

Kaleva Norman Dickson School District
Monday, March 14, 2022 7:00 PM Eastern

Brethren Media Center
4400 North Highbridge Road
Brethren, Michigan 49619

1. **Call To Order - President, Karen McIntire**
2. **Routine Business**
 - 2.A. Pledge of Allegiance
 - 2.B. Adoption of Agenda
 - 2.C. Consent Calendar Items - B & C
3. **Items from the Audience**
4. **Correspondence/Communication**
 - 4.A. Julie Riggs

February 14, 2022

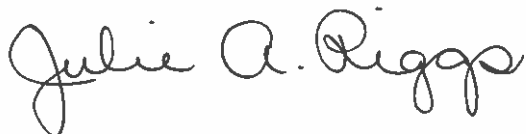
Mr. Kemler,

Please accept this letter as a notice of my resignation from my position as the Varsity baseball coach at Brethren High School. With the birth of my granddaughter, the time has come for me to focus my attention on my growing family.

I want to thank Jason Kemler for hiring me and giving me the opportunity to coach the Bobcats. Hiring the only female in the state as a baseball coach was a risk, but I believe the team's successes proved worth the chance. Mark Foster, grounds keeper, and Daisy Bunting, Dickson Twp. Supervisor, deserve recognition, along with Mr. Kemler, in helping the Brethren Baseball team have a clean field for practice and competition. I want to also thank the administration and Board of Education for not only their support but for caring so much about the well being of the students at Brethren High School. Finally I want to thank all my players and their families for their constant sacrifice and dedication to the game of baseball.

Players: I love each and every one of you. My goal was to teach you important qualities that you will need to be successful adults through the game of baseball, learn the strategies of the game, and build confidence, that as an adult, you will someday pay forward to future athletes. Go Bobcats!

Sincerely,

A handwritten signature in black ink that reads "Julie A. Riggs". The signature is written in a cursive style with a large, looped initial "J" and a distinct "A" and "R".

Julie A. Riggs

5. **Board Reports**

5.A. Principal's Report

Good Evening Everyone,

1. **Students of the Month:** Congratulations to the following students being honored tonight as Students of the Month: **Gatlyn Haskin (2), Jayce Pendrick (3), Hayden Sievert (6), Autumn Harris (10), and Brooklyn Blair (11).**
2. Four of our high school students have their artwork on display right now at an exhibit at WSCC's art gallery. Grace Clark, Zoey Bobbish, Halle Richardson & Sarah King have artwork on display representing Brethren High School at their annual exhibit. Artwork is on display during normal gallery hours March 4-25 if people are in the area and can stop by.
3. March 16th we will be hosting a Career Fair for all of our students, K-12. This is an all day event that takes place in our gym with our different grade level Mr. Randall has worked very hard to find area community members that represent the 6 career pathways: Arts & communication, Business, management, marketing and technology, Engineering manufacturing and industrial technology, Health sciences, Human services, and Natural resources and agri-science. He has over 20 community members who have committed to participating in this event. This is an all day event that takes place in our gym with each grade level having a specific time to tour the displays set up in the gym and ask questions about each particular career pathway.
4. Upcoming State Assessments: April 13 11th graders will be taking the SAT and 8th graders will be taking the PSAT. April 14 9th and 10th graders will be taking the PSAT and 11th graders will be taking the ACT Workkeys. And finally, April 15 11th graders will be taking the M-Step. The elementary has a testing window, but not specific set dates like MS/HS so the staff is working out their testing schedule among themselves.
5. The National Honor Society concluded their Coin Drive supporting the Blessing in a Backpack program at the end of February. Despite having several remote days where no coins could be collected, they were able to collect \$1887. Every class from 6th grade to 12th grade collected some coins, but Mrs. Roman's class outshone the rest by collecting \$482.47 earning them a Lil Ceasar's pizza party.
6. Literacy Club: Students approached Mrs. Veith about starting a reading or book club. They have met a couple times to discuss the direction that they want to go. Some ideas they have are: Read individual books (on your own) and read as a group. Certain requirements for applying- GPA/grades, commitment, willing to participate, available outside of school. Certain requirements of reading hours, must return borrowed books. Use the GoodReads website to log books and time reading. Include writing in some way to appeal to more people and make it more of an ELA/literacy club. Get good quality journals to write in, could free write, book reviews and summaries, recommendations, stories, write about a given prompt, etc. Read books off of lists like bestsellers, banned books, controversial, etc. so we can read things we might not in school. Spread throughout the school, try to reach out to younger students, especially during March (reading month). Have a list of genres to choose from that the group votes on every few weeks or so. Everyone adds to a list of recommendations.
7. The High School Student Council will be hosting a blood drive on March 22.
8. March is Reading Month and at the elementary level, there is an entire calendar of events that support and promote reading. The reading theme this year is camping. All of the activities in the calendar of events are related to camping such as campfire games, camp mail day (write a letter home from "camp"), reading under the stars (students bring a flashlight to read by), and "camp"-wear day. Ms. Valinski also created a daily camp-related trivia game for which several staff members have recorded videos asking the questions.

