

HOWELL
PUBLIC SCHOOLS

(517) 548-6234

SPECIAL MEETING
Administration Building Edinburgh Room
See District Calendar for Zoom Link
Howell, MI 48843
August 10, 2016 – 5:00 PM

“This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District’s business and is not to be considered a public community meeting. There is a time for public participation during the meeting.”

	Page #
1. CALL TO ORDER	
A. Pledge of Allegiance	
B. Roll Call	
2. ROUTINE ITEMS	
A. Agenda Additions, Deletions and Approval	
B. Approval of the Minutes of the Special Meeting of July 25, 2016	3
3. CONSENT ITEMS	
4. ACTION ITEMS	
A. INSTRUCTIONAL SERVICES	
Approval of Overnight Trip	
1) Overnight Field Trip Request to Band Camp at Eagle Village in Hersey, Michigan for August 14th through August 18th as shown in-EXHIBIT A.	6
5. COMMENTS	
A. Guests	
B. Superintendent	
C. Board of Education	
6. ADJOURNMENT	
7. NEXT REGULAR BOARD OF EDUCATION MEETING	

Date: August 22, 2016
Place: Administration Building Board Room
Time: 5:00 p.m.

Upon request to the Superintendent, the District shall make reasonable accommodation for a person with disabilities to be able to participate in this meeting.

DRAFT MINUTES SUBJECT TO BOARD APPROVAL
HOWELL PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
ADMINISTRATION BUILDING BOARD ROOM
Monday, July 25, 2016

CALL TO ORDER

President Yenshaw called the meeting to order at 6:00 p.m.

ROLL CALL OF THE BOARD

Present: Mr. Yenshaw, President; Ms. Pasini, Vice-President; Mr. Earl, Secretary;
Ms. McCormick, Trustee; Mr. Wilcox, Trustee.

Absent: Ms. Trudell, Treasurer; Mr. Gilligan, Trustee

CENTRAL OFFICE ADMINISTRATORS PRESENT

Mr. MacGregor, Superintendent; Elson Liu, Executive Director of Instructional Services; Mr. Terres, Associate Superintendent of Business; Ms. Kelly, Executive Director of Labor Relations and Personnel; Ms. MacDonald, Supervisor of Financial Services; Mr. Gould, Director of Public Relations.

ROUTINE ITEMS

#2016-106 Moved by Ms. McCormick, supported by Mr. Wilcox that the board approve Routine Items A, B, and C.

Agenda Additions, Deletions and Approval

Approve the agenda as presented.

Approval of Minutes of the Regular Board Meeting of July 18, 2016

Approved the minutes of the Regular board meeting of July 18, 2016.

Approval of Minutes of the Closed Session of July 18, 2016

Approved the minutes of the closed session of July 18, 2016.

Vote on #2016-106: Yes: Wilcox, McCormick, Yenshaw, Earl. Abstain: Pasini Motion carried.

CONSENT ITEMS

#2016-107 Moved by Mr. Wilcox, supported by Ms. Pasini that the board, upon the recommendation of the superintendent, approve the following consent item:

A. Payment of Vouchers

Approval of payment of expenditures from the following funds: payment from the general fund of \$2,746,285.52 and from payroll of \$1,571,943.14; payment from the student activity fund of \$19,534.61; payment from the HHS student activity fund of \$135,677.84; payment from the cafeteria fund of \$1,961.48; payment from the tech capital projects fund of \$3,391.92.

Vote on #2016-107: Yes: Wilcox, Pasini, McCormick, Yenshaw, Earl. Motion carried 5-0.

