

**CHASSELL TOWNSHIP SCHOOL
Board of Education
Regular Meeting**

July 19, 2021

The Chassell Township School Board of Education met on Monday, July 19, 2021, in the school library. President Randal Danison called the meeting to order at 5:35 p.m.

Present: Randal Danison, Roger Tervo, Peter Torola, Carl Olson, B.J. (Brady) Tervo, Tanya Etelamaki

Absent: Ken Kytta

Guests: Tricia Tervo, Kara LaTendresse, Kim & Todd Keteri, Tamara Pietila

Regular Board Meeting – June 23, 2021 – Roger Tervo moved, seconded by Peter Torola, to approve the minutes of the regular meeting on June 23, 2021. Motion carried with all members voting AYE.

Business Meeting

A. Regular Board Meetings – Carl Olson moved, seconded by Roger Tervo, to hold the regular monthly board meetings on the third Monday of each month at 5:30 p.m. Meetings will be held on the following dates: (NOTE: Dates with an * are on the **second** Monday) Meeting location will be the school library unless otherwise posted.

July 19, 2021	January 17, 2022
August 16, 2021	February 21, 2022
September 20, 2021	March 21, 2022
October 18, 2021	April 11, 2022*
November 15, 2021	May 16, 2022
December 13, 2021*	June 20, 2022
	July 18, 2022

Motion carried with all members voting AYE.

B. Posting Notices of Public Meetings – Roger Tervo moved, seconded by Peter Torola to designate the *Superintendent* or *Business Office Manager* as the person responsible for posting notices of public meetings. Motion carried with all members voting AYE.

C. Appointment of Election Committee – Roger Tervo moved, seconded by Peter Torola, to appoint the *School Board Secretary*, the *Superintendent*, and *Township Clerk* as members of the election committee. Motion carried with all members voting AYE.

D. Approval of annual retainer contracts – Carl Olson moved, seconded by Peter Torola to approve an annual retainer contract for legal services with the following:

- Law Firm - Thrun Law Firm, P.C.
- Auditors – To be determined once quotes are received.
- Note: Other consultants will be at the option of the Board as required.

Motion carried with all members voting AYE.

E. ACH Transactions – Roger Tervo moved, seconded by Peter Torola, to authorize the *Chief Financial Officer* to conduct ACH transactions. Motion carried with all members voting AYE.

F. Approval of Memberships – Peter Torola moved, seconded by Carl Olson, to approve the following memberships:

- CCASB (Copper Country Association of School Boards)
- C.C. Superintendent's Roundtable
- MASA (MI Association of School Administrators)
- MASB (MI Association of School Boards)
- MASSP (MI Association of Secondary School Principals)
- MSBO (MI School Business Officials)
- UPSBO (U.P. School Business Officials)

Motion carried on a roll call vote:

AYES: Peter Torola, B.J. (Brady) Tervo, Tanya Etelamaki, Carl Olson, Roger Tervo, Randal Danison
NAYS: None

G. Depositories and Signatories – Roger Tervo moved, seconded by Tanya Etelamaki, to designate the following as depositories and signatories for school funds:

MILAF Liquid, Max Accounts and Term Series

General Operating Capital Projects Debt Retirement	Superintendent, Treasurer, CFO (Chief Financial Officer)
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Superior National Bank

General Fund Checking	Superintendent, Treasurer
Payroll Checking	Supt., Trsr., CFO, BOM (Business Office Manager)
Imprest Fund Checking	Superintendent, CFO, BOM
Activities Checking	Superintendent, Pre-K 12 Principal Secretary, BOM
Building and Site Fund	Superintendent, Treasurer, CFO
Capital Projects Sinking Fund Checking	(07/14/10) Superintendent, Treasurer, CFO
2017 Bonds – Capital Projects	(11/2016) Superintendent, Treasurer, CFO
2017 Bonds – Debt Retirement	(11/2016) Superintendent, Treasurer, CFO

Motion carried with all members voting AYE.

Treasurer's Report – B.J. (Brady) Tervo reported an Income of \$2,187,527.40, Expenses of \$2,396,539.12, leaving a deficit Net Income balance of (\$209,011.72).

The General Fund Cash & Investment Balance as of June 30, 2021, was \$710,704.72.

(NOTE from Jason Auel – RE: deficit Net Income balance. "That's because the salary accrual for the teachers was recorded and is reflected in those numbers. What the teachers get paid in July and August is a 2020-21 expense and the entry to record those was done. The State Aid for July and August will be recorded in the 2020-21 year, but that entry hasn't been done yet along with all the other year-end entries. So there's a lot more revenue that will be recorded in 2020-21."