Respectfully submitted,
Cheryl Smith
KND K-12 Principal

5.B. Athletic Report

6. **Superintendent's Report**

6.A. Personnel

***KALEVA NORMAN DICKSON SCHOOL DISTRICT
BOARD OF EDUCATION***

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

Resignation:

Julie Riggs - Baseball Coach

Hire:

Lori Gibson - Substitute Teacher

Tammy Wing - Substitute Teacher

Tim Wing - Baseball Coach

6.B. Carpet Bids

6.C. Window Purchase and Labor



LAKESHORE CONSTRUCTION

3591 Lakeshore Rd. Manistee, MI 49660

Kaleva Norman Dickson Schools
Jakob Veith, Superintendent

March 11, 2022

Re: East Wall Window Replacement

We are pleased to provide the following proposal:

Furnish only; 19 – Quaker E-300 Series Horizontal Sliding Windows with Screens and 1” Gray Low E Insulated Glass. Dark Bronze Anodized Finish

Exclusions:
Sales Tax
Installation

In recognition of the above, we respectfully submit the cost of (\$19,890.00)
Nineteen Thousand Eight Hundred Ninety and 00/100 Dollars.

Proposal is valid for 30 days. Extension to proposal acceptance after 30 days is subject to changes in material, fuel and labor costs.

Mark W. Hacker, Project Manager
Lakeshore Construction

Northern Michigan Glass
 1101 Hammond Rd W
 Traverse City, MI 49686

Proposal

16972

Northern Michigan Glass
 1101 Hammond Rd W
 Traverse City, MI 49686
 P 231-941-0050
 F 231-941-2251

DATE: 2/23/2022

TO:	PROJECT NAME	NMG REP:
KALEVA NORMAN DICKSON SCHOOLS 4400 N. HIGH BRIDGE RD BRETHREN, MI 49619	Labor for Window Replacement	MIKE
	Phone: 794-2249	Fax:

WE ARE PLEASED TO PROVIDE YOU WITH THE FOLLOWING PROPOSAL:

LABOR/PROFIT/OVERHEAD TO INSTALL 19) HORIZONTAL SLIDING WINDOWS. INCLUDES CAULKING AND BRAKE METAL SILLS WHERE REQUIRED.

* NOTE: ALL DEMO AND DISPOSAL, EXTERIOR AND INTERIOR REPAIR, PAINTING, SILLS, WOOD TRIM, AND DRYVIT REPAIRS BY OTHERS. OPENINGS NEED TO BE CLEAN AND READY FOR WINDOW INSTALLATION.

Sales Tax

Total

14,488.00

ALL ESTIMATES ARE GOOD FOR 30 DAYS. THERE IS A 4% SURCHARGE IF PAYING BY CREDIT CARD.

DUE TO VARIANCES IN NATURAL GAS COST TO THE GLASS MANUFACTURERS, THIS PROPOSAL IS BASED ON _____ SQUARE FEET OF GLASS WITH AN ENERGY SURCHARGE OF _____% UPON ORDERING GLASS FOR THE PROJECT A COPY OF THE CURRENT SURCHARGE WILL BE PROVIDED AND OUR CONTRACT MAY BE ADJUSTED ACCORDINGLY.

THIS PROPOSAL IS SUBJECT TO CHANGE IF NOT ACCEPTED WITHIN 30 DAYS.

PAYMENT TO BE MADE AS FOLLOWS: NET 30, PRICE REFLECTS PAYMENT WITH CASH OR CHECK. ADD 4% IF PAID BY CREDIT CARD. 1 1/2% CARRYING CHARGE FOR ALL PAST DUE CHARGES, INCLUDING LEGAL FEES.

ALL WORK IS TO BE COMPLETED IN A WORKMANLIKE MANNER ACCORDING TO STANDARD PRACTICES. ANY ALTERATION OR DEVIATION FROM ABOVE SPECIFICATIONS INVOLVING EXTRA COST S WILL BE EXECUTED ONLY UPON WRITTEN ORDERS AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THIS ESTIMATE.

Mfg warranty applies. No employee is authorized to alter the mfg's warranty. Errors of a clerical nature are subject to revision. We hereby guarantee all workmanship and materials against defects for a period of one full year after substantial completion. Items of work found defective during the warranty period will be replaced at no cost to the owner. This warranty does not cover any product which has been subject to abuse, alteration, neglect, misuse, abnormal use, accident, fire, war, or acts of God.

Authorized Signature: 

Submitted by: 

WORK WILL COMMENCE UPON RECEIPT OF SIGNED ACCEPTANCE OF PROPOSAL.