ACTION ITEMS

A. SUPERINTENDENT

- #2016-108 1) Approval of Hire for the Hutchings Elementary School Principal Position
Moved by Ms. Pasini, supported by Ms. McCormick that the board approve the recommendation to hire Timothy Moore for the position of Hutchings Elementary School Principal, as per Exhibit A of the official board minutes.
- Roll Call Vote on #2016-108: Wilcox-Yes; Pasini-Yes; McCormick-Yes; Yenshaw-Yes; Earl-Yes. Motion carried 5-0.
- #2016-109 2) Approval of Hire for the Northwest Elementary School Principal Position
Moved by Ms. Pasini, supported by Mr. Wilcox that the board approve the recommendation to hire Craig Munro for the position of Northwest Elementary School Principal, as per Exhibit B of the official board minutes.
- Roll Call Vote on #2016-109: Wilcox-Yes; Pasini-Yes; McCormick-Yes; Yenshaw-Yes; Earl-Yes. Motion carried 5-0.
- #2016-110 3) Approval of Award of Bids for the District Website Design and Hosting
Moved by Ms. Pasini, supported by Mr. Wilcox that the board approve the award of bids for the district website design and hosting to SchoolMessenger at the bid price of \$12,490 for the first year and \$7,990 for subsequent years, as per Exhibit C of the official board minutes.
- Roll Call Vote on #2016-110: Wilcox-Yes; Pasini-Yes; McCormick-Yes; Yenshaw-Yes; Earl-Yes. Motion carried 5-0.
- #2016-111 4) Approval of the 2016-2019 Howell Administrative Association Agreement
Moved by Ms. Pasini, supported by Mr. Wilcox that the board approve the 2016-2019 Howell Administrative Association agreement, as per Exhibit D of the official board minutes.
- Roll Call Vote on #2016-111: Wilcox-Yes; Pasini-Yes; McCormick-Yes; Yenshaw-Yes; Earl-Yes. Motion carried 5-0.
- #2016-112 5) Approval of the 2016-2017 Custodial Maintenance Agreement
Moved by Ms. Pasini, supported by Ms. McCormick that the board approve the 2016-2017 Custodial Maintenance Agreement, as per Exhibit E of the official board minutes.
- Roll Call Vote on #2016-112: Wilcox-Yes; Pasini-Yes; McCormick-Yes; Yenshaw-Yes; Earl-Yes. Motion carried 5-0.

- #2016-113 6) Approval of the .8 Elementary Counselor Position
Moved by Ms. Pasini, supported by Mr. Wilcox that the board approve the .8 elementary counselor position, as per Exhibit F of the official board minutes.

Roll Call Vote on #2016-113: Wilcox-Yes; Pasini-Yes; McCormick-Yes; Yenshaw-Yes; Earl-Yes. Motion carried 5-0.

B. BUSINESS / OPERATIONS

- #2016-114 1) Approval of Award of Bids for Athletic Trainer Services
Moved by Ms. Pasini, supported by Mr. Wilcox that the board approve the award of bids for athletic training services for the 2016-17 school year to Probility Therapy Services at the low bid price of \$17.50 per hour for 2,000 hours annually totaling \$35,000, as per Exhibit G of the official board minutes.

Roll Call Vote on #2016-114: Wilcox-Yes; Pasini-Yes; McCormick-Yes; Yenshaw-Yes; Earl-Yes. Motion carried 5-0.

COMMENTS

Guests

- Jason Schrock, 123 Riddle, thanked the board on behalf of the HAA for approving the HAA Agreement.

Superintendent

- Superintendent MacGregor congratulated the new principals; thanked the bargaining teams for their hard work; commented on the partnership with the Howell Main Street DDA regarding the rain artwork; noted the meet and greet for the new principals at Hutchings and Northwest on August 24, 4-7 p.m.; and thanked the PTO representatives for attending the meeting.

Board of Education

- Mr. Earl commended Mr. MacGregor and the administrative staff for all the new hires.
- Mr. Yenshaw thanked the bargaining teams on both sides; noted that the administrative team is in place, and he is looking forward to the start of the school year.

ADJOURNMENT

The board meeting adjourned at 6:25 p.m.

Brent Earl, Secretary
Board of Education

PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPS

Type of Trip: Band Camp

Proposed Departure Date: 08/14/16

Return Date: 08/18/16

Proposer: Jason Smigell

Position: Band Director

Date by which response is needed: 08/10/16

Proposal Date: 08/03/16

08/03/16 e-mailed to J. Stewart
S. Smith

A. Purpose

1. What is the major place to be visited or event to be attended?
Eagle Village for Band Camp (Eagle Village is in Hersey, Michigan.)
2. How is the trip related to the educational program of the District?
Band Camp is essential to preparing for the upcoming marching season.
3. In what ways will the students benefit?
The students will received over 40 hours of invaluable instruction and have a chance to bond.
4. In what ways will the District benefit?
The District will benefit by having 175 students bond and become a coveted "school within a school".
5. How will the trip be evaluated to determine the extent to which these benefits were realized?
The community will be able to evaluate the benefits bywatching and listening to the Marching Band perform.

B. Students and Staff

1. Which students, (grade, class, or organization), will be going?
All Marching Band students grades 9 - 12 will be going.

B. Students and Staff (cont'd)

2. How many students in total?
175-ish

3. How many students are currently experiencing academic problems? The school year will not have started yet.

4. Which staff member will be in charge? I, Jason Smigell, will be in charge.

5. What previous experience has the staff member had in conducting overnight or extended field trips?
I have taken thirteen (13) similar trips with my bands.

