

## REGULAR MEETING

A Regular meeting of the Benzie County Central Board of Education was held Monday, February 13, 2023, in the Board of Education Conference Room.

A community forum was held prior to this evenings meeting at 6:00p.m. [Community Forum](#)

Vice President Barnard called the meeting to order at 7:02p.m.

**Members Present:** Mr. Barnard, Mr. Gray, Mrs. Gillison, Mr. Noffsinger, Mr. Smith

**Members Absent:** Ms. Cota Hill, Gloria Stepanovich (non-voting member)

**22-23-085** It was moved by Mr. Smith and supported by Mr. Gray to approve the agenda as presented.

**Ayes: 5**

**Nays: 0**

**Motion Carried**

**Opening Statement:**

**We are a team. We leave our personal opinions at the door and we are bound by Policy 2302 to faithfully discharge the office of a board member and keep in mind our primary concern is the educational welfare of students focusing on governance and fiduciary obligations of the district including duties of loyalty and care, placing the District's interests above the Board member's personal interests.**

**22-23-086** It was moved by Mr. Noffsinger and supported by Mr. Gray to approve Consent Grouping items as presented.

**A. Minutes: January 9, 2023 Organizational & Regular | January 22, 2023 Regular**

**B. Business: General Fund Bills – 1,383,505.30**

**C. Support Staff Appointments:**

- Danielle Schafer – Secondary Social Studies Teacher
- John Marshall – 5.5 Paraprofessional – Lake Ann Elementary
- Ashley Alvey – Junior Varsity Softball Coach
- Tracy Bailey – Bus Driver – Transportation Department

**D. Staff Assignment Changes: NONE**

**E. Leave of Absence:**

- Michaela MacGirr – Extended Leave of Absence through March 13, 2023.
- Amber Pomper – Leave of Absence January 16, 2023 through April 10, 2023
- Lori Helms – Bus Driver – Leave of Absence January 16, 2023 through February 27, 2023

**Ayes: 5**

**Nays: 0**

**Motion Carried**

**District Impact Team Update:** Board of Education Trustee, Matt Smith reported that he attended his first meeting last week, and this past week, the meeting was cancelled due to snow closure. New to the team, Matt shared that the DIT is a pretty impressive operation and serves as a significant tool for our district as data is ever evolving. The district will start working with Larry Thompson on the discipline model, and the DIT continues to work on their MICIP goals, comparing 1<sup>st</sup> semester data to that of last year.

#### **Student Council Report:**

#### **Administration Report:**

- A. **NMSLA – Superintendent Erfourth** shared that we will meet with our representatives in Lansing on Wednesday, February 15 to discuss the proposed budget and priorities for the next year.
  
- B. **Michigan Association of School Boards (MASB) – Region 2 – Superintendent Erfourth** shared that Region 2 covers Alpena-Montmorency-Alcona ESD, Charlevoix- Emmet ISD, Cheboygan-Otsego-Presque Isle ESD, COOR ISD, Iosco RESA, Manistee ISD, Northwest Education Services and Wexford-Missaukee ISD. There are three candidates interested in representing our region at MASB: Nicolette Brown Northwest Education Services, Doug Parkes Manistee ISD, and Kenneth Stahl McBain Rural Agricultural School.
  
- C. **2021/22 Audit Review – Julie Burks - Dennis, Gartland, Niergarth – Julie** joined virtually to present the findings of our 2021/22 audit. She shared that we have a clean audit with a few findings to share:
  - Material Weaknesses-**
    - **-Finding Number 2022-001: Preparation of Financial Statements-** This was due to the audit being late.
    - **-Finding Number 2022-002: Segregation of Duties-** We only have two people working in the finance department. Justin and Danielle have systems of cross-checking in place, however, with only two staff members in our finance department, this will continue to be a finding.
    - **-Finding Number 2022-003: Accounting Software not Configured Correctly-** This issue was related to the MIS software system. Thanks to the Board's approval in December to switch to Linq (formerly School Finance) this should be resolved for next year. **Material Instance of Noncompliance - Internal Control over Financial Reporting**
    - **-Finding Number 2022-004: Late Audit Package Submission to the State of Michigan-** The auditors have largely attributed this cause to the issues with our software program. **Immaterial Instance of Noncompliance - Compliance required by Uniform Guidance.**
    - **-Finding Number 2022-005: Documentation of Employee Time and Effort-** This was related to how Title funds were allocated to the principals for each of the elementary buildings last year. This requires a twice-a-year report of

how the principal's time was allocated toward Title needs. This year, our principals do not have any of their salary compensation tied to Title funds.