The above prices, specifications, and conditions are satisfactory and are hereby accepted. Northern Michigan Glass is authorized to do the work as specified. Payment will be made as indicated above.

Signature: _____

Printed Name: _____

Date of Acceptance: _____

6.D. Food Service Spend-down Plan

KND Excess Fund Balance Spend Down Plan

2022 Spend down amount \$376,473.98

Item	Cost	original SDP	
(Extended) KND Spend down plan for 2021			\$163,432.64
ACTUAL AMOUNT SPENT INCLUDED ON SPEND DOWN PLAN			
Combi Ovens	\$38,054.96	quoted for \$37664.97	2021 KND Spend down plan (actual costs)
Dishwasher (hoodless)	\$18,302.09	quoted for \$17697	
Dish table/3 comp sink	\$4,233.83	quoted for \$4,068.87	
Vollrath serving line	\$40,128.38	quoted for \$37075.00	
Cafeteria Vinyl flooring (is 66,795 with GF contribution)	\$66,193.84	quoted for \$56,041.00	
Milk Cooler (Bev Air)	\$3,575.47	quoted for \$3,228.55	
Cafeteria Tables (12 seat) - 12 * including delivery	\$19,257.56	quoted for \$16,813.44	
Director Salary increase (KND's portion) 2021	\$3,503.00	done	
Midwest Installation Cost	\$3,700.00	added	Additional costs during summer 2021 to be added to spend down
Fixed damaged disposal	\$1,041.01	added	
6 more cafeteria tables (12 seat) - 9/1/21	9,489	*purchased (2022 SDP)	
Nobles walk behind floor scrubber	\$5,205.95	purchased Aug 21	
Water bottle filling station (cafeteria)	\$1,211.45	purchased Aug 21	
Digital menu (TV)	\$582.99	purchased Aug 21	

Update kitchen computers (macbook pro, chromebook, mac desktop)	\$3,777.00		2022 KND Spend Down Plan
10 pan size Combi ovens (2) (larger size)	\$57,444.56	request (Sell existing ovens for \$2,500 a stack)	
Plastc lunch trays (550) - different color for each lunch choice	\$6,504.23	Cambro	
Serving line addition (Vollrath)	\$9,002.11	request	
Meat Slicer (Vollrath)	\$1,899.00	request	
New soft sided milk coolers	\$1,750.00	request	
Director Salary increase (KND's portion) - 2022	\$3,503.00	(5k prorated)	
New position (dishwasher)	\$9,137.00		
pass through cooler (replace existing unit)	\$13,161.22	sell existing for \$2,500.00	
Tilt skillet (30 gal)	\$21,576.82	May need additional plumbing labor? (1k)	
Midwest labor for 2022 combi ovens and vollrath	\$3,000.00	compared to last year	
2 burner stove	\$3,334.59	Sell existing 4 burner for \$2,000	
Upgrade cafeteria lighting to LED, upgrade window blinds, divider	\$15,000.00	contact Krolczyk, Kim	
kitchen/serving line/office TILE FLOOR - quarry tile	\$18,000.00	Lakeshore construction	
Health-e Pro software	\$4,000.00	\$1095.00 split 3 districts	
small wares/knives	\$1,000.00		
serving line wall makeover	\$9,050.00	Visualz	
Van vinyl wrap	waiting on quote	Visualz	
Meal Quality increase (farm to school included)	\$23,933.90	increase meal(food)cost; breakfast + \$0.10, lunch +\$ 0.25 (multiply by annual # servings)	
Total			

\$419,552.96

6.E. Robotics Trip

6.F. Summer Reading Growth Program - Support Purchase

Kids Read Now One Year Service Agreement

This one year agreement is between Kids Read Now, Inc., an Ohio 501(c)(3) nonprofit corporation ("KRN") and Kaleva Norman Dickson School District ("District"). KRN will deliver its Comprehensive summer reading program to District's students beginning in program year 2021-22 as specified below.

Student Breakdown

Pre-K	K	1	2	3	4	5	Total
	43	27	33	41	48	33	225

Pricing

Product Details	Unit Cost	Quantity	Total
2022 Comprehensive	\$ 49.95	225	\$ 11,238.75

Grand Total: \$ 11,238.75

District Information

Billing Contact: Cheryl Smith

District KRN Coordinator: Jennifer Cordes

Purchase Order:

Terms & Conditions

KRN's acceptance of this agreement is expressly limited to, and explicitly conditional upon, District's acceptance of KRN's Terms & Conditions linked here: <https://kidsreadnow.org/wp-content/uploads/2021/08/KRN-2022-Terms-and-Conditions.pdf>

The only way to ensure that all eligible students are served is to upload all eligible students' information to the FERPA-compliant KRN database. Failure to enroll the number of students listed on this agreement does not relieve District from full payment, as District is obligated to pay for the number of students listed above.

