

**FAIRVIEW AREA SCHOOLS' BOARD OF EDUCATION  
ORGANIZATIONAL BOARD MEETING  
JULY 14, 2008**

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The annual organizational/regular meeting of the Fairview Area Schools' Board of Education was held Monday evening, July 14, 2008 in the elementary media center.

**II. Reorganization and Committee Appointments**

**A. Temporary Chairman**

Beth Miller, who served as President of the Board in 2007-2008 and continues as a member of the Board, opened the meeting at 7:01 p.m. and served as temporary chairman. She welcomed James P. Wilcoxon, who began his service to the school on July 1, 2008 as the part-time superintendent.

**B. New and Re-elected Members**

The temporary chairman appointed Chris Neff as temporary secretary and the roll was called.

PRESENT: Diana Danhoff, Beth Miller, Chris Neff, Kirk Peterson, and Anne Tompkins

ABSENT: None

Kirk Peterson was elected to the Board and Anne Tompkins was re-elected. Their "Affidavits of Acceptance, Eligibility, and Oath of Office Certificate" documents were available at the Board table.

**C. Election of Officers**

Nominations for the offices of president, vice president, secretary, and treasurer were received.

Neff/Tompkins	That Beth Miller be nominated for president, that the nominations cease, and that a unanimous vote be cast.	
	Ayes – 5; Nays – 0	Motion carried.
Tompkins/Danhoff	That Chris Neff be nominated for vice president, that the nominations cease, and that a unanimous vote be cast.	
	Ayes – 5; Nays – 0	Motion carried.
Tompkins/Neff	That Diana Danhoff be nominated for secretary, that the nominations cease, and that a unanimous vote be cast.	
	Ayes – 5; Nays – 0	Motion carried.
Neff/Danhoff	That Anne Tompkins be nominated for treasurer, that the nominations cease, and that a unanimous vote be cast.	
	Ayes – 5; Nays – 0	Motion carried.

**II. Reorganization and Committee Appointments (Con't.)**

**D. Appointments to the Board of Education**

Joel Yoder, Gene Wysocki, and Beth Oaks each submitted a Statement of Interest to fill the two vacant seats on the Board of Education. Joel Yoder withdrew his Statement prior to the meeting. Mr. Wysocki and Mrs. Oaks were invited to address the Board and Board members were given opportunity to ask the candidates questions

Neff/Peterson That Beth Oaks be appointed to serve on the Fairview Area Schools' Board of Education until June 30, 2009.

The president called for a roll call vote:

Peterson	-	Aye	Danhoff	-	Nay
Tompkins	-	Aye	Miller	-	Aye
Neff	-	Aye			

Ayes – 4; Nays – 1 (Danhoff) Motion carried

Danhoff That Gene Wysocki be appointed to serve on the Fairview Area Schools' Board of Education until June 30, 2009.

The motion was not seconded and died for lack of support.

Mr. Wilcoxon will contact C.O.O.R. ISD about the next step for appointing a Board member.

President Miller then called for a short recess while Beth Oaks joined the Board table and was briefed on Board matters. The meeting was reconvened in the elementary media center.

**E. Regular Meetings – Board of Education**

Board Policy No. 1100 states that the Board shall adopt a regular monthly meeting schedule setting forth the dates, times and places of the meetings. Board Policy No. 1120 states in part: ...”The Board shall hold at least one regular meeting each month. A notice of the regular meeting and other scheduled open meetings shall be posted at the entrance to the principal office of the Board, and other locations determined appropriate by the Board, within ten (10) days of its organizational meeting.”

Neff/Danhoff That the regular monthly meeting of the Fairview Area Schools' Board of Education be held on the second Monday of each month at 7:00 p.m. in the elementary media center.

Ayes – 6; Nays – 0

This notice will be posted in the main office and will be published in the newspaper approved by the Board under “Annual Organizational Resolution.”

**F. Conflict of Interest Policy**

The president requested that Board members review Policy No. 1800—Board Member Conflict of Interest, Ethics and Responsibilities.

**II. Reorganization and Committee Appointments (Con't.)**

**G. Committee Appointments**

By Board policy, the Superintendent is a de facto member of all Board committees. **Only Board members have voting rights on Board committees.** The president appointed the following committees for the 2008-2009 school year:

- Negotiations: Beth Miller, chair, Diana Danhoff, and Kirk Peterson, with Beth Oaks, alternate
- Finance: Beth Miller, chair, Kirk Peterson, and Anne Tompkins, with Sharyn Smith
- Pol. Review/Job Desc.: Anne Tompkins, chair, Chris Neff, and Diana Danhoff, with Beth Oaks, alternate
- SIT: Diana Danhoff and Anne Tompkins
- Building/Maintenance: Chris Neff, chair, Kirk Peterson, and Anne Tompkins, with Jerry Knepp

**III. Approval of Agenda**

Under **X. NEW BUSINESS—ACTION ITEMS**, item **D. Restroom Renovations** was added and under **XI. NEW BUSINESS—DISCUSSION ITEMS AND DATES**, item **D. Special Education Agreement** and item **E. Board Remuneration** were added. The agenda was then approved by Board consensus.