- D. Academic Data Update -Superintendent Erfourth – Superintendent Erfourth shared the [Winter NWEA Data 2023](#) with the Board of Education.
- E. Comprehensive Support and Improvement – MS – Superintendent Erfourth – Superintendent Erfourth shared that the Benzie Central Middle School was identified as a Comprehensive Support and Improvement school based on the building not exiting Targeted Assist status that was identified in 2017. This designation was determined based on one of our subgroups falling into the bottom 5% of schools in the state based on MSTEP testing. Our special education subgroup was identified for low proficiency and low progress. We have three years to work to improve outcomes. We will work with NorthwestEd and Rick Vandermolen. We will continue to support all students in ensuring Tier 1 reading and math curriculum and instruction are aligned. We will also focus on progress monitoring students to reach goals and will work on improving attendance. These strategies are already areas we have identified in our MICIP plan that we have been working on.
- F. MS|HS Body Mechanics Course Offerings 2023/24 – Jason Katt – Mr. Katt shared that Body Mechanics was introduced to Benzie Central six years ago, and the program has continued to grow. Mr. Katt is proposing the following three course offerings for the 2023/24 school year.
- ***Middle School (MS) Body Mechanics*** – This course is designed to give its participants the opportunity to learn fundamental training concepts and techniques used for obtaining and maintaining optimal physical fitness. Students will benefit from anaerobic-based activities and an introduction to performance-based training. Open to current 7<sup>th</sup> or 8<sup>th</sup> grade Benzie Central Middle School students. Students must want to be in the class.
  - ***Athletic Performance (AP) Body Mechanics*** – This course is designed to give its participants the opportunity to maximize training concepts and techniques used for athletic performance development. The specific athletic development pertains to central nervous system activation, optimal breathing, and measured (recorded-ranked-published) improvement as it relates to straight-ahead speed, change of direction movements, and upper/lower body rate-force development (i.e., velocity-based training). Students must be rostered on one of Benzie Central’s current sports programs. Incoming freshmen must have completed one successful semester of Middle School (MS) Body Mechanics and be approved by the MS instructor. Students must want to be in the class.
  - ***Healthy Lifestyles (HL) Body Mechanics*** – This course is designed to give its participants the opportunity to learn training concepts and techniques used for obtaining and maintaining optimal physical fitness while working to improve flexibility, strength, and general movements. Students will benefit, learn, and apply the fundamentals of weight training, strength training, fitness

training/conditioning, and general nutrition. Open to current 9<sup>th</sup>-12<sup>th</sup> grade Benzie Central students. Students must want to be in the class.

- G. Lake Ann Elementary Update – Principal, Rachel Anderson – Mrs. Anderson presented a Lake Ann Elementary update to the Board of Education.**
- Holiday fun; holiday music performance and holiday classroom parties
  - Holiday meals and classroom fun
  - Formative Assessments -Terry Morgan joined Lake Ann Elementary for formative assessment walkthroughs and discussions
  - Tier 1 Data Days – teachers worked with our winter benchmark data to strategically place students into small groups based on their individual needs
  - Move this World – Social Emotional Learning at Lake Ann Elementary
  - Caught you Being Great – This positive behavioral support system continues to thrive at Lake Ann Elementary. Monthly assembly awards
  - Family Winter Ball
- H. Furniture Bids – Kingscott Interior Designer, Josie Rickert – Josie presented the bid package for the furniture order. The plan is to purchase all new furniture for Homestead Hills Elementary, new student desks/chairs for most of the MS/HS classrooms, new student desks/chairs at Betsie Valley Elementary, new tables and chairs for Lake Ann Elementary K-1 and new chairs for Lake Ann Elementary 2-5. Also, new teacher chairs and teacher desks for the district teaching staff. If the bids come in under budget, we will purchase student desks/tables at Lake Ann Elementary. The hope is to approve the furniture costs at the February Board Meeting and have the furniture delivered in the summer of 2023.**
- I. Benzie Central School Access Control Bulletin – Master Electric – Master Electric is one of our current contractors. Superintendent Erfourth shared that we did not receive bids for the access control of Lake Ann Elementary, expansion, weight room expansion, and total installation for Homestead Hills Elementary. The total cost for access controls for all of these spaces is \$112,560.00. Since we did not receive a bid, Master Electric offered to provide pricing for access control. This would be issued as a bulletin to their contract.**
- J. Paving Bids – Jim Venton – Mr. Venton was not in attendance. Superintendent Erfourth shared that four bids were received. The low bidder was Molon Asphalt with a base bid of \$559,800 to do a tear off and new main parking lot along with driveway widening and alternate 2 (total tear off and new student parking lot paving) \$87,500. Total contract about would be \$647,300.00.**
- K. Maintenance Truck Purchase – Superintendent Erfourth – Superintendent Erfourth shared that Director of Finance, Justin Weston has searched state approved contractors for a maintenance vehicle. 3 vendors proposed Ford trucks. Watson Benzie proposed at bid of \$49,990 for a 2023 New Dodge Ram 2500 3/4-ton 4x4 truck. This truck would also come equipped for towing and plowing. It is estimated to arrive in late May or early June of 2023. A plow would need to be purchased after the truck arrives.**

**L. HSA Contribution – Letter of Agreement – Superintendent Erfourth –**  
 Superintendent Erfourth shared that the teacher’s union has requested a Letter of Agreement to allow teachers to receive their full HSA contribution early instead of 8/12 that is defined in the contract. Any teacher electing to do this would need to sign an agreement in our Central Business Office to acknowledge that if they leave the district they are required to pay back 4/12 of their early contribution.