Additionally, the signatory of this document provides approval for the District EMIS/IT Coordinator to upload FERPA-compliant student information to the KRN database in order to enroll all eligible students.

Signatures

District Signatory	Kids Read Now Signatory
Sign:	
Print:	
Title:	
Date	

Notes

- See invoice for specific early sign/pay discounts.
- All invoices are Net 30. If invoice payment isn't received within 30 days, a 5% fee may be applied.
-

6.G. Covid Update

6.H. NEOLA - First Read

Book	Policy Manual
Section	Policy for Board 36-2
Title	Vol. 36, No. 2 - February 2022 - OVERVIEW
Code	1 - OVERVIEW
Status	



POLICY UPDATE SERVICE

PROVIDED BY NEOLA, INC.

Local Policy Update

VOLUME 36 NUMBER 2

FEBRUARY 2022

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.

As the Update "season" gets underway, Neola offers some suggestions for accessing the comprehensive policy services through your Neola Associate. 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 and to schedule an appointment to review this update and ensure you are current on this and previous updates. Please consider the following options:

- A. Schedule an appointment date/time to review the update materials during an in-person conference,

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

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.

FY 2021-22 Thresholds for Competitive Bids, Value of Awards, and Gifts

The Michigan Department of Education (MDE) provides updated information on statutory requirements that determine thresholds for competitive bids and value of awards and gifts. The fiscal year 2021-22 base for MCLs 380.623a, 380.1267, and 380.1274 are \$26,046. There are changes to the limits on the value of awards given by an ISD to an employee, volunteer, or pupil, as well as the value above which an ISD administrator may not accept a gift from a vendor or potential vendor. The fiscal year 2021-22 upper limit (MCL 380.634) for awards is \$143 and the cap for gifts is \$64.

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

- A. The Minimum Wage in Michigan increases to \$9.87 for 2022.
- B. The Internal Revenue Service (IRS) issued Notice 2021-251 which provides the 2022 mileage rate at 58.5 cents per mile for business travel (2.5 cents more than 2021 rate).
- C. 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):
 1. The Employee Polygraph Protection Act (EPPA)
 2. The Fair Labor Standards Act (FLSA) Minimum Wage Notification
 3. The Family and Medical Leave Act (FMLA)
 4. Uniformed Services Employment and Reemployment Rights Act (USERRA)
 5. Occupational Safety and Health Act (Workplace Safety)
 6. 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 several legal alerts and a sample resolution. These include:

<https://go.boarddocs.com/mi/bear/Board.nsf/Private?open&login#>

3. Legal Alert - Closed Captioning of Video Recordings on District Website
4. Legal Alert - Withdrawal of Temporary Standard
5. Legal Alert - Temporary Changes to Substitute Teacher Requirements
6. Sample Resolution Regarding Temporary Changes to Substitute Teacher Requirements
7. Legal Alert - Maintenance of Effort & Maintenance of Equity
8. Legal Alert - Attorney General Opinion No. 7318 Regarding Disability Discrimination

BYLAWS AND POLICIES

Policy 1616– Staff Dress and Grooming (New)

Policy 3216 - Staff Dress and Grooming (Revised)

Policy 4216 - Staff Dress and Grooming (Revised)

Optional language has been added to state what is legally required with regard to enforcing the dress code in a nondiscriminatory/uniform manner and affirming an employee's right to dress in accordance with their gender identity (within the constraints of the adopted dress code). The added language is an option because there is no requirement to include such language in policy or administrative guideline. Implementation of such measures is required in accordance with the stated principles, whether they are in writing or not, in order to comply with Title IX and Title VII.

Policy 5511- Staff Dress and Grooming (Revised)

Optional language has been added to state what is legally required with regard to enforcing the dress code in a nondiscriminatory/uniform manner and affirming a student's right to dress in accordance with their gender identity (within the constraints of the adopted dress code). The added language is an option because there is no requirement to include such language in policy or administrative guideline. Implementation of such measures is required in accordance with the stated principles, whether they are in writing or not, in order to comply with Title IX and Title VII.

Policy 6110 - Grant Funds (Revised)

This policy has been revised to include the latest changes to the Education Department General Administrative Regulations (EDGAR). Specific requirements for Maintenance of Effort (MOE) and Maintenance of Equity (MOEquity) will need to be documented and provided at the time of audit of specific funded programs (ESSER, GEER, etc.)

This revised policy reflects current EDGAR provisions and should be adopted to maintain accurate policies.

Policy 6114 - Cost Principles - Spending Federal Funds (Revised)

Policy 6325 - Procurement - Federal Grants/Funds (Revised)

These policies have been revised to include the latest changes to the Education Department General Administrative Regulations (EDGAR). Specific prohibitions regarding costs incurred for telecommunications and video surveillance services or equipment are included, along with the Davis-Bacon prevailing wage provisions for contracts in excess of \$2,000 related to construction, alteration, repairs, etc.

