

**HOUGHTON-PORTAGE TOWNSHIP SCHOOL DISTRICT
BOARD OF EDUCATION**

**AGENDA
Monday, July 18, 2016
6:00 p.m.**

Location: High School Board Room

PROCEDURAL MATTERS

- I. Call to Order

- II. Public Comment

- III. Consent Agenda
 - Approve Minutes of 6/20/16 Board of Education Meeting
 - Financial Reports
 - Athletics/Transportation Committee Meeting of 7/15/16
 - Personnel/Policy Committee Meeting of 7/15/16
 - Finance Committee
 - Facilities Committee Meeting Minutes of 6/28/16
 - Community/Student Affairs Committee
 - Curriculum Committee
 - Negotiations Committee

- IV. Administrative Reports

- V. MASB, MASA & CCASB Reports

Upon request to the Superintendent of Schools, the Houghton-Portage Township School District shall make reasonable accommodation for a person with disabilities to be able to participate in the meeting.

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VI. Discussion Items

- Transportation Updates
- Personnel Updates
- Kitchen Update - Hood
- 2017 Bond Proposal

VII. Action Items

1. Resolution to Participate in School Bond Loan Fund
2. Designation of Depositories for School Funds
3. Resolution to Appoint Authorized Signature Authority for Wells Fargo Credit Card
4. Designation of Individuals Responsible for Posting Public Notice of Meetings
5. Delegation of Election Duties
6. Adoption of Legal Reference Note
7. Approval of Organizational Memberships – MASA, MASB, & CCASB
8. Approval of MASB Legislative Relations Network Program
9. Approval of Annual Retainer Contracts:
 - a. School Attorney
 - b. Auditor
10. Designation of Carriers to Transport Students
11. Selection of Representative for CCASB
12. Approval of Board Member Travel
13. Resolution to Designate Patrick Aldrich as District Representative in Absence of Superintendent
14. Resolution to Hire New Teaching Personnel
15. Second Reading & Adoption of Policies

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16. Schools of Choice Program for 2016-17

17. Michigan High School Athletic Association (“MHSAA”) Membership Resolution

18. Resolution Setting First Day of School for 2016-17 School Year

VIII. Executive Session

1. Negotiations

IX. Other Concerns or Public Comment

X. Adjournment

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DISCUSSION ITEMS

1. Transportation Updates

At the time of the board meeting, the superintendent will update the board on transportation issues.

2. Personnel Updates

At the time of the board meeting, the superintendent will update the board on personnel matters.

3. Kitchen Update - Hood

At the time of the board meeting, the superintendent will discuss needed updates to the kitchen.

4. 2017 Bond Proposal

The Facilities Committee will update the board on discussions regarding a 2017 bond proposal.

ACTION ITEMS

1. Resolution to Participate in School Bond Loan Fund

Each year we file a preliminary application to participate in the school bond loan fund. Sara Marcotte will be available to answer any questions you have about this resolution.

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2. Designation of Depositories for School Funds

Currently, Superior National Bank (“SNB”) is the depository for the general fund, debt retirement, capital projects monies, federal tax deposits, athletics and school service accounts, and trust fund. River Valley State Bank is the depository for our trust and agency fund. The Michigan School District Liquid Fund is another depository for the general fund. Wells Fargo is the depository for the elementary trust and agency account. I recommend that the Board designate these same depositories for school funds.

3. Resolution to Appoint Authorized Signature Authority for Wells Fargo Credit Card

At the time of the meeting, the Board will be asked to pass a resolution to authorize signature authority for a Wells Fargo credit card to Doreen Klingbeil and Sara Marcotte.

4. Designation of Individuals Responsible for Posting Public Notice of Meetings

The Board is required to designate someone to post notices of meetings. I recommend the designation of Deb Guilbault and Shirley Belej for this job.

5. Delegation of Election Duties

The Secretary of the Board of Education has discretion to delegate election duties to a member of the district’s administrative staff. If duties are delegated it must be recorded in the Board’s minutes. I recommend that the Board designate Sara Marcotte to serve as our election official to attend to all election responsibilities.

6. Adoption of Legal Reference Note

Boards of education are required to attach an addendum to the minutes of the July meeting which indicates, in part, that the Houghton-Portage Township School District has designated themselves as a general powers school district by operational law. In addition, the terms of each of the Board members are listed as part of this addendum to the minutes.

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7. Approval of Organizational Memberships – MASA, MASB, and CCASB

At the time of the Board meeting, I will recommend that the Board once again participate as members of the Michigan Association of School Administrators, the Michigan Association of School Boards and MASB Legal Trust Fund, and the Copper Country Association of School Boards.

8. Approval of MASB LRN Program

At the time of the meeting, I will initiate a discussion regarding MASB’s LRN (“Labor Relations Network”) program. A representative must be appointed each year at this time.

9. Approval of Annual Retainer Contracts

Each year at this time the Board is asked to designate the school district attorney, as well as an auditor who will oversee the financial auditing of the school district. We currently retain Thrun Law Firm for school elections and matters relating to general school law, the law firm of Vairo, Mechlin & Tomasi, Houghton, as well as Ryan Law Offices of Iron Mountain, as our counselors. LaPointe & Associates, P.C. is the attorney for special education matters. I recommend retaining these firms for the 2016-17 school year. In addition, we have retained the services of Rukkila/Negro & Associates of Houghton as our school auditor. Once again, we recommend Rukkila/Negro & Associates for these responsibilities.

10. Designation of Carriers to Transport Students

We should designate the buses of Lamers Transit, all area schools, Copper Country ISD, Michigan Tech University, Houghton Transit Authority, Hancock Transit, local taxi companies, R&A Transportation, and any other carrier designated by the Board or the approval of the superintendent.

11. Selection of Representative for CCASB

At the time of the Board meeting, I will initiate a discussion regarding a representative for the CCASB Board.

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12. Approval of Board Member Travel

Each year, the Board of Education is required to pass a resolution approving Board travel to various MASB and MASA functions and seminars, the National School Board Association, the U.P. Legislative Summit, the Governor's summit and CCASB functions.

13. Resolution to Designate Patrick Aldrich as District Representative in Absence of the Superintendent

Each year the Board is asked to designate someone to handle district affairs during the absence of the superintendent. I recommend that the Board of Education designate our high school principal, Patrick Aldrich, to fill this role.

14. Resolution to Hire New Teaching Personnel

At the time of the Board meeting, the Personnel/Policy Committee will recommend the hiring of:

- Kimberly Matson as a 2nd Grade teacher.
- Rebekah Schmidt as a Kindergarten teacher.

15. Second Reading & Adoption of Policies

As you will recall, the NEOLA policy updates were e-mailed to you for your review. The first reading was done at the May 16th Board meeting. At the time of the Board meeting, I will ask for adoption of these policies.

16. Schools of Choice Program for 2016-17 School Year

At the time of the Board meeting, I will recommend that the district participate in the Schools of Choice program for the 2016-17 school year. This would be for students who reside within the immediate school district.

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17. Michigan High School Athletic Association (“MSHAA” Membership Resolution

At the time of the Board meeting, I will present the annual MHSAA resolution, which must be approved by the Board of Education, indicating our participation under the guidelines of MSHAA.

18. Resolution Setting the First Day of School for 2016-17 School Year

At the time of the Board meeting, I will request that the Board pass a resolution setting a student start date of Tuesday, September 6th, for the 2016-17 school year.

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