

**CHEBOYGAN-OTSEGO-PRESQUE ISLE
EDUCATIONAL SERVICE DISTRICT**

6065 Learning Lane
Indian River, Michigan 49749

Regular Meeting
June 13, 2019

President Budnick called the Budget Hearing meeting of the Cheboygan-Otsego-Presque Isle Educational Service District Board of Education to order at 7:00 p.m. followed by reciting the Pledge of Allegiance.

Roll call: Present: Budnick, Hintz, Huff, Powers, Bastian, Brewbaker.
Absent: Pushman

President Budnick opened the budget hearing for the 2019-2020 for public comments. There were none so Mr. Budnick requested Mrs. Karsten proceed with the review of the Final Budgets for 2018-2019 which includes of .2597 mills to be levied on all taxable value for operating purposes for the General Education Fund and 1.4876 mills to be levied on all taxable value for operating purposes for the Special Education Fund. Included in the handout was the 2019-2019 Special Funds Final budget.

Amy Karsten, COP ESD Business Office Manager, provided documents outlining the General Education Final Budget for 2018-2019 fiscal year. She reviewed the line items with the board and answer questions from the board. Next she reviewed the Special Education Final Budget for 2018-2019 reviewing the line items and answering board member questions. Also, the Special Funds Final Budget for 2018-2019 was reviewed by Mrs. Karsten. Mr. Huber indicated nine of ten districts supported the final budgets. Discussion among board members. Motion by Powers, supported by Huff, to close the budget hearing and open the regular meeting at 7:30pm. All ayes. Motion carried.

Mrs. Karsten explained that the proposed budget for 2019-2020 General Education Fund is provided to the local districts. Each district returned a resolution to COP ESD. Mr. Huber indicated that nine of the ten local districts returned resolutions supporting the proposed budgets. The other district did not respond.

Documents were provided to the board for the General Education Funds Proposed Budget for 2019-2020 fiscal year. Mrs. Karsten noted this proposed budget includes .2597 mills to be levied on all taxable value for operating purposes. She reviewed the line items in detail with the board answering questions during her presentation.

Documents were provided to the board for the Special Education Funds Proposed Budget for 2019-2020 fiscal year. Mrs. Karsten noted this proposed budget includes a 1.4876 mills to be levied on all taxable value for operating purposes. She reviewed the line items in detail with the board answering questions during her presentation.

Mrs. Karsten also provided a copy of the Special Funds Proposed Budget for the 2019-2020 fiscal year and reviewed the line items. Discussion was held and questions answered.

Motion by Powers, supported by Huff, to accept the 2019-2020 General Education Proposed Budget which includes .2597 mills levied on all taxable value; the 2019-2020 Special Education Proposed Budget which includes 1.4876 mills levied on all taxable value and the 2019-2020 Special Funds Proposed Budget, as presented. A roll call vote was taken: Powers, yes; Huff, yes; Hintz, yes; Budnick, yes; Bastian, yes; Brewbaker, yes. Motion carried.

Regular Meeting 6-13-19 continued:

Mr. Huber provided copies of a communication to the board pertaining to his successful completion of the Central Office Enhancement program sponsored by MASA's Horizon Leadership Academy. He thanked the board for supporting his participation in the program.

Visitors recognized at this meeting included Barb Lennon as recording secretary and Amy Karsten, COP ESD Business Office Manager.

Mrs. Lennon administered the Oath of Office for the newly elected board members. Each board member was given their Oath of Office to sign and accept the duties as board members of COP ESD.

The Board was provided with a copy of the Regular Meeting and Closed Session Minutes from May 9, 2019. Motion by Bastian, supported by Huff, to accept the minutes for both meetings as written. All ayes. Motion carried.