These revisions reflect current EDGAR provisions and should be adopted to maintain accurate policies.

ADMINISTRATIVE GUIDELINES

AG 4160D - Bus Driver Qualifications - Diabetes Exception (Revised)

This AG has been revised to reflect the change to bus driver qualifications as found in Enrolled House Bill 4861 (Public Act 131 Of 2021), effective December 17, 2021.

AG 5511 - Dress and Grooming (Revised)

See note on Policy 5511.

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.

6.I. Cooperative Board Dinner / Meeting

6.J. West Shore Area School Board Association Dinner

**West Shore Area
School Board Association
Spring Banquet**

Thursday, April 14, 2022

**West Shore Community College – North Lounge
3000 North Stiles Road
Scottville, MI 49454**

Conversation & Hors d'oeuvres	6:00 p.m.
Dinner	6:15 p.m.
Welcome —Dr. Jason Jeffrey Superintendent, West Shore ESD	7:00 p.m.
Program —Jerry Johnson Calhoun ISD/Assistant Superintendent of Legislation and Education Policy	7:05 p.m.

We hope you can join us for a night of networking with area school board members and administrators. Dinner will be provided by the WSESD CTE Hospitality/Culinary Arts students.

Please **RSVP by April 1, 2022** to Tracy Lilje at
tlilje@wsesd.org or 231.898.1552

