

## REGULAR MEETING

A Regular meeting of the Benzie County Central Board of Education was held Monday, August 9, 2021, in the Middle School Computer Lab. MDHHS has amended its order to now allow for in-person board meetings that are exempt from the 25 person capacity limit. Updates can be found [here](#). It is recommended that if we are holding an in-person board meeting, we not allow virtual public comment but only allow those in attendance to comment. (If a school board is not conducting a virtual meeting in whole or in part under OMA, MASB recommends that the board limit public comment to individuals who are attending the meeting in person.)  
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President Childs called the meeting to order at 7:01 p.m.

**Members Present:** Mr. Barnard, Mrs. Pomper, Ms. Cota Hill  
 Mr. Childs, Mrs. Johnston, Mr. Noffsinger (tardy)

**Members Absent:** Mrs. Brown

**21-22-012** It was moved by Mrs. Johnston and supported by Mr. Barnard to approve the agenda as presented.  
**Ayes: 5**   **Nays: 0**   **Motion Carried**

**21-22-013** It was moved by Ms. Cota Hill and supported by Mr. Barnard to approve Consent Grouping items as presented.

- A. Minutes: July 12, 2021 | Regular
- B. Business: General Fund Bills – \$743,076.48
- C. Support Staff Appointments:
  - 1. Nancy Reed – 7<sup>th</sup> grade Middle School Math teacher
  - 2. Angela Norvell – Lake Ann Elementary – Kindergarten teacher
  - 3. Carrie Gray – Elementary Counselor
- D. Staff Assignment Changes:
  - 1. Nancy Reed - .9 Elementary Music teacher to 1.0 MS 7<sup>th</sup> grade Math teacher
  - 2. Steve Graetz – MSJHS Assistant Principal to Crystal Lake Elementary Principal
  - 3. Ashley Knox- 5.5 to 6.5 Paraprofessional – Crystal Lake Elementary
  - 4. Sarah Dodge – Lake Ann Elementary Kindergarten teacher to Crystal Lake Elementary 3<sup>rd</sup> grade teacher
  - 5. Sarah Slade – Crystal Lake Elementary 5<sup>th</sup> grade teacher to Lake Ann Elementary 5<sup>th</sup> grade teacher.
- E. Leave of Absence
  - 1. Wakako Wynkoop – Extended

**Ayes: 5**   **Nays: 0**   **Motion Carried**

**Board Blueprint Communication: NONE**

**Student Council Report: NONE – The Board of Education will look to consider having a (1) non-voting student representative on the Board of Education. Thru Policy 2104 *Student Representative on the Board* will be added to the September 13, 2021 Board of Education agenda.**

**Administration Report:**

**A. NMSLA – NONE**

**B. Amend the 2021 Tax Rate Request Form L-4029- Amend the Headlee Millage Reduction Fraction (MRF) for Non-Homestead Site millage from 0.9818 (column 6) to 0.9774, the Benzie County L-4028 I.C. MRF calculation, updating columns 7 & 9 accordingly - *In column 6 of the NHS operating millage, I used the Headlee MRF from Wexford County, rather than Benzie County. This was my mistake. This, however, does NOT impact the amount we will levy. It only impacts the Maximum Allowable Millage Levy (column 9), which is well above the 18.0000 mills we levy.***

**C. The Husky Hub – District E-Newsletter – Superintendent Erfourth – Superintendent Erfourth shared that Executive Assistant to the Superintendent, Catina Crossman has created a District Newsletter that we will work on each month to update the greater community on what is happening within the district. We will share bond/sinking fund updates, community news, report on our strategic plan, have a curriculum update, links to calendars/events, and highlight some of the good works happening. Mrs. Erfourth asked the Board of Education to include topics on things that they think should be included. We will look to hard copies for those who do not have access to the internet.**

**D. Qualified Forest Program – Copemish Property – Paul Gerhart, Gerhart's Tree Service, LLC – The Purpose of the Qualified Forest Program (QFP) is to encourage landowners to actively manage their privately owned forests for commercial harvest, wildlife habitat enhancement, and improvement of other non-forest resources. In exchange for managing their forests, the landowner will receive an exemption from the local school operating millage. Paul shared that he had met with Donna Humphrey at Twisted Trails last week and they talked about getting their property enrolled in the Qualified Forest Program. Basically they would receive an exemption from paying the school millage. However, never fear, the money they don't pay then comes out of a State general fund so that the schools still get funded. They mentioned that they were on the tax bill for the school property as well and they could get there property taxes decreased on that parcel as well. Twisted Trails would cover the cost of me writing a management plan and filling out the application. I would just send the application along to you to be signed and submitted to the State. The due date is September 1, 2021 for being enrolled in the 2022 tax year. So what is in it for the school? Paul would write a detailed management plan that could be useful as an educational tool for your students. Right now all we have are a few verbal presentations but this would really formalize everything.**