Mrs. Huff reviewed the Treasurer's Report with board members. She reviewed the cash reports on Special Education, General Education, Motor Vehicle and Unemployment Funds. A list of all expenditures is available to the Board for review at each meeting. Motion by Powers, supported by Brewbaker, to accept the Treasurer's Report and pay the warrants as presented. A roll call vote was taken: Powers, yes; Huff, yes; Hintz, yes; Budnick, yes; Bastian, yes; Brewbaker, yes. Motion carried.

Staff Presentation: None

Under Informational Reports, Mr. Huber reviewed the main points covered at the Superintendent's Council meeting held on June 3, 2019, providing a handout of the agenda. He noted the Common Professional Development day to be held on August 26, 2019 will be attended by seven of the ten local districts.

Out of state/overnight travel to be approved: None.

For unfinished and new business, Mrs. Karsten provided the board with a copy of the 2018-2019 Final Budgets for the General Education Fund, the Special Education Fund and the Special Fund for their review. She read aloud the line items within each of the Final Budgets for the board. Discussion was held among members. Motion by Powers, supported by Bastian, to approve the 2018-2019 Final Budget Amendment and Resolutions as presented. A roll call vote was taken: Powers, yes; Huff, yes; Hintz, yes; Budnick, yes; Bastian, yes; Brewbaker, yes. Motion carried.

Mrs. Karsten continued with the review of the 2019-2020 Proposed Budgets for the General Education Fund, Special Education Fund and Special Funds. Motion by Powers, supported by Huff, to approve the Resolution for the 2019-2020 budgets as presented. A roll call vote was taken: Powers, yes; Huff, yes; Hintz, yes; Budnick, yes; Bastian, yes; Brewbaker, yes. Motion carried.

Also, Mrs. Karsten presented to the board the 2019-2020 Millage Rate Authorization Resolution. Motion by Powers, supported by Huff, to adopt the 2019-2020 Millage Rate Authorization Resolution as presented. A roll call vote was taken: Powers, yes; Huff, yes; Hintz, yes; Budnick, yes; Bastian, yes; Brewbaker, yes. Motion carried.

Regular Meeting 6-13-19 continued:

Continuing Unfinished and New Business, Mr. Huber requested approval from the board to purchase three new Jeep Compasses through the MiDEAL State Bid Consortium for the COP staff fleet per a letter of recommendation from Jeff Chism, Operations Manager. Mr. Huber explained that the vehicles would be purchased and delivered in July. Discussion held among board members. Motion by Huff, supported by Powers to approve the vehicle purchase as presented. A roll call vote was taken: Powers, yes; Huff, yes; Hintz, yes; Budnick, yes; Bastian, yes; Brewbaker, yes. Motion carried.

Mr. Huber provided the board with a letter of recommendation for the Custodial Contract Renewal with GRBS. A letter from Mr. Chism requested renewal of the custodial contract for two years. Mr. Huber explained a slight increase for a two-year agreement. A letter outlining the cost increases was included from GRBS Chief Operating Officer, Jason Doncis. Motion by Huff, supported by Bastian, to approve the GRBS Custodial Contract through July 1, 2021 as presenting and authorized Mr. Huber to sign the agreement. A roll call vote was taken: Powers, yes; Huff, yes; Hintz, yes; Budnick, yes; Bastian, yes; Brewbaker, yes. Motion carried.

Mr. Huber provided a copy of the 2019-2022 Support Staff Contract to the board for their approval. He explained the current contract expires June 30, 2019. He reviewed and highlighted the changes and noted the modified salary scale which is now one scale instead of two scales. Motion by Huff, supported by Brewbaker, to approve the Support Contract for 2019-2022 as presented and authorized Mr. Huber to sign the ratified contract. A roll call vote was taken: Powers, yes; Huff, yes; Hintz, yes; Budnick, yes; Bastian, yes; Brewbaker, yes. Motion carried.

Next, Mr. Huber provided Personnel Agreements to the board for their approval. The first contract was for Mrs. Amy Karsten, Business Manager for the period of July 1, 2019- June 30, 2022. He noted a 2% increase in salary for each year of the contract. Motion by Bastian, supported by Hintz, to approve the renewal agreement for Mrs. Karsten as presented and authorized Mr. Huber to sign the contract on the district's behalf. A roll call vote was taken: Powers, yes; Huff, yes; Hintz, yes; Budnick, yes; Bastian, yes; Brewbaker, yes. Motion carried.