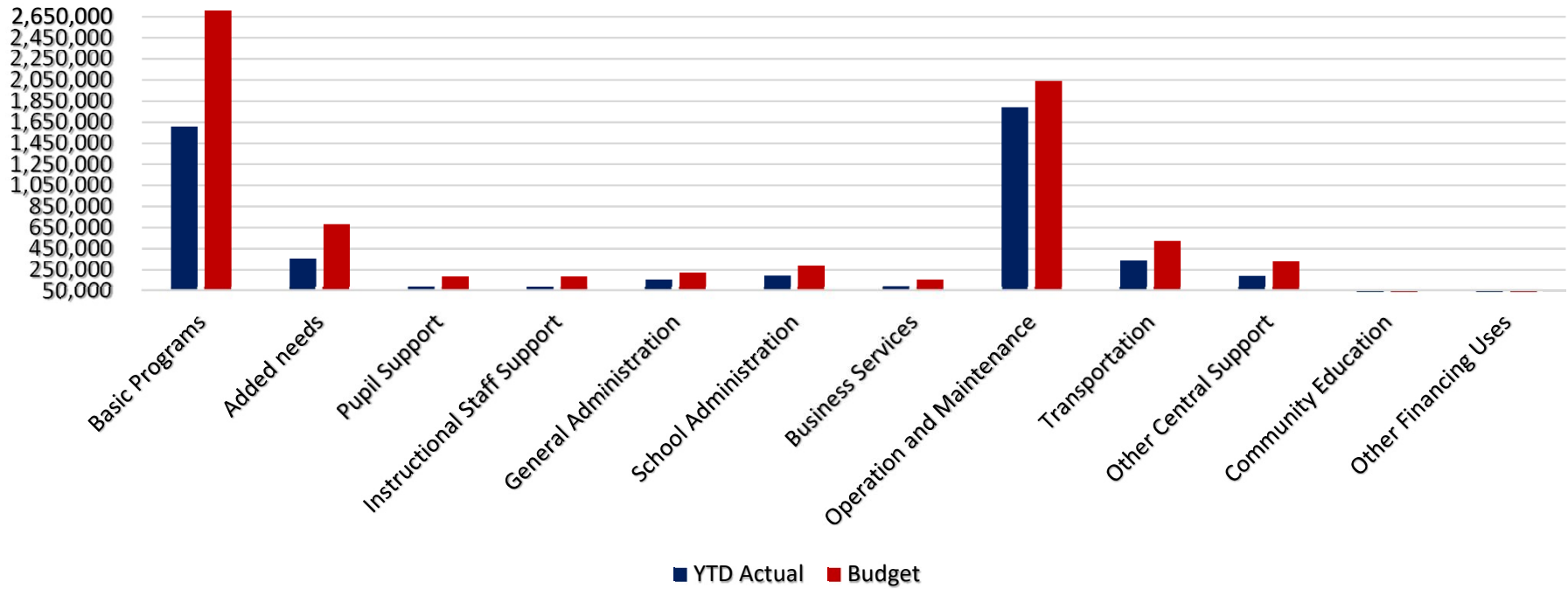
6.K. NMSLA Update

7. **Treasurer's Report**

KALEVA NORMAN DICKSON SCHOOL DISTRICT SUMMARY OF BUDGET REVENUE AND EXPENDITURES

	Amended Budget	Actual as of 2/28/2022	Balance Remaining	% of Budget Used	% of Budget Remaining
Revenues:					
Local	2,518,096	1,492,351	1,025,745	59.27%	40.73% timing issue
State	3,242,169	1,778,239	1,463,930	54.85%	45.15%
Federal	1,763,005	888,375	874,630	50.39%	49.61% timing issue
Incoming Transfers/Other	53,000	10,756	42,244	20.29%	79.71% timing issue
Total Revenues	7,576,270	4,169,721	3,406,549		
Expenditures:					
Instructional Services					
Basic Programs	3,063,013	1,608,527	1,454,486	52.51%	47.49%
Added Needs	682,086	356,851	325,235	52.32%	47.68%
Support Services					
Pupil Support	184,504	88,817	95,687	48.14%	51.86%
Instructional Staff Support	184,302	88,052	96,250	47.78%	52.22%
General Administration	222,264	155,615	66,649	70.01%	29.99%
School Administration	289,834	194,207	95,627	67.01%	32.99%
Business Services	157,608	91,641	65,967	58.14%	41.86%
Operation and Maintenance	2,039,537	1,793,634	245,903	87.94%	12.06% will monitor and adjust at final if needed
Transportation	521,779	337,594	184,185	64.70%	35.30%
Other Central Support	329,335	190,783	138,553	57.93%	42.07%
Community Education	1,050	-	1,050	0.00%	100.00% timing issue
Other Financing Uses	16,500	281	16,219	1.70%	98.30% timing issue
Total Expenditures	7,691,812	4,906,001	2,785,811	63.78%	36.22%
Excess Revenue/Expenditures	(115,542)	(736,280)	620,738		

Kaleva Norman Dickson Year to Date Expenditures Compared to Budget February 2022



Kaleva Norman Dickson School District

Treasurer's Report
February 2022

February Payrolls

2/11/22 Net Payroll
Direct Deposit \$82,114.80
FIT/FICA 17,564.20
\$99,679.00

2/25/22 Net Payroll
Direct Deposit \$83,381.83
FIT/FICA 17,678.28
\$101,060.11

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

Kaleva Norman Dickson School District				March 14, 2022	
Check Number	Date Paid	Amount Paid	Vendor - Payee	Check Description	
EFT	2/11/2022	415.00	Health Equity, Inc	Health Equity ***HSA***	
EFT	2/11/2022	44,271.15	MPSERS	TDP - W/H #1	
EFT	2/11/2022	7,471.19	State Of Mich	Payroll - State Tax Payable	
EFT	2/10/2022	9.10	State Of Mich	Adult Meals Sales Tax	
EFT	2/25/2022	415.00	Health Equity, Inc	Health Equity ***HSA***	
EFT	2/25/2022	44,338.52	MPSERS	TDP - W/H #1	
EFT	2/25/2022	41,366.93	MPSERS	UAAL Rate Stabalization	
25260	2/4/2022	76.27	Amazon Capital Services	Toner	
25261	2/4/2022	690.00	Anthony's Outdoor Services, LLC	Plowing Jan 24-27	
25262	2/4/2022	193.96	Bear Lake Schools	Bus Transportation	
25263	2/4/2022	119.00	Dickson School Cultural Center	Recycling Trailer	
25264	2/4/2022	115.20	Flinn Scientific Inc	Teaching Supplies	
25265	2/4/2022	9,651.04	Gordon Food Service	Food Purchase	
25266	2/4/2022	212,137.00	Lakeshore Construction Group, LLC	School Renovation-Floor Covering	
25267	2/4/2022	95,498.55	Manistee Intermediate School District	Tech, Business Coop Fees	
25268	2/4/2022	400.00	Purchase Power	Postage Meter Refill (2)	
25269	2/4/2022	171.72	James H Wojciechowski	Supplies; Mileage	
25270	2/4/2022	872.50	Xerox Corporation	SER. #A2M-737495; SER. #A2M-737565	
25271	2/11/2022	844.46	Verizon Wireless	Acct # 842369295-00003	
25272	2/14/2022	260.00	ABC Fastener Group	Bus Repair Parts	
25273	2/14/2022	174.35	Amazon Capital Services	Purifier	
25274	2/14/2022	1,267.00	Art's Auto & Truck Parts	Bus Repair Parts	
25275	2/14/2022	335.98	Hoekstra Transportation Inc	Bus Repair Parts	
25276	2/14/2022	500.00	Huntington National Bank-Corporate	Annual Administration- Acct:3584223305	
25277	2/14/2022	1,347.95	Kaleva Telephone Co	Telephone Fiber Link-Up	
25278	2/14/2022	168.07	Linde Gas & Equipment Inc	Bus Repairs	
25279	2/14/2022	2,490.00	PRO-VISION Video Systems	Bus Camera Systems	
25280	2/14/2022	1,999.95	Republic Servies #239	Garbage Service	
25281	2/14/2022	127.84	Sports Addix LLC	Basketball Uniforms	
25282	2/14/2022	7,592.77	Superior Energy Co	Utilities	
25283	2/14/2022	214.00	Thrun Law Firm PC	Legal Fees	
25284	2/14/2022	898.93	X-Cel Chemical Specialties North LLC	Custodial Supplies	
25285	2/21/2022	105.98	Amazon Capital Services	Air Purifier Filters	
25286	2/21/2022	265.96	Amplified IT	Google Workspace For Education	
25287	2/21/2022	951.00	Anthony's Outdoor Services, LLC	Plowing Jan 31-Feb 14	
25288	2/21/2022	197.00	Dickson School Cultural Center	Recycling Trailer	
25289	2/21/2022	1,040.05	Gopher	Classroom Supplies	
25290	2/21/2022	6,359.52	Gordon Food Service	Food Purchase	
25291	2/21/2022	302.65	Jackpine Business Center	Office Supplies	
25292	2/21/2022	307.50	Level Data	State Reporting Validation Suite	
25293	2/21/2022	49,385.82	MESSA	Ins Prem Mar 22	
25294	2/21/2022	123.80	Deanna Osga	DE Textbooks	
25295	2/21/2022	988.90	Sports Addix LLC	Basketball Uniforms	
25296	2/21/2022	197.39	Verizon Wireless	Cell Phone Acct#783735923-00001	
25297	2/21/2022	15,950.00	Wexford/Missaukee ISD	Out Of District CTC Students 1st Semester	
25298	2/21/2022	679.88	Xerox Financial Services	Contract 010-0135644-001	