- E. Transportation Department Update – Director of Transportation, Mary Radtke – Mary shared that they have ordered (2) new buses; gas, not diesel, which require less maintenance and are much quieter. Mechanic, Bo Hebel, had done a great job with the new service program. The Transportation Department has switched over to Great Lakes Lubricants, which they hope will result in less break downs. The department should know by the end of the year, if they are eligible for a rebate to purchase (4) new buses.**
- F. Paul Oliver Memorial Hospital (POMH) Athletic Trainer Contract – Superintendent Erfourth shared that this will be a one year renewal. They are looking for a \$3,000 commitment from Benzie Central. POMH is working to secure \$15,000 to help offset the cost of this program.**
- G. Platte River Elementary Property transfer – Superintendent Erfourth shared that the Road Commission is working with Scott and Wendy Papineau, surveyors, to determine who owns the 1-rod parcel in question. Lori Cota-Hill has also been trying to support finding title work. The problem is a possible gap between the BCRC property and the Platte River School property. The problem is a possible gap between the BCRC property and the Platte River School property. This is what we have so far:**
- In 1956 John Akerman was granted a portion of the E ½ of the NE ¼ of the SW ¼ and a 1 rod (16.5') strip lying west of the school parcel....where are gap falls. (1 rod strip is highlighted in orange on our drawing);**
  - In 1970 John Akerman conveyed to the school a portion of the E ½ of the NE ¼ of the SW ¼ and a 1 rod (16.5') strip, but the 1 rod strip described, overlapped the west end of the existing school parcel. (Highlighted in green). I suspect that this strip possibly was described incorrectly when conveyed and the intent likely was to convey the strip where our gap falls. As Akerman did not own this to convey...it was already part of the school's parcel granted in 1946. However, it is possible that there may be another deed in between these two as the Akerman spouse name is different on the 1956 vs. 1970 deeds.**

**Scott suggests the Road Commission seek legal counsel and get an opinion on this matter. We may have to complete a title search and quiet title the strip.**

- H. 2021/2022 Michigan Virtual Course Catalog - Executive Assistant to the Superintendent, Catina Crossman, shared that this is a pupil accounting formality as students are only allowed to take courses that have been board-approved. These course catalogs are up for annual approval.**
- I. 2021/2022 Middle School | High School Handbook – MS/HS Principal, David Clasen – Principal Clasen shared the updates to the Middle School | High School Handbook.**
- Page 3 –Schedule Change**
  - Page 4 – School Calendar Update**
  - Page 25 – Athletics – No testing, No pay to Play, Eligibility will be the same for MS and HS; weekly.**

- Page 25 – Separate District Eligibility and District Code
- Page 27 – Add Community Service piece, and Hearing Appeals Procedures
- Page 36 Violations and Penalties | Cell Phone separated

**J. 2021/2022 Benzie Academy Handbook – MS/HS Principal, David Clasen – Principal Clasen shared the Benzie Academy Handbook Updates.**

- Page 8 – Schedule Change
- Removal of Northern Michigan Virtual
- Page 12 – Two-way communication – Google Meets
- Page 12 Truancy Piece

Principal Clasen also shared the Benzie Central High School Advance Placement 5 year summary, touching on Biology, Calculus AB, Chemistry, English Literature and Composition, Environmental Science, and United States History scores. Benzie Central students continue to score very well.