Mr. Huber presented a contract renewal agreement to the board for Human Resources/Payroll Specialist, Peggy Bush, for a period of July 1, 2019- June 30, 2022. He noted a 2% salary increase each year of the contract. Motion by Huff, supported by Bastian, to approve the renewal agreement for Mrs. Bush as presented and authorized Mr. Huber to sign the contract on the district's behalf. A roll call vote was taken: Powers, yes; Huff, yes; Hintz, yes; Budnick, yes; Bastian, yes; Brewbaker, yes. Motion carried.

Mr. Huber presented a contract renewal agreement to the board for Accounts Payable Specialist, Bridget Merchant for a period of July 1, 2019- June 30, 2022. He noted a 2% salary increase each year of the contract and advised this is a six hour per day position. Motion by Huff, supported by Brewbaker, to approve the renewal agreement for Mrs. Merchant as presented and authorized Mr. Huber to sign the contract on the district's behalf. A roll call vote was taken: Powers, yes; Huff, yes; Hintz, yes; Budnick, yes; Bastian, yes; Brewbaker, yes. Motion carried.

Also under Personnel Agreements, Mr. Huber requested the board's approval for a contract renewal for the Chief Technology Officer, Jeff Chism. This agreement is for the period of July 1, 2019- June 30, 2022. He noted Mr. Chism will be completing his Bachelor's Degree in August and a growth incentive is

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included in anticipation of successful completion of the program. He noted a 2% salary increase each year of the contract. Motion by Hintz, supported by Huff, to approve the renewal agreement for Mr. Chism as presented and authorized Mr. Huber to sign the contract on the district's behalf. A roll call vote was taken: Powers, yes; Huff, yes; Hintz, yes; Budnick, yes; Bastian, yes; Brewbaker, yes. Motion carried.

Mr. Huber presented to the board a contract recommendation for the MiSTEM Director, Jason Beatty. He noted that this position is grant funded position therefore it is a one year agreement from July 1, 2019 expiring June 30, 2020. Motion by Powers, supported by Hintz to approve the employment contract as presented for Mr. Beatty and authorized Mr. Huber to sign the agreement on behalf of the district. A roll call vote was taken: Powers, yes; Huff, yes; Hintz, yes; Budnick, yes; Bastian, yes; Brewbaker, yes. Motion carried.

Vice President Randy Powers presented to the board the Superintendent Contract renewal for Mr. Jamie Huber. Mr. Powers opened the discussion with board members on the contract presented. He noted this contract would extend through 2022 and included a salary increase and a merit increase. Motion by Bastian, supported by Huff, to approve the employment contract as presented. A roll call vote was taken: Powers, yes; Huff, yes; Hintz, yes; Budnick, yes; Bastian, yes; Brewbaker, yes. Motion carried.

There was no Board Policy to review.

Under the Superintendent's Report, Mr. Huber shared a handout. He highlighted the items from the June 3, 2019 meeting. He further expanded upon the on the handout including COP Program graduations, the school aid budget update, position vacancies with COP, carpet replacement timeline for the administration office, and the summer hours for the main office which will be closed Fridays from June 21st to August 9th. He reminded the board of Donna Jones' retirement party June 20th at the Indian River Golf Club as well as the NMSLA Legislative Dinner scheduled for August 1st in Traverse City.

There were no public comments.

Under Board comments, Mr. Bastian inquired about continuing education offerings for the board. Mr. Budnick mentioned there is a summer institute available each year. Mr. Bastian stated he enjoyed the networking opportunities he had at the NSBA conference.

Motion by Powers, supported by Hintz, to adjourn the regular meeting at 8:45 p.m.

Cindy Pushman, Secretary