

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

**AGENDA  
Monday, July 20, 2020  
6:00 p.m.**

**Location: High School Library**

**PROCEDURAL MATTERS**

- I. Call to Order
  
- II. Public Comment
  
- III. Consent Agenda
  - Approve Minutes of 6/8/20
  - Financial Reports
  - Athletics/Transportation Committee
  - Personnel/Policy Committee
  - Finance Committee
  - Facilities Committee
  - School Improvement Committee
  - Curriculum Committee
  - Negotiations Committee
  
- IV. Administrative Reports
  - Anders Hill, Elementary School Principal
  - Julie Filpus, Middle School Principal
  - Cole Klein, High School Principal
  - John Sanregret, Athletic Director

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.

V. MASB, MASA & CCASB Reports

VI. Discussion Items

1. Summer Updates
2. 2020 NEOLA Policy Updates
3. Michigan 2020-2021 Return to School Road Map

VII. Action Items

1. Resolution to Participate in School Bond Loan Fund
2. Designation of Depositories for School Funds
3. Designation of Individuals Responsible for Posting Public Notice of Meetings
4. Delegation of Election Duties
5. Adoption of Legal Reference Note
6. Approval of Organizational Memberships – MASA, MASB, & CCASB
7. Approval of Annual Retainer Contracts:
  - i. School Attorney
  - ii. Auditor
8. Designation of Carriers to Transport Students
9. Selection of Representative for CCASB
10. Approval of Board Member Travel
11. Resolution to Designate Julie Filpus as District Representative in Absence of Superintendent
12. Resolution Setting First Day of School for 2020-21 School Year
13. Resolution to Change the August Board Meeting to August 10th, 2020

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VIII. Other Concerns or Public Comment

IX. Adjournment

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## **DISCUSSION ITEMS**

### **1. Summer Updates**

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

### **2. 2020 NEOLA Policy Updates**

The 2020 NEOLA updates were reviewed. A copy was emailed to the Board on June 18<sup>th</sup>. This is the first reading.

### **3. Michigan 2020-2021 Return to School Road Map**

At the time of the board meeting, the superintendent will discuss the process for returning to school.

## **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 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 Sara Marcotte for this job.

**4. 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.

**5. 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.

**6. 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.

**7. 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, Houghton, as well as Ryan Law Offices of Iron Mountain, as our counselors. I recommend retaining these firms for the 2020-21 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.

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**8. 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, and any other carrier designated by the Board or the approval of the superintendent.

**9. Selection of Representative for CCASB**

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

**10. 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.

**11. 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.

**12. Resolution Setting the First Day of School for 2020-21 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 8 for the 2020-21 school year.

**13. Resolution to Change the August Board Meeting to August 10<sup>th</sup>, 2020**

At the time of the Board Meeting, Ms. Kramer will propose changing the date of the August 2020 Board Meeting to August 10, 2020.

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