Kaleva Norman Dickson School District				March 14, 2022	
Check Number	Date Paid	Amount Paid	Vendor - Payee	Check Description	

25299	2/25/2022	7,229.74	Consumers Energy	Utilities	
25300	2/25/2022	1,000.00	PFM Financial Advisors LLC	Assistance with Preparation Of Annual Disc	
25301	2/25/2022	242.22	Pitney Bowes Inc	Postage Meter- Supplies	
25302	2/25/2022	3,234.13	Filer Credit Union-Visa	Visa Charges	
		564,994.97			

General Fund - 11	335,789.26
Food Service Fund - 25	228,705.71
Debt Fund - 31	500.00
Capital Projects Fund - 43	0.00
	564,994.97

Kaleva Norman Dickson School District		January 2022 Revenues Received	
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Fund 11 - General Fund		574,708.59	Local Property Taxes
		12,287.13	Local Miscellaneous Revenue
		0.00	Intermediate Source Revenue
		289,808.43	State Source Revenue
		17,600.00	Federal Source Revenue
		0.00	Transfers in
		894,404.15	
Fund 25 - KND FSF		76,283.76	
Fund 31 - Debt Return		399,940.52	
Fund 42 - Building & Site		123.21	

8. Minutes

**Kaleva Norman Dickson School District
Board of Education Meeting
Brethren Media Center
February 14, 2022
7:00 PM**

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

Members Absent: Trustee, Josh Morrison

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

None

CORRESPONDENCE

Samantha Payne

BOARD REPORTS

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

Jason Kemler gave the Athletic Report.

Jakob Veith gave an update on the Finance (ESSER III Funds) and Policy Committee Meetings

SUPERINTENDENT'S REPORT

- A. Committee Assignment Approval
- B. Personnel
- C. Road Check Contract
- D. Robotics Overnight Request
- E. Covid/Mask Update
- F. Student Count
- G. Benchmark Assessment Educational Goal Process
- H. Remote Learning - Update
- I. NMSLA Meeting

BUSINESS ITEMS FOR ACTION

Moved by Fairbanks, supported by Ward, that the Consent Calendar Items B & C be approved as presented; carried 6-0.

Moved by Fairbanks, supported by Ward, to approve the checks and amounts as presented; carried 6-0.

Moved by Fairbanks, supported by Ward, that the minutes of the regular business and organizational meeting held January 10, 2022 be approved as presented; carried 6-0.

Moved by Fairbanks, supported by Ward, that the minutes of the closed business meeting held January 10, 2022 be approved as presented; carried 6-0.

Moved by Fairbanks, supported by Ward, that the minutes of the special business meeting held January 13, 2022 be approved as presented; carried 6-0.

Moved by Fairbanks, supported by Fraly, to suspend Student A from school property for the remainder of the year as recommended by the Policy Committee. This student will have the opportunity to participate in virtual learning; carried 6-0.

Moved by Fraly, supported by Schmidt, to approve the Committee Assignments for the 2022 calendar year as presented; carried 6-0.

Moved by Fairbanks, supported by Gutowski, to approve the resignation of Samantha Payne, Food Service, as recommended; carried 6-0.

