fund Budget Amendment as presented.

AYES \_\_\_\_\_ NAYS \_\_\_\_\_ MOTION \_\_\_\_\_

**\*E. OPERATING MILLAGE RENEWAL**

Moved by \_\_\_\_\_, supported by \_\_\_\_\_, to approve the Operating  
Millage Renewal Resolution as presented.

AYES \_\_\_\_\_ NAYS \_\_\_\_\_ MOTION \_\_\_\_\_

**F. PERSONNEL**

Moved by \_\_\_\_\_, supported by \_\_\_\_\_, to hire Jennifer Schmidt, Counselor, as recommended.

AYES \_\_\_\_\_ NAYS \_\_\_\_\_ MOTION \_\_\_\_\_

**G. SCHOOL SAFETY BULLYING POLICY**

Moved by \_\_\_\_\_, supported by \_\_\_\_\_, to approve the additions to our current bullying policy in our student handbook.

AYES \_\_\_\_\_ NAYS \_\_\_\_\_ MOTION \_\_\_\_\_

**H. COMBINED BOARD MEETING**

Moved by \_\_\_\_\_, supported by \_\_\_\_\_, to set the combined board meeting/dinner between Bear Lake and KND School Boards on March 22, 2022 at 6:00 PM at Brethren High School.

AYES \_\_\_\_\_ NAYS \_\_\_\_\_ MOTION \_\_\_\_\_

**I. POTENTIAL MASK EXTENSION**

Moved by \_\_\_\_\_, supported by \_\_\_\_\_, to require students, staff and visitors, regardless of vaccination status, wear a face mask when within six (6) feet of an individual during the school day. This mandate will remain in effect until the end of the day on February 14, 2022.

AYES \_\_\_\_\_ NAYS \_\_\_\_\_ MOTION \_\_\_\_\_

**OR**

Moved by \_\_\_\_\_, supported by \_\_\_\_\_, to strongly recommend wearing masks and be mindful of protocols and preventative measures that are currently in place.

AYES \_\_\_\_\_ NAYS \_\_\_\_\_ MOTION \_\_\_\_\_

**J. CLOSED SESSION**

Moved by \_\_\_\_\_, supported by \_\_\_\_\_, to move into closed session at \_\_\_\_\_ PM for the purpose of discussing the Superintendent Evaluation and KNDESPA negotiations.

AYES \_\_\_\_\_ NAYS \_\_\_\_\_ MOTION \_\_\_\_\_

Moved by \_\_\_\_\_, supported by \_\_\_\_\_, to reconvene to open session at \_\_\_\_\_ PM.

AYES \_\_\_\_\_ NAYS \_\_\_\_\_ MOTION \_\_\_\_\_

***K. 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 - February 14, 2022

12. **Adjournment**