**IV. Consent Agenda**

Danoff/Tompkins That the following items be included in the Consent Agenda and be accepted as presented:

- A. June 12, 2008 regular Board meeting minutes and closed session minutes of the same date; June 25, 2008 special Board meeting minutes and closed session minutes of the same date
- B. Treasurer’s Reports
  - Cash Receipts reports for General Fund, 1998 Debt Retirement Fund, and Sinking Fund
  - 123,518.27, bills to be ratified of \$43,020.65, and bills to be paid of \$37,279.39, totaling \$203,818.31
  - General Fund Accounts Payable at July 14, 2008 of \$83,453.05
- C. Administrative written reports

Ayes – 6; Nays – 0

Motion carried.

**V. Public Comment**

There was no public comment.

**VI. Curriculum Spotlight**

Kirk Peterson will present the principles he uses for quality management at the August meeting.

**VII. Administrative Reports**

The administrative reports were received and are part of the public record.

**VIII. Board Committee Reports**

Minutes from the June 2, 2008 Building Committee meeting were included with the June 6, 2008 Weekender.

**IX. OLD BUSINESS**

**A. Local Pre-School**

Mrs. Kelly Nota previously requested permission to use an elementary classroom to provide a pre-school for area students. The cost of the room would be covered by the pre-school organization.

Mrs. Nota updated the Board on the progress of organizing the pre-school. Board members expressed their support of the pre-school. Mr. Wilcoxon suggested that Room 1 be assigned to the pre-school and that a fee be set.

Neff/Tompkins            That Mrs. Kelly Nota be given permission to use an elementary classroom for the 2008-2009 school year, with a fee of \$1.00 per day assessed to cover the costs of the room.

Ayes – 6; Nays – 0

Motion carried.

**X. NEW BUSINESS—ACTION ITEMS**

**A. Annual Organizational Resolution**

1. Milk Bids

Milk bids for the 2008-2009 school year were received as follows:

	<u>½ pints:</u>	<u>1% White</u>	<u>1% Chocolate</u>	<u>1% Strawberry</u>
Gordon Food		.60	.37	.26
Prairie Farms (formerly J & S Dairy)		.2356	.2436	.2436
Country Fresh		.2539	.2487	.2587

The Superintendent recommended that the bid from Prairie Farms be accepted for the 2008-2009 school year.

Neff/Tompkins            That the bid from Prairie Farms to provide milk for the 2008-2009 school year be accepted.

Ayes – 6; Nays – 0

Motion carried.

**X. NEW BUSINESS—ACTION ITEMS (Con’t.)**

**A. Annual Organizational Resolution (Con’t.)**

2. Trash Removal Bids

Trash removal bids for the 2008-2009 school year were received as follows:

Doug’s Disposal Service	2 pick-ups/week	\$114.00 (during school year)
	1 pick-up/week	57.00 (during summer)
	No fuel surcharges	
	Prices are based @ \$5.19/cubic yard	
Whitehouse Disposal Ser.	2 pick-ups/week	\$118.00 (during school year)
	1 pick-up/week	59.00 (during summer)
Northern Disposal Ser.	2 pick-ups/week	\$104.00 (8-yd. container)
	1 pick-up/week	19.50 (3-yd. container)
	Prices are based on \$6.50/cubic yard; weekly rates change depending on yardage that is removed.	

The Superintendent recommended that the trash removal bid from Doug’s Disposal Service for 2008-2009 be accepted.

Tompkins/Peterson That the bid from Doug’s Disposal Service to provide trash removal for the 2008-2009 school year be accepted.

Ayes – 6; Nays – 0

Motion carried.

3. Fleet Insurance

The Superintendent recommended continuing the fleet insurance coverage provided by SET/SEG.

Neff/Danhoff That the fleet insurance coverage provided by SET/SEG be continued for the 2008-2009 school year.

Ayes – 6; Nays – 0

Motion carried.

4. Audit Service

The Superintendent recommended that we continue to use the services of Robertson and Carpenter, LLP for conducting the 2007-2008 annual audit.

Neff/Tompkins That audit services for the 2007-2008 annual audit be provided by Robertson and Carpenter, LLP.

Ayes – 5; Nays – 1 (Peterson)

Motion carried.

Bids to provide audit services for the 2008-2009 annual audit will be solicited prior to the July 2009 organizational Board meeting.

