

ATHENS AREA SCHOOLS
Board of Education
East Leroy, Michigan 49051
December 18, 2023

REGULAR MEETING
High School Media Center
7:00 P.M.

Athens High School
300 E. Holcomb Street, Athens
TELEPHONE: 729-5414

1. Call to order, Knowles presiding at 7:00 PM.

A. Membership count to determine quorum presence:

Present: Stanton: X Setlak: X Harvey: X Knowles: X
McClure: X Loew: X Penick: X

A quorum is present.

PLEDGE OF ALLEGIANCE

2. Approval of Agenda.

RECOMMENDED MOTION: Move that the Board of Education approve the agenda as presented.

Motion: Harvey.

Second: Stanton.

Ayes: 7 Nays: 0 .

Passed: X . Defeated: .

3. Public Comments.

Dennis Stanton – Joked about the short agenda. Here for Joe’s last Regular Board Meeting.

4. Presentations/Discussions.

- A. Cardiac Emergency Plan – Proposed by school nurse Macie VanderWaal using State supplied template. Gives protocols on how to respond to cardiac emergencies at the school.
- B. Calhoun County Natural Hazard Mitigation Plan – County has revamped their plan to lessen the impact of foreseeable natural disasters allowing them to implement mitigation strategies using Federal funding.
- C. Sec 31aa Use – Discussion with public about how to spend the funds for next year per the new regulations for use of these funds. Topics discussed included school nurse, safety equipment, and related supplies.

- D. R-1 Budget Resolution – Projecting \$230,000 deficit at the end the year. This is primarily comprised of one time purchases of Chrome Books(\$65k), truck(\$65k), and fuel tank(\$100k)
- E. CASB Professional Award – The Board proposes to nominate Joe Huepenbecker for the CASB Professional Award.
- F. Authorized Signatures – Usually done at other meeting during the year but with a new superintendent on January 1st, they needed to be done now to maintain continuity of operations.
- G. Designation of Paying Agent– Usually done at other meeting during the year but with a new superintendent on January 1st, they needed to be done now to maintain continuity of operations.
- H. Bond Authority– Usually done at other meeting during the year but with a new superintendent on January 1st, they needed to be done now to maintain continuity of operations.
- I. Purchase Orders– Usually done at other meeting during the year but with a new superintendent on January 1st, they needed to be done now to maintain continuity of operations.
- J. Delegation of Duties by Officers– Usually done at other meeting during the year but with a new superintendent on January 1st, they needed to be done now to maintain continuity of operations.

5. Routine Matters.

- A. Presentation of minutes of prior meetings:

RECOMMENDED MOTION: Move that the Board of Education approve the minutes of the November 20, 2023 Meeting as presented.

Motion: McClure.

Second: Penick.

Ayes: 7 . Nays: 0 .

Passed: X . Defeated: .

- B. Presentation of financial statements.

RECOMMENDED MOTION: Move that the Board of Education receive and place on file for audit the financial reports for the District for the period through November 30, 2023.

Motion: Setlak.

Second: Harvey.

Ayes: 7 . Nays: 0 .

Passed: X . Defeated: .

6. Reports.

- A. Board President – Thanks to Joe for everything you have done for the school and community. Special Meeting Friday 12/22/23 at 5:30PM to approve construction bids for the elementary heating project. The meeting is at the High School.
- B. Facilities/Planning Committee – Finishing up the middle school heating.
- C. Superintendent – See attached report. Hiring a math teacher by the end of the week (ThahmTam Karasiewicz). Working on a calendar with teachers.
- D. High School Administrator – See attached report. Band Concert 12/19 and exams 12/21-2/2023.
- E. Elementary Principal- See attached report. Camp (5th grade) March 18-20. PTSO sharing around staff Christmas wish list.
- F. Athletic Director- See attached. Coaching vacancies – MS wrestling and football. Winter sports update and plea for volunteers at games.
- G. School Improvement, Assessment, and Compliance- See attached report. Still waiting for a Social Worker from CISD. Attached overviews from MI School Data website on the schools index.

7. Action Items.

A. Cardiac Emergency Plan

RECOMMENDED MOTION: Move that the Board of Education approve the Cardiac Emergency Plan as prepared by the school nurse and presented by the superintendent

Motion: Penick.
 Second: Stanton.
 Ayes: 7 . Nays: 0 .
 Passed: X . Defeated: .