**K. FTE Full Time Equivalency Resolution - Executive Assistant to the Superintendent, Catina Crossman shared that this is a pupil accounting formality. She would like the Board of Education to approve a resolution defining what a 1.0 FTE looks like at Benzie Central. The Board of Education was provided a copy of the Resolution. Students are considered a 1.0 FTE based on the full-time bell schedule as board approved in each of the building handbooks unless students are enrolled as Dual Enrolled, Early Middle College, Career Tech Center, Work-Study, or on a personal curriculum. Students must be scheduled for a minimum of 180 days and 1098 hours per year, unless otherwise indicated in their Individualized Education Plan (IEP). Whereas;**

- Approval for BCCS students to enroll in dual enrollment courses subject to district approval, course availability, and requirements being met by interested students
- Approval for BCCS students to enroll in the Benzie Early Middle College program in partnership with Baker College of Cadillac
- Approval for BCCS students to enroll in virtual coursework through both state and district providers (Michigan Virtual and Apex)
- Approval of BCHS, BCMS, Benzie Academy, and Elementary Course Catalogs
- Approval of BCHS / MS Handbook
- Approval of Benzie Central Elementary Handbook
- Approval of Benzie Academy Handbook
- Approval of resolution to define a full day for students

**1.0 FTE – Definitions of Student FTE**

A student shall be considered a “full FTE” when that student meets at least one of the following criteria.

**Elementary**

- The student is enrolled and attends school for the full school day as scheduled and defined by the school district.
- The student has an IEP and attends for a different schedule as defined and set forth by the IEP team.
- The student has a blended online schedule in which instruction is provided in coursework equivalent to the traditional school model above in at least the subjects of math, language arts, science, and social studies
- The student has a fully online schedule in which instruction is provided in coursework equivalent to the traditional school model above in at least the subjects of math, language arts, science, and social studies
- The student has been identified as homebound, verified by a doctor, and is receiving services in line with requirements of the state of Michigan for these services.

#### **Middle / High School:**

- The student has “traditional” courses offered by the school for all periods of the day as set forth in the bell schedule
- The student has a combination of traditional coursework and other courses (virtual, dual enrollment, work experience, etc.) to equate to the bell schedule as defined by the school.
- Other coursework and FTE equivalents
  - Virtual: 1 virtual course is generally equivalent to 1 traditional course EXCEPT where defined otherwise by the content provider (example: some AP coursework may count as a “2 section” course and thus is the equivalent of 2 periods in the student schedule.
  - Dual Enrollment: FTE equivalence for dual enrollment coursework is determined by determining what the minimum “Full Time” credit load is at the participating higher Ed institution compared to the number of credits in that course. (Example: Full time is considered 12 credits at Baker College. The English course is 3 credits. Therefore, the course may count as the equivalent of 0.25 FTE with the balance 0.75 coming from other coursework taken by the student) Travel time may also be considered as permitted by the pupil accounting manual.
  - CTE / CTC Courses: FTE equivalence is determined by clock hours in the program with travel time being considered as permitted by waiver. Generally one CTC program / course equates to 3 class periods in the schedule.
  - Early / Middle College: “13<sup>th</sup> Year” students must take a full-time load of coursework from a partner institution alongside completion of a math requirement in order to be considered a 1.0 FTE.

#### **Benzie Academy**

- The student is a virtual student with a full schedule of courses in Powerschool. However, individual plans for course completion may involve focus on one or more courses “at a time” dependent on the needs of the student. These students

are not required to attend formal courses at Benzie Academy and are only required in person for certain assessments and other critical activities

- The student is a “day program” student with a full schedule of courses in Powerschool. Like virtual students, plans for course completion may involve focus on one or more courses “at a time” dependent on the needs of the student. Students are not required to attend in person per Benzie Academy handbook, but FTE are counted and calculated as full virtual students.

**L. Resignations:**

- Crystal Milne – Elementary teacher – Crystal Lake Elementary
- Peter Milne – Elementary teacher – Lake Ann Elementary
- Amanda VanPoortfliet – Secretary – Crystal Lake Elementary

**M. Retirements:**

- Cynthia Keller – Custodial – Betsie Valley Elementary – Effective October 18, 2021
- Andrea Harig – Paraprofessional – Crystal Lake Elementary

**Board of Education/Committee Reports –**

**A. Buildings and Grounds Committee –**

1. Bond Project Updates – Kingscott team members, Dan Tryles, Brendon Pollard, John Davids, and Laura Sarelis presented on the sinking fund/bond project schedules and progress made.

- Lake Ann Addition – Design Development Phase
  - New Transportation Building – Design Development Phase
  - New Elementary – Design Development Phase
  - HS Addition and Remodeling – (Phase 1) – Design Development Phase
  - Betsie Valley Remodeling – Design Development Phase
  - HS|MS Remodeling – (Phase 2) – Design Development Phase
- Kingscott will be doing a Community Presentation on September 13, 2021 at 6:00 PM, prior to the regularly scheduled Board of Education meeting at 7:00 PM.

