

DANSVILLE SCHOOLS
Board Meeting Minutes
October 19, 2009

A regular meeting of the Dansville Schools Board of Education was called to order at 7:00 p.m. by President Mike Kapp.

Members Present: Mary Clinton, Carolyn Jones, Phil Minshall, Charlie O'Rourke, Dan Pheils, Dave Lilly, Mike Kapp

Administrators: Ron Stoneman, Terry Jones, Nancy Jungkans

Pledge of Allegiance

Public Participation

None

Special Presentations

The district's auditor, Alan Panter, partner at Abraham & Gaffney, presented the audit of the 2008-09 school year. 2008-09 is the first year the audit was performed primarily at ISD, with little on-site at the district. Mr. Panter stated the audit went well. He distributed copies of the audit to the Board. A copy is available for review in the Superintendent's office during normal business hours.

Highlights are:

- Abraham & Gaffney performed an independent audit and gave opinions on financial statements.
- The district currently has a 5.9% unreserved fund balance, which equates to 17 days of operating costs. It is recommended districts maintain a 12-15% unreserved fund balance or 60 days of operating costs.
- The variance from the 2008-09 school budget, which was in the district's favor.
- Mr. Panter reviewed graphs given to the Board which are available for review in the Superintendent's office during normal business hours.
- Audit findings for Board review
 - Cash received into food service needs to be tracked more closely, and the district needs to utilize reports available for that purpose to ensure deposits equal dollars received.
 - Written procedures and policies.
 - The district needs to formally adopt written procedures and policies regarding: a capital assets policy, a fraud risk management policy, a conflict of interest policy and documentation of accounting policies.
 - Use of district name or id number (employer identification number).
 - Accounts (band supporters, Athletic boosters, PTO's) utilizing Dansville name and EIN either to be fully included in the district audit or completely out of the audit. It is recommended by Abraham & Gaffney that each of these groups acquire their own EIN. The Board will need to decide.

Board Reports and Correspondence

Superintendent's Report

- Will present majority of report during budget discussion item.

- The water problem has been indentified and repaired. A water pipe in front of the band room was leaking. This repair will help with the district water consumption issues.
- Superintendent Stoneman requested an item be added to the agenda. The Board needs action to accept the financial report into record. President Kapp requested this addition be added as item 11 under action.
- Superintendent Stoneman will review the audit in detail and communicate back to the Board with any pertinent findings.

High School Report

- The High School report is available on the school website

Middle School Report

- Principal Terry Jones reported:
- The principals decided on a new format for their monthly report. It will streamline information to make all topics easier to understand.
- The Middle School Fall Festival is scheduled for October 30.
- MEAP testing has completed week one and will continue week of October 19, 2009.
- Mrs. Jones attended the state assessment workshop in Novi. Discussion items were state level changes to the curriculum next year and chances to explore successful school district data. The state has changed the writing portion of MEAP, which is a pilot in 2009.

Elementary School

- The Elementary school report is available on the school website

Board Reports

Finance, Budget & Personnel Committee – The committee met on October 14, 2009. The committee engaged in a brainstorming session and will present them to the Board at the regular meeting. The Board will have the chance to add to the ideas. The Board will then prioritize those ideas and Superintendent Stoneman will compile an aggregated list of high priorities. The committee also discussed dollar amounts that need to be reduced from the budget resulting from the \$165 per student reduction.

Facilities Committee – The committee met on September 22, 2009. Kent Phinney from Kingscott gave overview regarding areas of concern of district facilities. Kingscott developed cost worksheet of repairs needed, which is posted on the district website for viewing. The next meeting is scheduled for October 21, 2009 in the Middle School library at 6 pm.

Policy Review Committee – The committee met on October 10, 2009 and developed language for various bylaw policies and will have those items to ready to present to the Board at the November 16, 2009 regular meeting for first reading. A concerned parent has requested the Board discuss developing a registered sex offender policy. Vice President Clinton asked that information pertaining to Michigan laws be distributed to all Board members.

DESPA Negotiation Committee – The committee has finalized and forwarded language to DESPA representatives. Superintendent Stoneman recommended a meeting be scheduled for November 9, 2009 at 5:30 pm in the Elementary School library.

Superintendent Evaluation Committee – The meeting scheduled for October 5, 2009 was cancelled and rescheduled to October 27, 2009.

Transportation Committee – The scheduled meeting was cancelled. A zero tolerance policy example was forwarded to the Policy Review committee to evaluate.

Carolyn Jones – Mrs. Jones reviewed current bills that are currently in the senate for review. ISOA group met with Dr. Seinko from Ingham County Health Department regarding the H1N1 virus. There are various flu clinics set up in school districts in Ingham County. Dansville Schools is scheduled for flu shots on November 24, 2009 from 1:00 pm to 7:00 pm in the High School gym. A letter to parents will be sent in the near future.

Treasurer Phil Minshall commented on the Eastern Michigan Band Day. The flag team received 3rd place in their competition.

President Mike Kapp commented on the success of 5th grade camp. It was an excellent experience for all who attended.

For Action

- Motion by Mary Clinton, seconded by Charlie O'Rourke to approve the Consent Calendar Items 1 - 8
 - The September 22, 2009 meeting minutes provided in the Board packets did not include a signature block or members in attendance. Updates were made to official minutes approved.
 - 7 yes, 0 no, 0 absent
 - **Motion passed**
- Motion by Phil Minshall, seconded by Dave Lilly to approve the 2009-10 Eighth grade trip to Washington DC as proposed.
 - 7 yes, 0 no, 0 absent
 - **Motion passed**
- Motion by Mary Clinton, seconded by Charlie O'Rourke for Board authorization to publicize a "Notice of Public Hearing" to establish a November regular election date. The public hearing will be held on November 2, 2009 at 6:30 pm in the Elementary School Library.
 - 7 yes, 0 no, 0 absent
 - **Motion passed**
- Motion by Phil Minshall, seconded by Dan Pheils, to approve the audit report into record as presented.
 - 7 Yes, 0 no, 0 absent
 - **Motion passed**

Discussion

1. Assistant Coaches
 - a. This topic has been a discussion item for several months. Action will need to be taken before Winter sports start.
 - b. This will be an action item at the November 2, 2009 meeting.
2. School Budget
 - a. The Finance, Budget & Personnel Committee participated in a brainstorming session to generate money saving ideas in the district to help with the per pupil funding reduction.
 - b. The entire Board discussed additional ideas to be added to the list.

- c. Board members prioritized those ideas and asked for dollar amounts to be associated to each.
3. MASB Delegates Assembly
- a. Carolyn Jones will be attending and request Board members to contact her to discuss district opinions to be represented at the assembly.

Other Matters

A Superintendent Evaluation Committee meeting is scheduled for October 27, 2009 at 6 pm in the Elementary Library

President Kapp requested information regarding a bomb threat in the Middle School the week October 12, 2009 and explanation on a “code black” issue. Superintendent Stoneman explained each.

The meeting was adjourned at 9:36 pm.

Respectfully submitted,

Dan Pheils, Secretary