



Kenowa Hills Public Schools
Education inspired.

BOARD OF EDUCATION
Organizational Meeting Preliminary Minutes
Wednesday, January 12, 2022 at 6:00 pm
Kenowa Hills Administration Building
2325 Four Mile Road NW, Grand Rapids, MI 49544

I. Routine and Organizational Business

- A. Superintendent Hopkins called the meeting to order at 6:00 p.m., which is being held at the Administration Building, 2325 Four Mile Road NW, Grand Rapids Michigan.
- B. Motion by Member LaBotz supported by Member Courtade to appoint Superintendent Hopkins to serve as temporary chair until a new president is elected and Mrs. Mary Crawley to serve as Temporary Secretary until the secretary is elected. Report #22-000. **Motion approved 7-0.**
- C. Superintendent Hopkins (temporary chairperson) opened the meeting with a moment of silence.
- D. Members Present: Courtade, Gustinis, Hart, LaBotz, Roberts, Szczepaniak, and Truskoski were present; Superintendent Hopkins, Assistant Superintendent Dinkelman, and Director of Finance Gilchrist were also present.
- E. Motion by Member Hart supported by Member Courtade to approve the agenda. **Motion approved 7-0.**

TEMPORARY CHAIR
Report #22-000

MOMENT OF
SILENCE
ROLL CALL

APPROVE AGENDA

II. Public Comment - five members of the public shared comments

The purpose of this meeting is to conduct Board of Education business. There will typically be no attempt to comment or give answers at this meeting. Audience members who wish to make comments are invited to complete the appropriate form located at the entrance. Each speaker has a maximum of three (3) minutes to address the board. Inquiries requiring a response will be referred to the superintendent in the cases where contact information is provided. We ask all individuals making public comments to follow our board policy. Any person in violation of the policy for disruptive conduct will be asked to leave. Any threats or suggestions of violence will be turned over to law enforcement.

III. Hearings and Correspondence

- A. Correspondence - None
- B. Recognition
 - 1. Dr. Bill Pink, Grand Rapids Community College President - Dr. Pink was unable to attend due to a scheduling conflict. He looks forward to attending a future board meeting.
 - 2. Board of Education - In recognition of Board Member Appreciation Month, Superintendent Hopkins provided each board member with a certificate of appreciation and acknowledged the dedication and his appreciation for the very difficult decisions board members have had to make to support teaching and learning during the ongoing pandemic.
 - 3. Superintendent Hopkins acknowledged contributions with appreciation.
 - a. Bigby Coffee for their donation to our Middle School Staff.
 - b. A donation to Alpine Elementary Holiday Shop was made by Charles Pearson.
 - c. Sandy's Donuts made a generous donation of donuts to our Middle School students.
 - d. Trinity Congregational Church donated hats and gloves to Alpine Elementary students.
 - e. The Gillette Family Foundation made a donation to Mrs. Black and Mrs. Stammis' classrooms.
- C. Board Communication-Members reported on various events in which they participated.

CORRESPONDENCE

RECOGNITION

BOE
COMMUNICATION

IV. Information Items

- A. FY 2021 Audit presented by Keith Pheifle of Maner Costerisan
 - 1. Director Gilchrist introduced Keith Pheifle from Maner Costerisan PC to present our FY2021 financial audit report. The District received an unmodified opinion, which is the highest opinion an auditor can give.

2. The report has been submitted and is available for the public to review on the khps.org website under the transparency report. New for 2021 were several funding sources specifically for COVID related items. The district increased the general fund balance to \$4.2 million, making the fund equity balance 11.36%.
3. The audit was not completed by the required November 1 date. An action plan was required indicating what steps will take place for this not to occur in the future. Much of this delay was due to the high turnover in the business office. The business office is currently operating at full staff.
4. The fund balance is above the state maximum, so a spending plan is required. Current expenses have been increased with additional staffing. Additional expenses are planned with the purchase of new kitchen equipment to coincide with the middle school construction project.