**X. NEW BUSINESS—ACTION ITEMS (Con’t.)**

**A. Annual Organizational Resolution (Con’t.)**

**5. Naming of Depository for School Funds**

Firstbank—Fairview Branch—has served as the primary depository for all school funds. School funds include the following categories: general operation, payroll account, high school activity, athletics, food service, debt retirement, sinking fund, flex spending and HRA account, insurance account, and Fairview Foundation account .

The Superintendent recommended continuing this arrangement, noting that we have used Citizens Bank for loans and investments based on rates, and continue to compare rates at other financial institutions.

Neff/Tompkins That Firstbank—Fairview Branch—be named as the primary depository for all school funds for the 2008-2009 school year.

Ayes – 6; Nays – 0

Motion carried.

**6. School Attorney**

Since 2004, the schools’ legal representation has been Clark Hill, PLC. Bids for legal service were received as follows:

Fee Structure:	<u>Clark Hill</u>	<u>Thrun Law Firm</u>	
Experienced	\$225.00/hr.	Retainer:\$220.00/hr--Non:	240.00/hr.
Senior Attorneys	205.00	195.00	215.00
Associates	175.00	165.00	185.00
Paralegals	135.00		
	Fixed fee or retainer agreements can be negotiated, if preferred	Retainer fee: \$1,100.00	Election fee: 1,200.00 (charged if school district has a millage proposition)

The Superintendent recommended that the bid from Thrun Law Firm be accepted for the 2008-2009 school year.

Neff/Tompkins That the bid from Thrun Law Firm to provide legal services for the 2008-2009 school year be accepted.

Ayes – 6; Nays – 0

Motion carried.

**7. Publication of Legal Notice**

“The Oscoda County Herald” is a weekly paper in the area and “The Oscoda County Monthly” is published monthly. The Superintendent recommended that the board continue to use “The Oscoda County Herald” for publication of legal notices for the 2008-2009 school year.

Neff/Tompkins That “The Oscoda County Herald” be used for publication of legal notices for the 2008-2009 school year.

Ayes – 5; Nays – 1 (Peterson)

Motion carried.

**X. NEW BUSINESS—ACTION ITEMS (Con't.)**

**A. Annual Organizational Resolution (Con't.)**

8. Schools of Choice

The Superintendent recommended that Schools of Choice for 2008-2009 include all grades.

Neff/Peterson That Schools of Choice for all grades in 2008-2009 be approved.

Ayes – 6; Nays – 0

Motion carried.

**B. Parking Lot Bids**

The parking lot bids were opened at 12:00 noon on July 14, 2008. Mr. John May from May & Associates, Inc. was present to provide bid information and to review specifications for the Board. The Superintendent recommended that the bid from B & B General Contracting, Inc. for \$105,500.00 be accepted.

Neff/Peterson That the bid from B & B General Contracting, Inc. of \$105,500.00 for the 2008 Fairview Area Schools' parking lot improvements be accepted.

Ayes – 6; Nays – 0

Motion carried.

Mr. Wilcoxon was authorized to sign the contract with the contractor.

Mr. May also outlined his company's oversight duties of the project and quoted a cost of \$6,950.00.

Neff/Danhoff That the quote from May & Associates, Inc. for oversight of the parking lot improvements be accepted, with the cost not to exceed \$6,950.00 and with a minimum of 13 days on site.

Ayes – 6; Nays – 0

Motion carried.

The pre-construction meeting will be conducted on July 21, 2008.

**C. MHSAA Membership Resolution**

The 2008-2009 MHSAA Membership Resolution was available for adoption.

Tompkins/Peterson That the 2008-2009 MHSAA Membership Resolution be adopted as presented.

Ayes – 6; Nays – 0

Motion carried.





**XII. Board Comments, Communications, and Closing Public Comments**

Board Comments: Beth Miller informed the Board that Teresa Stauffer, who was considered for the part-time superintendent position here, is now the superintendent at Atlanta Community Schools.

Communications: --A thank-you note was received from Mr. Nelson for the Board's parting gift of gift certificates.  
--Information about MASB's Certification of Delegates was received.  
--Dennis A. Kauffman submitted a letter of resignation as a bus driver effective July 1, 2008.

Neff/Tompkins That Dennis A. Kauffman's letter of resignation as a bus driver, effective July 1, 2008, be accepted.

Ayes – 6; Nays – 0

Motion carried.

Diana Danhoff will write a letter of appreciation to Mr. Kauffman for his years of service to the school district. The position will be posted.

Closing Public Comments: Bobbi Ross requested that the Student Council continue to be part of the discussion on decorating and painting the restrooms since the Council has suggestions for colors, etc.

The meeting was adjourned at 9:15 p.m.

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Diana Danhoff, Secretary