**M. High School Phase 2 Asbestos Bids – Superintendent Erfourth –**  
 Superintendent Erfourth shared that our Director of Operations, Mike Zielinski held a bid opening for asbestos bids for Phase 2 work at the High School. This would be to remove asbestos tiles in rooms and under heaters as well as asbestos material on pipes. Otwell Mawby has shared the apparent low bidder is Rightway Remediation, LLC coming in at \$105,000.00. However, they did not include a bid bond. Superintendent Erfourth said she would follow up with Thrun to determine if we could accept this bid.

**N. Resignations:**

- Gladah Chandler – Middle School Boys Baseball Coach
- Mike Czeryba – Bus Driver – Transportation Department
- Katie Johnston – Middle School Softball Coach
- Matt Olson – Varsity Golf Coach

**O. Retirements:**

- Jeff Seymour – High School Math Teacher
- Caribe McClellan – Crystal Lake Elementary 1<sup>st</sup>/2<sup>nd</sup> Split

**Board of Education/Committee Reports –**

**A. Buildings and Grounds Committee –**

1. **Bond Project Updates –**Board of Education Secretary, Chris Noffsinger, shared that punch items lists are being completed at Lake Ann Elementary, Homestead Hills Elementary, as well as the high school. Wolgast Project Manager, Chris Kuhl shared that the roof and flooring will be completed at Homestead Hills over the course of the next week or two.
2. **Construction Update –** Board of Education Treasurer, Scott Gray thanked Wolgast Project Manager, Chris Kuhl, once again for the turnaround on these bond projects.

**B. Policy Committee –** Superintendent Erfourth shared that the Policy Committee met to discuss *Policy 5409 Academic Credits and Graduation*. The recommendation is to follow the Michigan Merit Curriculum Requirements, taking Physical Education to a .5 credit from 1 credit, as well as Civics to a .5 credit from 1 credit. Assistant Principal Michael Hammar recommends removing the D\* language from the handbook. If a student in grades 9-12 exceeds nine (9) unexcused days of absence in any course in a semester, they will work with the truancy officer/administration to make up seat time. When a student accumulates ten (10) or more unexcused absences in any course in a semester, the student and parent/guardian will be notified. The administration will review the student’s attendance and create a plan for their success. The

Semester Exam will be required. The skipping/tardy policy was also clarified in the handbook to explain the process for how staff will identify students that are required to serve a lunch detention (MS) or after school tutoring (HS) for being tardy/skipping more than twice in one week. In addition, the policy committee met regarding the implementation of the weight room waiver. Students, staff and coaches will need to have a waiver on file to use this facility. Checking in will also be a requirement using a QR code.

- C. Finance Committee –Board of Education Vice-President, Jason Barnard, shared that he and Board of Education Treasurer, Scott Gray plan to meet with Director of Finance, Justin Weston sometime this month. Superintendent Erfourth shared that the Finance Dept. will be meeting with the LINQ ERP Implementation team in the next two weeks to begin talks on timelines and tasks that need to occur to meet software implementation deadlines. The ball is rolling and they are bringing their resources together to try and get us rolled out sooner than later.
- D. Educational Foundation – Superintendent Erfourth shared on behalf of Trustee Lori-Cota Hill who was not in attendance. The Benzie County Central Schools Educational Foundation meeting was held January 18, 2023. After the financial report was given by Dave Micinski, the discussion was primarily about a change in the scholarship application process. The Foundation will be moving to a common application process for students, enabling them to apply for multiple scholarships, which will save time for them, and also help our counseling staff better direct students towards the types of scholarships which they are eligible to receive. Applications are due April 14, 2023.
- E. Liaison/Curriculum –Trustee Lori Cota Hill – Ms. Cota Hill was not in attendance. Superintendent Erfourth shared that we made need a Board of Education member to sit in on this committee. Shannon Gillison offered to join this committee should Lori Cota-Hill not be interested.
- F. Negotiations – Superintendent Erfourth shared that there is no update.