B. Superintendent Report

1. COVID-19 Update

- a. Superintendent Hopkins provided an update on the District COVID data including the number of positive, quarantine and watch list cases.
- b. Superintendent Hopkins shared how hard our staff is working to cover classrooms due to staff shortages. This includes support staff and administrators covering for classroom teacher absences. The District has hired additional teachers on a temporary contract to serve as floater substitutes. Transportation is also experiencing shortages, which has required the cancellation of bus routes on a rotating basis, as needed.
- c. KCHD issued a revised public health order that is in effect until the last day of school. Superintendent Hopkins reviewed the contents of this new order. Contact tracing is no longer required per the public health order, however, specific elementary classes will be shared when notifying families of a positive case. Member Szczepaniak noted his concern that additional communication needs to be provided to families regarding contact tracing.

Motion by Member Szczepaniak supported by Member Courtade to re-establish contact tracing.

Motion withdrawn by Member Szczepaniak, however, Member Szczepaniak encourages targeted alerts be sent to families who sit next to a positive student in a classroom. Superintendent Hopkins noted his concern of the possible inconsistencies of this requirement as implementation would be largely dependent on capacity to do contact tracing.

- d. Oral arguments have begun at the US Supreme Court regarding employee COVID vaccination requirements.

2. LiveStreaming Board Meetings

- a. Superintendent Hopkins shared a proposed process to LiveStream Board Meetings.
- b. Board Members requested additional information that would allow Board Meetings be livestreamed regardless of the location of the meeting.

3. School Resource Officer Update

- a. Superintendent Hopkins provided an update about the resource officer interviews that were held last week.

C. Finance

1. Director Gilchrist introduced Jason Feirick as the new accountant for our district. Mr. Feirick graduated with his accounting degree from Davenport University and is currently participating in the MASBO Business Manager Academy.
2. December 2021 Check Register
 - a. Director Gilchrist provided updates for the check register and Bond Fund Investment Income.
3. Condensed Fund Statement
 - a. Director Gilchrist provided details about the audited fund balance. A surplus will be added to the food service fund again this year that will be used for the middle school cafeteria construction project as indicated during the audit report.

SUPERINTENDENT
REPORT

FINANCE

D. Policy Addition

1. COVID-19 Vaccination, Testing, and Face-Covering (New)
 - a. To protect the health and safety of the District's students and employees, the Board of Education enacts this policy to comply with any rules that the Michigan Occupational Safety and Health Administration's ("MIOSHA") may enact related to the Emergency Temporary Standard ("ETS") released by the U.S. Department of Labor on November 4, 2021.

POLICY

V. Organizational Action Items

A. Election of Officers Report #22-001

1. **Temporary Chair Hopkins opened nominations for President.**

Member Szczepaniak nominated Member Hart

Member Gustinis nominated Member Roberts

ELECTION OF
OFFICERS
Report #22-001

Temporary Chair Hopkins, hearing no further nominations for president, closed the nominations.

Temporary Secretary Crawley took a roll-call vote to elect the President.

Courtade voted for Member Hart

Gustinis voted for Member Roberts

Hart voted for Member Hart

LaBotz voted for Member Hart

Roberts voted for Member Roberts

Szczepaniak voted for Member Hart

Truskoski voted for Member Roberts

Member Hart was elected President.

PRESIDENT

2. **President Hart opened nominations for Vice-President.**

Member Roberts nominated Member LaBotz

Member Hart nominated Member Courtade

President Hart, hearing no further nominations for vice-president, closed the nominations.

Temporary Secretary Crawley took a roll-call vote to elect the Vice-President.

Courtade voted for Member Courtade

Gustinis voted for Member LaBotz

Hart voted for Member Courtade

LaBotz voted for Member LaBotz

Roberts voted for Member LaBotz

Szczepaniak voted for Member LaBotz

Truskoski voted for Member LaBotz

Member LaBotz was elected Vice-President.

VICE-PRESIDENT

3. **President Hart opened nominations for Secretary.**

Member LaBotz nominated Member Szczepaniak

President Hart, hearing no further nominations for secretary, closed the nominations.

Member Szczepaniak was elected Secretary, 7-0.

SECRETARY

4. **President Hart opened nominations for Treasurer.**

Member Truskoski nominated Member Courtade

President Hart, hearing no further nominations for treasurer, closed the nominations.

Member Courtade was elected Treasurer, 7-0.

