

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

**AGENDA  
Monday, July 16, 2018  
6:00 p.m.**

**Location: High School Board Room**

**PROCEDURAL MATTERS**

- I. Call to Order
  
- II. Public Comment
  
- III. Consent Agenda
  - Approve Minutes of 6/25/18 Board of Education Meeting
  - Financial Reports
  - Athletics/Transportation Committee
  - Personnel/Policy Committee
  - Finance Committee
  - Facilities Committee
  - 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.

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda.

VI. Discussion Items

1. Summer Updates

VII. Action Items

1. Resolution to Participate in School Bond Loan Fund
2. Designation of Depositories for School Funds
3. Designation of Signature Authority for Depository Bag
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:
  - i. School Attorney
  - ii. Auditor
10. Designation of Carriers to Transport Students
11. Selection of Representative for CCASB
12. Approval of Board Member Travel
13. Resolution to Designate Julie Filpus as District Representative in Absence of Superintendent
14. Schools of Choice Program for 2018-19
15. Michigan High School Athletic Association (“MHSAA”) Membership Resolution

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16. Resolution Setting First Day of School for 2018-19 School Year
17. Resolution to Hire New Teaching Personnel
18. Resolution to Approve AFSCME Union Contract Agreement

VIII. Other Concerns or Public Comment

IX. Executive Session

X. Adjournment

### **DISCUSSION ITEMS**

1. **Summer Updates**

At the time of the board meeting, the superintendent will discuss summer updates.

### **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.

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 and capital projects. The Michigan Tech Credit Union is the depository for the elementary trust and agency account. I recommend that the Board designate these same depositories for school funds.

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3. **Designation of Signature Authority for Depository Bag**

The Board is required to appoint someone to act as authorized signers for the Superior National Bank depository bag. I recommend the designation of Sara Marcotte and Colette Patchin.

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 Colette Patchin 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.

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.

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**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 Neuminen, DeForge & Toutant (formerly Vairo, Mechlin & Tomasi), Houghton, as well as Ryan Law Offices of Iron Mountain, as our counselors. I recommend retaining these firms for the 2018-19 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.

**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.

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**13. Resolution to Designate Julie Filpus 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 middle school principal, Julie Filpus, to fill this role.

**14. Schools of Choice Program for 2018-19 School Year**

At the time of the Board meeting, I will recommend that the district participate in the Schools of Choice program for the 2018-19 school year. This would be for students who reside within the intermediate school district.

**15. 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.

**16. Resolution Setting the First Day of School for 2018-19 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 4th, for the 2018-19 school year.

**17. Resolution to Hire New Teaching Personnel**

At the time of the Board meeting, I will request that the Board pass a resolution to hire the following teachers:

Cheryl Decker – Middle School Social Studies  
Jesse DePue – High School Science  
Ashley Dunstan – 4<sup>th</sup> Grade  
Brandi Hainault – Kindergarten  
Katelyn Liubakka – High School Social Studies  
Morgan Niemela – High School English  
Blair Zenner – Kindergarten

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**18. Resolution to Approve AFSCME Union Contract Agreement**

At the time of the Board meeting, Ms. Klingbeil will review the tentative contract agreement with the AFSCME union.

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