Moved by Ward, supported by Fraly, to hire Amy Wolschlager, Food Service, as recommended; carried 6-0.

Moved by Fairbanks, supported by Ward, to hire Erin Swiatlowski, Special Education Instructor as of August 23, 2021, as recommended; carried 6-0.

Moved by Fairbanks, supported by Fraly, to approve the 2022 road check contract for Jakob Veith in the amount of \$2200 as presented; carried 6-0.

Moved by Fraly, supported by Gutowski, to approve the overnight stay for the Robotics competition in Muskegon on March 17th-19th, 2022, as requested; carried 6-0.

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 March 18, 2022; carried 6-0.

CLOSED SESSION

Moved by Fraly, supported by Ward, to move into closed session at 7:48 PM for the purpose of discussing KNDESPA negotiations; carried 6-0.

Moved by Ward, supported by Fairbanks, to reconvene to open session at 8:00 PM; carried 6-0.

ADJOURNMENT

Moved by Gutowski, supported by Fraly, to adjourn at 8:20 p.m. with no objections.

Kaleva Norman Dickson School District
Special Board of Education Meeting
Brethren Media Center
February 27, 2022
6:30 PM

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

Members Absent: Trustee, Josh Morrison

CALL TO ORDER

Board President Karen McIntire called the meeting to order at 6:30 PM.

AGENDA

The agenda was adopted as presented.

AUDIENCE PARTICIPATION

None

SUPERINTENDENT'S REPORT

A. Mask / Quarantine Discussion

BUSINESS ITEMS FOR ACTION

Moved by Fairbanks, supported by Schmidt, to lift the mask mandate and change to *highly recommended* effective February 28, 2022. There will be no quarantine period for students unless symptomatic and/or a positive Covid test in which case, that individual is to quarantine for five (5) days. If no fever for 24 hours and symptoms have improved, they may return on day six (6) and wear a mask on days six through ten (6-10); carried 6-0.

ADJOURNMENT

Moved by Gutowski, supported by Fairbanks, to adjourn at 7:03 p.m. with no objections.

9. **Action Items**

A. CONSENT CALENDAR ITEMS

Moved by _____, supported by _____,
that the Consent Calendar Items B & C 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 – February 14 & 27, 2022**

Moved by _____, supported by _____,
that the minutes of the regular business meeting held February 14, 2022 be approved as
presented/amended.

AYES _____ NAYS _____ MOTION _____

Moved by _____, supported by _____,
that the minutes of the closed business meeting held February 14, 2022 be approved as
presented/amended.

AYES _____ NAYS _____ MOTION _____

Moved by _____, supported by _____,
that the minutes of the special business meeting held February 27, 2022 be approved as
presented/amended.

AYES _____ NAYS _____ MOTION _____

D. PERSONNEL

Moved by _____, supported by _____, to approve the
resignation of Julie Riggs, baseball coach, as presented.

AYES _____ NAYS _____ MOTION _____

Moved by _____, supported by _____, to hire Lori Gibson,
substitute teacher, as recommended.

AYES _____ NAYS _____ MOTION _____

Moved by _____, supported by _____, to hire Tammy Wing, substitute teacher, as recommended.

AYES _____ NAYS _____ MOTION _____

Moved by _____, supported by _____, to hire Tim Wing, baseball coach, as recommended.

AYES _____ NAYS _____ MOTION _____

E. CARPET BIDS

Moved by _____, supported by _____, to approve the carpet bid from _____ in the amount of \$ _____ as presented.

AYES _____ NAYS _____ MOTION _____

F. WINDOW PURCHASE & LABOR

Moved by _____, supported by _____, to approve the elementary window purchase in the amount of \$19,890.00 from Lakeshore Construction, as presented.

AYES _____ NAYS _____ MOTION _____

Moved by _____, supported by _____, to approve the labor costs in the amount of \$14,488.00 from Northern Michigan Glass, for the elementary window installation, as presented.

AYES _____ NAYS _____ MOTION _____

G. FOOD SERVICE SPEND DOWN PLAN

Moved by _____, supported by _____, to approve the food service spend-down plan in an amount not to exceed \$215,000.00 as presented.

AYES _____ NAYS _____ MOTION _____

H. ROBOTICS TRIP REQUEST

Moved by _____, supported by _____, to approve the trip to Traverse City, April 7-9 with lodging costs to be paid for by the Robotics team.

AYES _____ NAYS _____ MOTION _____

I. SUMMER READING GROWTH PROGRAM

Moved by _____, supported by _____, to approve the purchase from Kids Read Now for student reading support during the summer months.

AYES _____ NAYS _____ MOTION _____

J. CLOSED SESSION

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

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. **Adjournment**

11.A. **Announcements**

11.A.1. Combined Board Meeting - March 22, 2022, 6:00 PM

11.A.2. Next Board Meeting - April 11, 2022