

**MASON BOARD OF EDUCATION**

**Regular Meeting**

**September 12, 2016**

**Harvey Education Center**

**400 South Cedar Street**

**7:00 p.m.**

**MINUTES**

**CALL TO ORDER**

A regular meeting of the Mason Board of Education was held at the James C. Harvey Education Center on September 12, 2016. The meeting was called to order at 7:00 p.m. by Ralph Beebe, President.

Present: Ralph Beebe, Becky Brimley, Laura Fenger, Julie Rogers, Laura Cheney, Kurt Creamer, and Tom Curtis

Absent:

Also Present: Ron Drzewicki, Superintendent; Cheryl S. Wald, Chief Financial Officer; Matt Stuard, Curriculum Director; Rick Brooks, Director of Human Resources; Mason staff and community members

**APPROVAL OF AGENDA**

Julie Rogers made and Laura Cheney supported a motion to approve the agenda as printed. All yes. Motion carried 7-0.

**PUBLIC REQUESTS/COMMENTS**

Barb Byrum of 4697 Stone Rd., Onondaga, Michigan addressed the Board of Education. Mrs. Byrum asked how Title 1 money is used and what extra services are being offered at Steele Elementary. She thanked staff for quickly posting the open social work position and strongly urged the board to consider making this a full-time position. Mrs. Byrum stated "this is desperately needed for small people." She thanked the board of education for allowing her to speak.

**COMMUNICATIONS**

A letter was received from the tax tribunal.

**APPROVAL OF CONSENT AGENDA**

Julie Rogers made and Becky Brimley supported a motion to approve the consent agenda, including approval of minutes of the August 8, regular meeting; August 8, closed session; August 22, special meeting; August 22, closed session; Personnel Report No. 7; Financial Report No. 8; including payment of General Fund bills in the amount of \$1,164,562.76, Food Service Fund bills in the amount of \$696.28, Student Activities Fund bills in the amount of \$34,769.76, and Sinking Fund bills in the amount of \$230,001.69. All yes. Motion carried 7-0.

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**SUCCEED**

## **COMMITTEE AND SUPERINTENDENT REPORTS**

### **Executive Committee**

The merit pay proposal is part of the last month's superintendent evaluation. It is the same as last year with the potential of a larger amount if approved. Merit pay will be awarded based on future evaluations.

### **Superintendent Merit Pay**

Julie Rogers made and Becky Brimley supported a motion to approve superintendent merit pay, as presented. All yes. Motion carried 7-0.

### **Finance and Property**

Kurt Creamer referred to minutes of the August 8, 2016 meeting. A proposal for survey research was presented. The method would consist of phone surveys to determine community support for a future bond proposal. Depending on the length of the survey, the cost was quoted between \$12,000 – \$19,000.

Cheryl S. Wald reviewed monthly budget numbers and presented the Winter Tax Levy. Both the General Operating Mills and the Sinking Fund Mills have been reduced. The Sinking Fund will return to 1 mil next year due to the passing of the new sinking fund.

The safety of current playground equipment at the elementaries was raised by an insurance investigator. Portions of the playground will need to be removed or repaired. The district will seek bids to complete the work this fall.

Kevin Doty requested bids from landscape companies for bush and plant removal, tree trimming and landscaping for the fall. The majority of the costs will be covered by the Sinking Fund. He reviewed summer work completed throughout the district. Highlights include refinishing the fieldhouse floor, new HVAC control units, replacement of chill coils and small steam boiler, new lockers at N. Aurelius and the middle school, and parking lot repairs.

Superintendent Drzewicki provided an updated schedule of 2016-17 meetings.

Kurt Creamer referred to minutes from the September 6, 2016 meeting. A Communications Services Proposal was presented by Micki O'Neil of Ingham ISD. The proposal would provide a two year service contract for the ISD to provide communication/messaging services. The initial plan would include roughly 10 hours per week for 35 weeks of implementation. Superintendent Drzewicki shared that the procurement of this proposal did not follow #3660R for competitive bids for services.

The group discussed procedures for reporting non-represented employee contracts. The committee asked for a report to be included in the personnel report in the monthly board book.

Cheryl S. Wald reviewed monthly budget numbers. Revenue and expenses are minimal for the month of July. The group discussed preliminary audit items. Costs for capital outlays, textbooks, utilities, fuel and teacher aides are expected to be under budget. Retirement and FICA expenses

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are expected to be lower than the statutory rate that was budgeted. Approximated \$600,000 of expenses under budget for these line items.

The committee reviewed landscaping bids from HTA Companies and Outdoor Expressions for landscape services. Services will not include mowing. Superintendent Drzewicki stated the work is designed to lower maintenance hours.

### **Landscaping Bids**

Kurt Creamer made and Julie Rogers supported a motion to approve the landscaping bids from Outdoor Expressions, as presented. All yes. Motion carried 7-0.