6. What other staff members will be going?
One

7. How many chaperones, in addition to staff members, will be going? There will be approximately 20 staff and chaperones going with us.

8. What are their names and affiliations with the students?
A list can be provided; all will be screened and vetted.

9. How many school days will be missed? None.

2340 F5

10. How will teachers be advised in advance that the students will be out of School?
No school days will be missed, no teachers to be notified.

C. School Work

1. How will missed work be made up?
No school days will be missed.

2. What special assistance will be provided students with academic problems?
No school days will be missed.

D. Itinerary

1. What is the destination?
Eagle Village 4507 170th Avenue Hersey, MI 49639

2. What will be the mode of transportation? What liability insurance does the carrier have?
School bus

3. Where will the group be housed and fed?
Eagle Village 4507 170th Avenue Hersey, MI 49639

D. Itinerary (cont'd)

4. What en route or supplementary activities are planned?
None

5. What arrangements have been made for dealing with emergency situations?
We have a full time RN on duty at the camp.

6. If tour guides are involved, what liability insurance do they carry?
There are no tour guides.

E. Finances

1. What is the estimated total cost and cost per student?
\$325

2. What is the source of funds?
Personal funds

3. How will the funds be collected and safeguarded?
All funds are deposited by the Bookkeeper.

4. How will any shortfall be made up or excess funds used?
Excess funds will cover unforeseen costs for the Marching

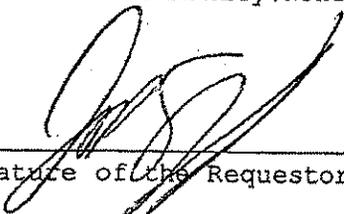
Band.

5. What provision has been made for students who are financially unable to pay any necessary costs?
We have some scholarships available and numerous fundraising opportunities planned.

2340 F5

F. Communications

1. How will you communicate to parents prior to, during, and after the trip? www.HHSBands.Blogspot.com Parents will be given my phone number and the camp's phone number.
2. List telephone numbers at destination and where group will be housed. 231-832-2234 main desk
3. What information will be provided to the media and the community? None

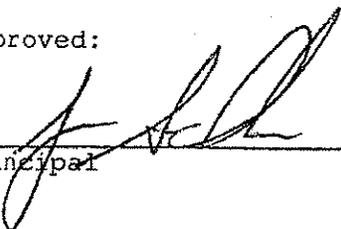


Signature of the Requestor

8/3/2016

Date

Approved:



Principal

8/3/16

Date

Central Office Administrator

Date

Board of Education Approval Date

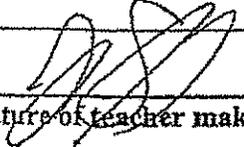
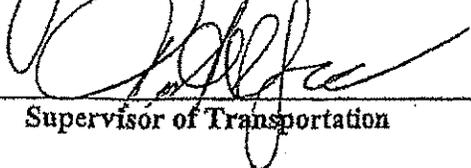
HOWELL PUBLIC SCHOOLS
Field Trip Bus or Shuttle Request

Fill out this request form WELL IN ADVANCE OF THE TIME THAT YOU WISH TO SCHEDULE A FIELD TRIP OR SHUTTLE.

Have your principal sign the form. Send the signed form to Curriculum. Once approved by Curriculum the form will be forwarded to Transportation. A confirmation of the approved form will be returned to the building, a copy then needs to go to Food Services. And save a copy for your records.

07/25/16 emailed to Kathy E @ Transportation
 + Kathy K. S. Smith
 08/20/16 via email from Transp. S. Smith

TRIP DESCRIPTION			
Date Desired:	8/14/16 8/18/16	Day Desired:	Sunday and Thursday
#Of buses requested:	6	Estimated field-trip mileage:	
#Of students:	180	# Of adults:	4
Depart from:	WHS Flexible	Return to:	same
Destination:	Eagle Village in Hershey, MT		
Purpose of trip:	Round camp		
REQUESTED TIMES			
Be at school for pickup:	7/7:30 AM/PM	Be at event for pickup:	8:00 AM/PM (Leave Howell 8:00 AM)
Leave school:	8 AM/PM	Leave event for school:	11:00 AM/PM
Be at event for drop-off:	11 AM/PM	Arrive at school:	2:30 AM/PM
Special instructions:	Kathy has details		
ADDITIONAL INFORMATION			
Number of accompanying adults:			
Are your students planning on eating lunch at school?		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Signature of teacher making request:  Date Request Made: 07/20/16
 Approved:  High School School Principal School
 Approved:  Supervisor of Transportation Date Request Received