B. Calhoun County Natural Hazard Mitigation Plan

RECOMMENDED MOTION: Move that the Board of Education adopts the Calhoun County Natural Hazard Mitigation Plan as presented.

Motion: Stanton.
 Second: Setlak.
 Ayes: 7 . Nays: 0 .
 Passed: X . Defeated: .

C. R-1 Budget Resolution

RECOMMENDED MOTION: Move that the Board of Education approve the R1 2023-2024 General and Food Service Fund Budgets as presented and recommended by the superintendent.

Motion: Harvey.
Second: Penick.
Ayes: 7 . Nays: 0 .
Passed: X . Defeated: .

D. CASB Professional Award

RECOMMENDED MOTION: Move that the Board of Education nominate Joe Huepenbecker for the CASB Professional Award.

Motion: Loew.
Second: Stanton.
Ayes: 7 Nays: 0 .
Passed: X . Defeated: .

E. Authorized Signatures

RECOMMENDED MOTION: Move that the Board of Education authorizes the Business Manager and Superintendent, to sign purchase orders for General/Athletic Fund and the signing of General and Athletic Fund checks. Investment instruments will be signed by the Superintendent, and/or the Business Manager, and the Board Treasurer as occasions demand.

Motion: Setlak.
Second: Harvey.
Ayes: 7 Nays: 0 .
Passed: X . Defeated: .

F. Designation of Paying Agent

RECOMMENDED MOTION: Move that the Paying, Depositing, and Withdrawing Agents for Athens Area Schools' funds be selected using the guidelines specified in Athens Area School Investment NEOLA Policy #6144, which was adopted and signed February 16, 2004. Further, all Payroll Fund checks will be signed by the Treasurer of the Board or the Business Manager as an alternate. All Hot Lunch, Activity Fund, Capital Projects and Debt Retirement checks will be signed by the Superintendent or the Business Manager, serving as an alternates. All General Fund checks, which Athletics is a part of, will be signed by the Superintendent or Business Manager, serving as an alternate. Investment instruments will be signed by the Superintendent, and/or the Business Manager, and the Board Treasurer as occasions demand.

Motion: McClure.
Second: Penick.
Ayes: 7 Nays: 0 .
Passed: X . Defeated: .

G. Bond Authority

RECOMMENDED MOTION: Move that the Board of Education authorize the Superintendent, with the Treasurer of the Board serving as an alternate, to sign the Bond Authority Purchase Contract and accept the interest rate for the note.

Motion: Harvey.

Second: Stanton.

Roll Call Vote: Stanton: Y Setlak: Y Harvey: Y Knowles: Y
 McClure: Y Loew: Y Penick: Y
 Ayes: 7 Nays: 0
 Passed: X. Defeated: _____.

H. Purchase Orders

RECOMMENDED MOTION: Move that the Board of Education authorize the Superintendent and/or the Business Manager, to sign purchase orders for General/Athletic Fund, Hot Lunch, Activity, Debt Retirement and Capital Projects.

Motion: Stanton.

Second: Setlak.

Ayes: 7 Nays: 0.

Passed: X. Defeated: _____.

I. Delegation of Duties by Officers

RECOMMENDED MOTION: Move that the Board of Education appoint the Superintendent to do the following: all legal advertising required by law or as directed by the Board, assist the counties in conducting annual and special elections, and prepare reports required by the State Board of Education.

Motion: Setlak.

Second: Loew.

Ayes: 7 Nays: 0.

Passed: X. Defeated: _____.

8. Public Comments- Dennis Stanton. Thanks the Board for what they do. Comments on Joe's reliability as superintendent.

Board Comment – Jeff Penick- Commented on the success of the Craft Show for the holidays.

9. Adjournment.

RECOMMENDED MOTION: Move the meeting be adjourned.

Motion: Stanton.

Second: Penick.

Ayes: 7 Nays: 0.

Passed: X. Defeated: _____.

Time of adjournment: 8:07PM..

Minutes signed by: Eric M. McClure Acting Secretary of the Board of Education

Minutes prepared by: Joe Huepenbecker, Superintendent.

Approved for publication by the Board : 1/15/2024 (date)