Roger Tervo moved, seconded by Carl Olson, to approve the petty cash report, and to pay the June bills as submitted. Motion carried on a roll call vote:

AYES: Peter Torola, B.J. (Brady) Tervo, Tanya Etelamaki, Carl Olson, Roger Tervo, Randal Danison
NAYS: None

ADMINISTRATIVE ITEMS

- A. The district is in the process of hiring a lead teacher for the daycare program.
- B. PBIS (Positive Behavior Interventions and Supports) training will begin July 27. Several staff members are involved in the training at the ISD and will help facilitate the training with our own staff.
- C. School personnel training (required for all staff). The staff is scheduled to participate in training entitled: Capturing Kids' Hearts on Monday, August 30 and Tuesday, August 31. The overview: "Transforming Classrooms Into High-Achieving Centers of Learning." Participant Outcomes: "Improve five key indicators of school performance: fewer discipline referrals, improved attendance, higher student achievement, lower dropout rates, and higher teacher satisfaction."
- D. Strawberry Festival was huge this year. Almost all the staff was involved between walking in the parade and manning the food booth or both. Thank you to all who participated. The girls' basketball team did a fantastic job helping with clean up after the event.
- E. COVID-19 Plans for the 2021-22 School Year

"At the July school board meeting, a discussion was held regarding the upcoming school year and how our school will be handling all aspects related to current COVID-19 recommendations. The Chassell Township School Board has decided the following:

- No student or staff vaccinations will be required
- Masks will not be required
- Healthy students will not be quarantined

In summary, current recommendations will not be mandated. Regular disinfecting of classroom tables will be encouraged, along with holding classes outdoors, weather permitting. Also, sanitizing stations will continue to be available throughout the building."

(Published and posted on the Chassell Schools website)

F. Thank you Chassell Township Public School Foundation. During their meeting held on July 6, 2021, the foundation granted just under twenty-eight thousand dollars in requests. A summary of the items approved for the classrooms include the following:

- (2) Touchscreen chromebooks; (12) HP chromebooks
- 21.5" iMac MacBook; Canon XA15 Compact Camcorder – Marketing Class
- DJI Air 2S Fly More Combo (Drone) – Social Studies
- (22) Apple iPad - elementary
- (2) Interactive Flat Panel Displays (BenQ)
- STEM, Physics, encore – Classroom Supplies

The Chassell Township Public School Foundation has always been a generous donor to our students and staff members.

COMMITTEE REPORTS

A. Education Committee – B.J. (Brady) Tervo and Peter Torola reported the committee had met on Tuesday, June 22 at 4:30 PM with John Vaara from NEOLA. The committee reviewed policies Vol. 35 No. 2 (Feb. 2021). Several topics were covered including: Open meetings act, Nondiscrimination and Equal Employment, Section 504/ADA, Anti-Harassment, Social Media – establishing rules about employees' use of social media as it relates to communication regarding the business of the District is something that schools can and should do.

B. Athletic Committee – Tanya Etelamaki reported the committee had met on Monday, June 28 at 7 PM and discussed several items. Boys' basketball and lack of numbers. A lengthy discussion was had regarding whether or not to sign a MHSAA document. The consensus was to NOT sign the document as requested. The outdoor court was discussed and the possibility of getting new hoops.

Kara LaTendresse also reported on the possibility of a basketball camp this summer. A survey had been sent out regarding the interest of a co-op in baseball. There was approximately ten people that were interested. Kara is checking on the possibility of perhaps a co-op with Hancock.

C. Personnel/Negotiation Committee – Roger Tervo reported they had met on Tuesday, June 29 at 5 PM and Wednesday, July 14 at 5:30 PM.

June 29, 2021 – Ratify teacher contract: (Review details under action items)

July 14, 2021 – Superintendent Salary: (Review details under action items)

July 14, 2021 – Assistant Principal Salary: (Review details under action items)

D. Foundation Report – (Reported on with the administrative items).

DISCUSSION ITEMS

Driver's Education Class - Mr. Spahn has begun to review the paperwork for adding Driver's Education as a single semester class. Board members confirmed that they were in favor of this action.

ACTION ITEMS

A. COVID-19 Plans for the 2021-22 School Year – Carl Olson moved, seconded by Roger Tervo, to set the following guidelines:

- No student or staff vaccinations will be required
- Masks will not be required
- Healthy students will not be quarantined

“In summary, current recommendations will not be mandated. Regular disinfecting of classroom tables will be encouraged, along with holding classes outdoors, weather permitting. Also, sanitizing stations will continue to be available throughout the building.” (Posted and published on the Chassell Schools website).