2. Platte River Elementary Update – As stated in G. Platte River Elementary Property transfer update

**B. Policy Committee –**

1. Thrun shared their July 2021 Policy Updates

- 2501 Meetings – Added the Board may meet as a committee of the whole per Policy 2505 C.
- 2501A Electronic Board of Education Meetings – Deleted several provisions that, pursuant to the Open Meetings Act, were in effect only through March 30, 2021. Changes accepted April 1, 2021 reviewed June 7, 2021.

- **3118 Title IX Sexual Harassment – Title IX Regulations changed significantly in August 2020. After working with clients to implement the regulations over the past year, we noted several policy areas that we believed should be modified to streamline the process, extend timelines, provide greater clarity, or address commonly misunderstood areas. All changes remain consistent with the 2020 Title IX regulations. Added informal language.**
- **3301 Purchasing and Procurement – Clarified that competitively bid contracts must be awarded by the Board. Added requirements of State Aid Act for purchasing preferences for U.S., Michigan, and veteran-owned businesses. Updated federal bidding and purchasing requirements in subparagraphs D.1 and D.2, respectively. A recent change in federal regulations allows a public entity to increase the micro-purchase threshold to 50,000 if it annually certifies compliance with certain additional requirements, but does not change the state bidding threshold.**
- **3302 Acquisition of Real Property – Updated language in paragraph D to reflect current notice requirement.**
- **3303 Gifts and Donations – Added language that gifts must be lawful and support educational purpose. Donor must complete form 3303 F and state purpose. District not obligated to restore donation if damaged.**
- **3303-F Gifts and Donations Form – Revisions in second paragraph clarify that a District and the educational foundation are separate entities.**
- **3306 Construction Bidding – Added subparagraphs E and F to include the applicability of state aid act purchasing requirements and the Federal Uniform Grant Guidance to certain federally funded projects.**
- **4101 Non-Discrimination – Updated references to discrimination based on sex to include gender identity and sexual orientation under Title VII and Title IX as determined by the United States Supreme Court in *Bostock v. Clayton County*.**
- **4102 Anti-Harassment, Including Sexual Harassment – Added references Policy 5202 in paragraph A, third paragraph, to address allegations by students that an employee has engaged in unlawful discrimination, harassment, or retaliation against the student.**
- **4106 Family and Medical Leave Act (FMLA) – Updated paragraph A.2.iii to extend FMLA leave to employees who care for an individual with a serious health condition where the employee stands *in loco parentis* (acting as the parent) with the individual as required by the United States Department of Labor, Wage, and Hour Division.**
- **4112 Extracurricular Employees or Volunteers – Added last paragraph to address background checks for extracurricular employees and volunteers.**
- **4225 Temporary Work Remote – Policy updated to remove references to the MIOSHA order and provide criteria for granting remote work requests.**
- **5201 Investigations, Arrests, and Other Law Enforcement Contact – Add language to notify the superintendent when a student is questioned by law enforcement.**
- **5710 Student Suicide Prevention- Updated to conform to ne Michigan save our Students Act, Act 211 of 2020. This needs to be printed on our ID cards. Timeless Image has been notified.**

- **5714 Cannabidiol Use of Administration – Policy previously identified as 5714 was moved to 3012 since it covers all persons on District Property, not only students.**
  - 2. **Return to Benzie Plan – Superintendent shared the recommendation for the Return to Benzie Plan. Moving forward, the district will continue to preserve the ability to enact protocols based on the situation at hand in cooperation with the local health department. Local data that will drive levels of protocols and may be as specific as an individual classroom, teams, organizations, grade levels, or school-wide data. 2021-2022 Return to Benzie Recommendations**
- C. **Finance Committee – Board of Education Treasurer, Amber Pomper, reported that the Preliminary Audit work has been gone, with the field Audit scheduled for September of 2021. A purchase order plan has also been implemented to track spending.**
- D. **Educational Foundation – NONE**
- E. **Liaison/Curriculum –NONE**
- F. **Negotiations – Superintendent Erfourth**
  - **Transportation Update – Superintendent Erfourth shared that a tentative agreement is ready for approval. Salary increase, and an added holiday.**
  - **Secretarial – Superintendent Erfourth shared that a tentative agreement is ready for approval. Language changes, salary increase, added holiday, and up to the hard cap for any employee currently taking insurance. Any employee taking insurance starting in 2021-2022, will be given the \$7000 rate for single-payer insurance.**
- G. **Benzie Academy – NONE**