The committee received an update on playground improvements. Kevin Doty shared a scope of work produced by GMB to start the bid process. Superintendent Drzewicki shared a plan to have bids for the board meeting on October 10, 2016. Steele Elementary has the lowest need, while the need is high at Alaiedon and N. Aurelius. Superintendent Drzewicki will forward additional information to board members. All plans were reviewed by building principals and PTOs. Sinking Funds will be used to fund the majority of the renovations.

Kevin Doty reviewed a program provided by Consumers Energy to identify potential energy and cost savings for the district. The program is free and will start immediately.

The next meeting is scheduled for October 3, 2016 at 4:00 p.m.

### **Community and Staff Relations**

Becky Brimley referred to minutes of the August 15, 2016 committee meeting. A Communications Services Proposal was presented by Micki O'Neil of Ingham ISD. Rick Brooks provided a staffing update. The committee discussed the mailing costs associated with the district's Keynotes newsletter. Rick Brooks shared morning programming available to elementary and middle school students on delayed start Wednesdays.

The next meeting is scheduled for September 19, 2016 at 4:15 p.m.

Superintendent Drzewicki answered questions regarding the Communications Services Proposal. He indicated that survey respondents from the Post Bond Survey requested better district communication.

Micki O'Neil addressed the board members. She provided a proposal to address internal and external communication. The plan will be developed with central office administration and will align with the district's Strategic Plan to communicate the right things at the right time. As of July 1, 2016, Ingham ISD supports Eaton RESA and continues to support districts during crisis events. Mason Public Schools will be the first contracted district. Micki O'Neil shared that she can be reached after hours for urgent communications.

### **Communications Services Proposal**

Becky Brimley made and Kurt Creamer supported a motion to approve the Ingham Intermediate Communications Services Proposal, as presented. All yes. Motion carried 7-0.

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### **Policy and Curriculum**

Laura Cheney referred to minutes from the August 22, 2016 committee meeting. Matt Stuard provided an update regarding the 6<sup>th</sup> to 7<sup>th</sup> grade Bridge Program at the middle school covered by Title 1 funds. Mr. Stuard provided an update of the Jump Start summer program for 1<sup>st</sup> through 3<sup>rd</sup> grade students. The literacy focused program was led by 13 teachers and impacted over 140 elementary students. Start of school Professional Development was discussed. Mr. Stuard provided the committee with a K-5 Literacy update, including upcoming informational sessions on the district's ELA program and Reading Street.

The next NEOLA, Inc. meeting is September 15, 2016 from 3:00 – 9:00 p.m. Laura Cheney indicated the group is working on the 6000 series. Bylaws to the 2000 series should be completed on September 15, 2016 and first reading may be brought to the Board of Education on October 10, 2016. Ralph Beebe requested policies be emailed to board members for review prior to the board meeting.

The next meeting is scheduled for September 26, 2016 at 4:00 p.m.

### **INTRODUCTION OF OTHER MATTERS BY MEMBERS OF THE BOARD**

Board members received information on the Ingham School Officers Association Legislative Candidates Breakfast Forum. It is scheduled for Thursday, October 6<sup>th</sup> from 7:30 – 9:00 a.m. and will be held in the Lansing School District board room.

Ralph Beebe referred Mrs. Byrum's concerns to Superintendent Drzewicki.

Kurt Creamer and Cheryl S. Wald attended the Local Development Finance Authority meeting on Friday, September 9, 2016. Jewett Airport will not put in a north/south runway. It is no longer an option and the property owned by Capital City Airport Authority will be sold. The waste water treatment plant is adding significant capacity and a new well is online to further development. A Consumers Energy project to develop a solar farm off Kipp Road has been terminated.

Laura Cheney ask for clarity on the Communications Services Proposal statement indicating this proposal did not follow #3660R for competitive bids for services. Superintendent Drzewicki stated the law doesn't require the district to bid services. Our regulation states that we will bid services. It was recommended based on conversations with Ingham ISD and the cost of public relations firms not to request bids.

### **INTRODUCTION OF OTHER MATTERS BY THE SUPERINTENDENT**

The School Study Committee of 30 members has convened four times. All interested community members are on the committee. On two separate days, the committee participated in two building tours. Superintendent Drzewicki will keep the Board of Education updated on the School Study Committee's process. The next meeting is planned for September 27, 2016 from 5:00 – 8:00 p.m. Meetings will be scheduled in October and all meetings are open to the public. Chris Waltz was nominated to chair the committee and Sally Trout will co-chair.

### **ADJOURNMENT**

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Julie Rogers made and Kurt Creamer supported a motion to adjourn the meeting at 8:05 p.m. All yes. Motion carried 7-0.

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Laura Fenger  
Secretary

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