Motion carried with all members voting AYE.

B. CCASB Representative – Tanya Etelamaki moved, seconded by Roger Tervo, to authorize Randal Danison as the 2021-2022 CCASB representative; the back-up person will be Roger Tervo. Motion carried with all members voting AYE.

C. Ratify Teacher Contract as agreed on June 29, 2021 – Roger Tervo moved, seconded by Carl Olson to ratify the teacher contract as follows:

- 2 year contract (July 1, 2021 – June 30, 2023), incorporate new wage scale, first year all employees will be placed on a new step. Second year step and lane advancement. (2 step raise first year, next year another step – 3 steps/2 yrs)
- Adjust “Insurance Protection” section to incorporate 2022 Calendar Year contributions of the Publicly Funded Health Insurance Contribution Act.
- Increase Class 1 of dental coverage to 90%, increase Annual Max on Classes 1-3 to \$2,000.00, increase Lifetime Max on Class 4 to \$2,500.00.

Motion carried on a roll call vote:

AYES: Peter Torola, Tanya Etelamaki, Carl Olson, Roger Tervo

NAYS: None

ABSTAIN: B.J. (Brady) Tervo (Spouse is a teacher); Randal Danison (Spouse is a teacher)

D. Lamers Contract 2021-22 – Roger Tervo moved, seconded by Carl Olson, to approve the Lamers Contract for 2021-22 as presented. (Copy attached)

Motion carried on a roll call vote:

AYES: Peter Torola, B.J. (Brady) Tervo, Tanya Etelamaki, Carl Olson, Roger Tervo, Randal Danison

NAYS: None

E. Milk Bid – Jilbert Dairy, Inc. - Carl Olson moved, seconded by Peter Torola, to accept the milk bid from Jilbert Dairy, Inc. Fixed pricing for the 2021-2022 school year as follows:

Item # 51748	Jilbert 1% White Milk (1/2) Pint	\$0.2790 (up from \$0.2750)
Item # 47282	Jilbert TruMoo 1% Choc (1/2) Pint	\$0.2955 (up from \$0.2915)
Item # 51753	Jilbert Skim White Milk (1/2) Pint	\$0.2715 (up from \$0.2675)

Motion carried on a roll call vote:

AYES: Peter Torola, B.J. (Brady) Tervo, Tanya Etelamaki, Carl Olson, Roger Tervo, Randal Danison

NAYS: None

F. NEOLA (Vol. 35 – No. 2 – Feb. 2021) – Carl Olson moved, seconded by B.J. (Brady) Tervo, to approved the NEOLA policies are presented. Motion carried with all members voting AYE.

G. Superintendent Salary– Roger Tervo moved, seconded by Tanya Etelamaki, to increase the superintendent salary from \$81,000.00 to \$86,000.00; he shall receive a cell phone stipend; IRA equal to Cash-in-lieu. His evaluation will be moved annually to December. Reviews will be October and December. His contract has been extended for 1 year. Motion carried on a roll call vote:

AYES: Peter Torola, B.J. (Brady) Tervo, Tanya Etelamaki, Carl Olson, Roger Tervo, Randal Danison

NAYS: None

H. Assistant Principal – Carl Olson moved, seconded by Peter Torola, to increase the assistant principal wage stipend by \$10,000.00 to \$16,200.00. This year Mrs. Tervo will receive her regular teaching salary along with the principal wage stipend and her principal hours have been increased to four hours per day. Motion carried on a roll call vote:

AYES: Peter Torola, Tanya Etelamaki, Carl Olson, Roger Tervo, Randal Danison

NAYS: None

ABSTAIN: B.J. (Brady) Tervo (Spouse is the assistant principal)

I. August board meeting – Monday, August 16 @ 5:30 PM – School Library

Roger Tervo moved, seconded by Carl Olson, to adjourn the meeting at 6:15 p.m. Motion carried with all members voting AYE.

Approved:

President:

Secretary:



CHASSELL TOWNSHIP SCHOOLS

41585 U.S. Hwy 41 – P.O. Box 140

Chassell, Michigan 49916-0140

www.chassellschools.org

Superintendent/Principal
Stephen S. Spahn
(906) 483-2132, ext. 401
Assistant Principal
Tricia Tervo
(906) 483-2132, ext. 405

Board of Education:
Randal Danison, President
Ken Kytta, Vice President
Tanya Etelamaki, Secretary
Brady Tervo, Treasurer
Roger Tervo, Trustee
Peter Torola, Trustee
Carl Olson, Trustee

July 22, 2021

To: Chassell School Community

Re: COVID - 19 Plans for the 2021-22 School year.