**Audience Participation (Agenda Items Only) –**

Nicolette Brown, 15266 Cinder Rd., Beulah – Nicolette shared the following, sitting in the audience, I never knew how hard it is to hear some board members speak because of the HVAC system drowning them out. Also, if we are looking at the tardiness policy, please do not notify kids of suspensions in groups, that is a FERPA violation. Nicki shared that as a former Board of Education member, there is a lot of noise in the district right now. Noise where people are going above other heads, and not following the proper chain of command. Mrs. Brown reiterated all the work the Board of Education has done with the communication protocols, and urges that the Board of Education sets standards that issues be taken to teachers, administration and the superintendent, not the Board of Education directly unless they have utilized all outlets. If a group has an issue and can't sit through a two-hour board meeting to address that issue, is there a true problem or are they trying to go above heads and get others in trouble. She also cautioned on a social media “parent advisory group” and questioned as to whether they were “trying to solve issues or stir them up.”

**Discussion Topics: NONE**

**Action Topics:**

**22-23-087** It was moved by Mr. Gray and supported by Mr. Noffsinger to approve the vote for Nicolette Brown – Michigan Association of School Boards (MASB) – Region 2.  
**Ayes: 5** **Motion Carried**

**22-23-088** It was moved by Mr. Noffsinger and supported by Mr. Gray to approve the 2021/22 Audit Review.  
**Ayes: 5** **Nays: 0** **Motion Carried**

**22-23-089** It was moved by Mr. Noffsinger and supported by Mr. Gray to approve the MS|HS Body Mechanics Course Offerings 2023/24.  
**Ayes: 5** **Nays: 0** **Motion Carried**

**22-23-090** It was moved by Mr. Gray and supported by Mr. Noffsinger to approve the furniture bids as presented by Josie Rickert, Kingscott Interior Designer.  
**Ayes: 5** **Nays: 0** **Motion Carried**

**22-23-091** It was moved by Mr. Gray and supported by Mr. Smith to approve Benzie Central Schools Access Control Bulletin 1 – Master Electric.  
**Ayes: 5** **Nays: 0** **Motion Carried**

**22-23-092** It was moved by Mr. Noffsinger and supported by Mr. Gray to approve the paving bids MS/HS Campus.  
**Ayes: 5** **Nays: 0** **Motion Carried**

**22-23-093** It was moved by Mr. Gray and supported by Mrs. Gillison to approve the Maintenance Truck Purchase - Watson Benzie -49,990 - 2023 New Dodge Ram 2500 3/4 ton 4x4 truck. This truck would also come equipped for towing and plowing.  
**Ayes: 5** **Nays: 0** **Motion Carried**

**22-23-094** It was moved by Mr. Smith and supported by Mrs. Gillison to approve the HSA Contributions Letter of Agreement extending the agreement through 2024 when the contract is up.  
**Ayes: 5** **Nays: 0** **Motion Carried**

**22-23-095** It was moved by Mr. Noffsinger and supported by Mr. Gray to table the High School Phase 2 Asbestos Bids pending follow up with Otwell Mawby and Thrun.  
**Ayes: 5** **Nays: 0** **Motion Carried**

**22-23-096** It was moved by Mr. Smith and supported by Mr. Gray to approve the Policy 5409 update; 1.0 Physical Education Credit to .5 Physical Education Credit and 1.0 Civics Credit to .5 Civics Credit.

**Ayes: 5**

**Nays: 0**

**Motion Carried**

**22-23-097** It was moved by Mr. Smith and supported by Mrs. Gillison to approve the MS/HS Handbook Update, striking out D\* Language, with updates to skipping and tardy policy as presented.

**Ayes: 4**

**Nays: 1**

**Motion Carried**

**22-23-098** It was moved by Mr. Noffsinger and supported by Mr. Gray to approve the Benzie Power and Fitness Waiver as presented.

**Ayes: 5**

**Nays: 0**

**Motion Carried**

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

**Board Communication:**

Board of Education Treasurer, Scott Gray, expressed concern regarding Board of Education member attendance.

**Announcements:**

- February 17 – Early Release
- February 20 – No School
- Benzie-Frankfort Girls Ski Team – Lake Michigan Ski Conference Champions
- Benzie Central Bowling – Second Consecutive Conference Title
- Benzie Central Wrestling – District Champions – Regional Qualifiers
- February – Band Concert – 7:00 PM



**22-23-099** It was moved by Mr. Noffsinger and supported by Mr. Gray to adjourn the regular meeting 9:49 pm.

**Ayes: 5**

**Nays: 0**

**Motion Carried**

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**Secretary, Board of Education**

***Please note that February 13, 2023 Regular Board Minutes are subject for approval on March 13, 2023.***

***Respectfully Submitted,***

***Catina M. Crossman***

***Executive Assistant to the Superintendent***

***Board of Education Administrative Assistant***

***Pupil Accounting Specialist***

***Benzie County Central Schools***