**Audience Participation (Agenda Items Only) – Paul Gerhart, 5814 Gudemoos Rd. Honor, took the stand that although vaccinations help prevent clinical disease, they do not necessarily stop transmission. It is simple, if you are sick, stay home.**

**Terri Wilkinson, 18246 Cinder Rd., Beulah, took the stand and shared that she is anti-masks. If her children have to wear masks, she will homeschool. She was appreciative of the Return to Benzie Plan, questioning as to whether or not students will have to have masks on hand as was presented. She was pleased that the discriminatory language was removed. She inquired as to when the plan would be released to the public. Sue Campana, 6463 Traverse Rd., Thompsonville took that stand. She inquired as to whether or not students K-5 would partake in Google Meets should there be another shut down as a result of COVID-19.**

**Mary Radtke, Director of Transportation took the stand and asked the Board of Education how strict they need to be regarding the CDC recommendation to wear masks while on the bus. Given it is a federal regulation, it will be followed.**

**Wendy Kalush, PO Box 426, Honor, shared that although she appreciates the work done on the Return to Benzie Plan, she still feels that masks reduced the spread of disease last fall, and that she hopes our community continues with low numbers of transmission.**



**Discussion Topics: NONE**

**Action Topics:**

**21-22-014** It was moved by Mrs. Pomper and supported by Mr. Noffsinger to approve to Amend the Headlee Millage Reduction Fraction (MRF) for the Non-Homestead Site millage from 0.9818 (column 6) to 0.9774, the Benzie County L-4028 I.C. MRF calculation, updating columns 7 & 9 accordingly

**Ayes: 6** **Nays: 0** **Motion Carried**

**21-22-015** It was moved by Mr. Barnard and supported by Mrs. Johnston to approve the Qualified Forest Program – Copemish Property

**Ayes: 6** **Nays: 0** **Motion Carried**

**21-22-016** It was moved by Mr. Noffsinger and supported by Ms. Cota Hill to approve the Paul Oliver Memorial Hospital (POMH) Athletic Trainer Contract

**Ayes: 6** **Nays: 0** **Motion Carried**

**21-22-017** It was moved by Mrs. Johnston and supported by Mrs. Pomper to approve the 2021/2022 Michigan Virtual Course Catalog

**Ayes: 6** **Nays: 0** **Motion Carried**

**21-22-018** It was moved by Ms. Cota Hill and supported by Mrs. Johnston to approve the 2021/2022 Middle School | High School Handbook

**Ayes: 6** **Nays: 0** **Motion Carried**

**21-22-019** It was moved by Mr. Barnard and supported by Ms. Cota Hill to approve the 2021/2022 Benzie Academy Handbook

**Ayes: 6** **Nays: 0** **Motion Carried**

**21-22-020** It was moved by Mrs. Pomper and supported by Mrs. Johnston to approve the Full Time Equivalency Resolution

**Ayes: 6** **Nays: 0** **Motion Carried**

**21-22-021** It was moved by Mr. Noffsinger and supported by Mrs. Pomper to approve the Return to Benzie Plan with the language changes that were discussed

**Ayes: 5** **Nays: 1** **Motion Carried**

**21-22-022** It was moved by Mr. Barnard and supported by Mrs. Johnston to approve the Transportation Contract 2021-2024 (Tentative Agreement)

**Ayes: 6** **Nays: 0** **Motion Carried**

**21-22-023** It was moved by Ms. Cota Hill and supported by Mr. Noffsinger to approve the Secretarial Contract 2021-2024 (Tentative Agreement)

**Ayes: 6** **Nays: 0** **Motion Carried**

**Audience Participation (Open Topics): NONE**

**Board Communication: NONE**

**Announcements:**

- **Opening Day for Staff – September 1, 2021**
- **District Open Houses – September 2, 2021 – Elementary 5-6 PM, 6<sup>th</sup> grade 5-6 PM, and 7<sup>th</sup>-12<sup>th</sup> grade 6-7 PM.**
- **First Day of School – September 7, 2021**

**21-22-024 It was moved by Mr. Noffsinger and supported by Mrs. Pomper to adjourn the regular meeting 9:48 PM**

**Ayes: 6**

**Nays: 0**

**Motion Carried**

  
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**Secretary, Board of Education**

*Respectfully Submitted,*

*Catina Crossman*

*Executive Assistant to the Superintendent*

*Board of Education Administrative Assistant*

*Benzie County Central Schools*