At the July Chassell Township School Board meeting, a discussion was held regarding the upcoming school year and how our school will be handling all aspects related to current COVID – 19 recommendations. The Chassell Township School Board has decided the following:

- No student or staff vaccinations will be required.
- Masks will not be required.
- Healthy students will not be quarantined.

In summary, current recommendations will not be mandated. Regular disinfecting of classroom tables will be encouraged, along with holding classes outdoors, weather permitting. Also, sanitizing stations will continue to be available throughout the building.

Sincerely,

A handwritten signature in black ink that reads "Stephen S. Spahn". The signature is written in a cursive style.

Stephen S. Spahn
Superintendent/Principal
Chassell Township Schools

"The community of Chassell develops academic, social and moral excellence to foster lifelong learning."

**Chassell Township Schools
Lamers Bus Lines Proposed 2021-22
Contract Rates**

Base Rate	2020-21	2021-22
Annual Base	41,256.18	42,287.58
Annual Month (9)	4,584.02	4,698.62

Daily Routes

AM/PM 70-72 Pass or per mile	149.58 1.83	153.32 1.88
AM/PM 73-78 Pass or per mile	154.95 1.83	158.82 1.88
AM/PM 79-83 Pass or per mile	160.33 1.83	164.34 1.88

AM or PM 70-72 Pass or per mile	123.75 1.83	126.84 1.88
AM or PM 73-78 Pass or per mile	128.05 1.88	131.25 1.93
AM or PM 79-83 Pass or per mile	132.06 1.83	135.36 1.88

AM/PM Special Needs or per mile	160.33 1.94	164.34 1.99
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Co-Curricular

70-72 Pass per mile	1.14	1.17
per hour	15.81	16.50
minimum bus only	26.90	27.57
minimum trip	42.71	43.78

73-78 Pass per mile	1.17	1.20
per hour	15.81	16.50
minimum bus only	27.50	28.19
minimum trip	43.31	44.39

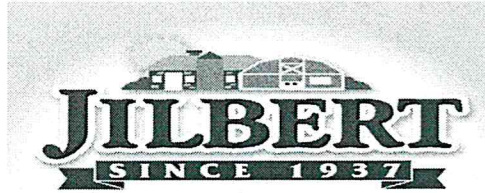
79-83 Pass per mile	1.20	1.23
per hour	15.81	16.50
minimum bus only	28.09	28.79
minimum trip	43.90	45.00

Technology Options

3-Camera Interior Security/Video System		
		3.75/Day
3 buses plus 1 Spare		X 3 route buses

GPS Tracking, with Parent Ap Capability		
3 Buses plus 1 Spare		5.75/Day X 3 route buses

Locally sourced, produced
and processed
Michigan U.P. Dairy Products



Trusted Name
in Dairy Products
for 84 years

Bid Form

To: Chassell Township Schools
Date: 7/6/2021

I have familiarized myself with the details outlined in your bid request, and hereby submit the following quotations.

"No Artificial Growth Hormones"
"We test all milk for antibiotics"

Fixed Price

Item ID

<u>Jilbert 1% White Milk</u>	<u>"Cartons"</u>	<u>0.2790</u>	<u>Per</u>	<u>1/2 Pint</u>	<u>51748</u>
<u>Jilbert TruMoo 1% Choc</u>	<u>"Cartons"</u>	<u>0.2955</u>	<u>Per</u>	<u>1/2 Pint</u>	<u>47282</u>
<u>Jilbert Skim White Milk</u>	<u>"Cartons"</u>	<u>0.2715</u>	<u>Per</u>	<u>1/2 Pint</u>	<u>51753</u>

Terms

Net, 30 days from receipt of delivery.

48 hour lead time required for all orders.

No credit for returns (unused milk).

Fixed price for duration of 2021-2022 school year.

We reserve the right to work with the site if delivery day changes are needed.

**Vendor wishes to obtain a KEY or FOB for each school for delivering milk on snow days.
Please contact Nancy Larson Logistics Manager at 906.226.1713 if this would be possible.**

Respectfully submitted,

Len Mercier
Jilbert Dairy Inc.
Marquette Mi
P: 906.226.1725 F: 906.225.1385
Len.Mercier@Jilbertdairy.com

48 hour lead time required for all orders.
Customer Service and Order Processing
Phone: 888.215.7619
Fax: 214.721.0871
Email: jilbert_orders@dfamilk.com