TREASURER

- B. Motion by Member LaBotz supported by Member Szczepaniak to approve a Schedule of Meetings for the 2022 calendar year. Report #22-002. **Motion approved 7-0.**
- C. Motion by Member Szczepaniak supported by Member Courtade to approve an Investment Authority Resolution. Report #22-003. **Motion approved 7-0.**
- D. Motion by Member Courtade supported by Member LaBotz to designate depositories for district funds for the 2022 calendar year. Report #22-004. **Motion approved 7-0.**
- E. Motion by Member Szczepaniak supported by Member Courtade to approve a Resolution Authorizing Electronic Transactions of Funds. Report #22-005. **Motion approved 7-0.**
- F. Motion by Member Truskoski supported by Member LaBotz to authorize signatures for various accounts. Report #22-006. **Motion approved 7-0.**
- G. Motion by Member LaBotz supported by Member Courtade to appoint the Superintendent or his designee to post all notices on behalf of the Board of Education. Report #22-007. **Motion approved 7-0.**
- H. Motion by Member Szczepaniak supported by Member Courtade to not complete nominations as these groups are not active at this time. Report #22-008. **Motion approved 7-0.**
- I. Motion by Member Szczepaniak supported by Member Courtade to appoint the Superintendent or his designee to accept employee resignation and retirements on behalf of the Board of Education. Report #22-009. **Motion approved 7-0.**
- J. Motion by Member Courtade supported by Member Roberts to authorize the Superintendent to hire on behalf of the Board of Education. Report #22-010. **Motion approved 7-0.**
- K. Motion by Member Truskoski supported by Member LaBotz to authorize the Superintendent to handle disciplinary matters with students involving long-term suspensions and expulsions as outlined in Report #22-011. **Motion approved 7-0.**
- L. Motion by Member Courtade supported by Member LaBotz to assign board members to a specific building to be the liaison between the building and the board of education. Report #22-012. **Motion approved 7-0.**

MTG SCHEDULE
Report #22-002

INVESTMENT
AUTHORITY Report
#22-003

DESIGNATE
DEPOSITORIES
Report #22-004

TRANSFER OF
FUNDS
Report #22-005

AUTHORIZE
SIGNATURES Report
#22-006

POST NOTICES
Report #22-007

LEGISLATIVE
NETWORK LIAISON
Report #22-008

ACCEPT
RESIGNATIONS &
RETIREMENTS
Report #22-009

AUTHORIZE TO HIRE
Report #22-010

AUTHORIZE TO
RESOLVE
DISCIPLINE
Report #22-011

BUILDING LIAISONS
Report #22-012

BUILDING	BOARD MEMBER
Early Childhood Center	Stan Truskoski
Alpine Elementary	Eric-John Szczepaniak
Central Elementary	Danielle Roberts
Zinser Elementary	Jeff Gustinis
Middle School	Tracey Hart
High School	Erin LaBotz
Pathways High School	Melissa Courtade

VI. Business Action Items

- A. Motion by Member Truskoski supported by Member Courtade to approve the consent agenda. **Motion approved 7-0.**
 - 1. December 13, 2021 Regular Meeting Minutes
 - 2. December General Fund expenditures of \$812,005.87 through and including checks #78321-78456 and payrolls of December 3, 17 and 31, 2021; December School Lunch Fund expenditures of \$37,852.39 through and including checks #10681-10693; Debt Fund expenditures \$750 including check 78457; December 2017 Bond Fund expenditures of \$20,839.06 through and including checks #16340-15342; December 2020 Bond Fund expenditures of \$577,052.18 through and check #178458-78463; Student Activity Check Register expenditures of \$26,178.68 through and including checks #13019-13027 and 96508-96522.
- B. Motion by Member Courtade supported by Member Truskoski to approve the FY21 Audit Report as prepared and presented by Maner Costerison as described in Report #22-013. **Motion approved 7-0.**

ACTION ITEMS

12/13/21 REGULAR
MEETING MINUTES
CHECK REGISTRIES

FY21 AUDIT REPORT
Report #22-013

- C. Motion by Member Szczepaniak supported by Member LaBotz to approve the proposed policy po8450.06-COVID-19 Vaccination, Testing, and Face-Covering as outlined in Report #22-014. **Motion approved 7-0.**

POLICY po8450.06
Report #22-014

VII. Future Items for Consideration

- A. Future Meetings - schedule available upon request
B. Go Around

FUTURE MEETINGS

GO AROUND

VIII. Adjournment

- A. Seeing no additional items on the agenda, this meeting was adjourned by President Hart at 9:28 p.m.

ADJOURNMENT

Respectfully submitted,

Eric-John Szczepaniak, Secretary