



# Public Schools of Petoskey

Every Opportunity.

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## **Regular School Board Meeting**

Thursday, September 15, 2022

7:00 PM

Spitler Administration Building

1130 Howard Street

Petoskey, MI 49770

### **AGENDA**

1. Call to Order and Roll Call
2. The Pledge of Allegiance
3. Audience Participation 3
4. Resolution: Approval of Minutes 4
  - Regular Meeting Minutes, August 16, 2022
  - Special Meeting Minutes, August 31, 2022
5. Resolution: Approval of Warrants 12
6. Resolution: Employment Recommendation 18
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8. Resolution: 22/23 Transportation Contract 21
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11. Educational Reports
12. Board of Education Reports
13. Superintendent's Report
14. Audience Participation
15. Adjournment

"The mission of the Public Schools of Petoskey is to advance the education and skills of all students in an equitable manner through the participation and involvement of staff, students, parents, and others in the community."

Participation by the audience is welcomed and encouraged. Please note that this time is for Board members to listen to public comment, not to respond to comments. Two opportunities for public comment are provided at each Board meeting. When participating in public comment, members of the audience are to identify themselves by name and address so that accurate minutes can be recorded. Unless permission is previously received from the Board of Education, comments are to be limited to three (3) minutes per person. For those people who prefer not to speak at the Board meeting yet want their question(s) or comment(s) conveyed to Board members, a (green) "Memo to the Board" form is provided in the basket near the entrance of the meeting room. Please note that public comment time and the "Memo to the Board" are provided to allow Board members to listen to public comment, not respond to comments or concerns.



# Public Schools of Petoskey

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Every Opportunity.

To: Trustees, Board of Education  
From: Mary Ling, President  
Date: September 15, 2022  
Re: Audience Participation

Participation by the audience is welcomed and encouraged. Please note that this time is for Board members to listen to public comment, not to respond to comments. Two opportunities for public comment are provided at each Board meeting. When participating in public comment, members of the audience are to identify themselves by name and address so that accurate minutes can be recorded. Unless permission is previously received from the Board of Education, comments are to be limited to three (3) minutes per person. For those people who prefer not to speak at the Board meeting yet want their question(s) or comment(s) conveyed to Board members, a (green) "Memo to the Board" form is provided in the basket near the entrance of the meeting room. Please note that public comment time and the "Memo to the Board" are provided to allow Board members to listen to public comment, not respond to comments or concerns.



# Public Schools of Petoskey

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To: Trustees, Board of Education  
From: Dr. Jeff Leslie, Superintendent  
Date: September 15, 2022  
Re: Resolution: Approval of Minutes

### **Background**

A copy of the written minutes of the following meeting(s) will be forwarded to the Board of Education for review.

Regular Meeting Minutes, August 16, 2022  
Special Meeting Minutes, August 31, 2022

### **Recommendation**

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_ that the written minutes be approved as recorded.



# Public Schools of Petoskey

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Regular School Board Meeting  
Tuesday, August 16, 2022 7:00 PM Eastern

Middle School Media Center  
801 Northmen Drive  
Petoskey, MI 49770

Mark Ashley: Present  
Mary Ling: Present  
Denise Petoskey: Present  
Kathy Reed: Present  
Jessica Shaw-Nolff: Present  
Present: 5.

1. Call to Order and Roll Call  
Called to order at 7:00PM.

2. The Pledge of Allegiance  
President Ling led the Pledge of Allegiance.

3. Audience Participation  
There was no audience participation.

4. Resolution: Approval of Minutes

- Special Meeting Minutes, July 18, 2022
- Special Meeting Minutes, July 20, 2022
- Regular Meeting Minutes, June 21, 2022
- Special Meeting Minutes, July 26, 2022
- Special Meeting Minutes, July 29, 2022
- Special Meeting Minutes, August 2, 2022
- Closed Session Minutes, August 2, 2022 (walked-in)
- Special Meeting Minutes, August 9, 2022

Moved that the written minutes be approved as recorded. This motion, made by Kathy Reed and seconded by Jessica Shaw-Nolff, Passed.

Mark Ashley: Yea, Mary Ling: Yea, Denise Petoskey: Yea, Kathy Reed: Yea, Jessica Shaw-Nolff: Yea

Yea: 5, Nay: 0

Mr. Wilcox recommended the Board's approval.

5. Resolution: Approval of Warrants

Moved that the warrants paid, as submitted by the administration, be approved in the amount of \$3,578,473.23. This motion, made by Denise Petoskey and seconded by Mark Ashley, Passed.

Mark Ashley: Yea, Mary Ling: Yea, Denise Petoskey: Yea, Kathy Reed: Yea, Jessica Shaw-Nolff: Yea

Yea: 5, Nay: 0

Mr. Wilcox recommended the Board's approval.

6. Resolution: Auto Shop Bay Doors

Moved to accept the quote from Northwest Garage Door LLC for the replacement & repair of the PHS auto shop bay doors in the amount of \$17,120. This motion, made by Jessica Shaw-Nolff and seconded by Kathy Reed, Passed.

Mark Ashley: Yea, Mary Ling: Yea, Denise Petoskey: Yea, Kathy Reed: Yea, Jessica Shaw-Nolff: Yea

Yea: 5, Nay: 0

Mr. Wheeler fielded questions from the Board and recommended their approval.

7. Resolution: Extend Montessori Agreement

Mr. Wheeler fielded questions from the Board. The Board chose to table this resolution until Montessori has become certified and some questions have been answered. The current contract is still in place until September 1, 2022. The Board will hold a Special Meeting on August 31, 2022, where they will discuss further.

8. Resolution: Set Graduation Date

Moved to accept the recommendation to set the Petoskey High School graduation date as Sunday, June 4, 2023 at 7:00PM. This motion, made by Mark Ashley and seconded by Denise Petoskey, Passed.

Mark Ashley: Yea, Mary Ling: Yea, Denise Petoskey: Yea, Kathy Reed: Yea, Jessica Shaw-Nolff: Yea

Yea: 5, Nay: 0

Mr. Wilcox recommended the Board's approval.

9. Discussion: Resignation Acknowledgement

Board Policy states that the Board is notified of all professional staff resignations. The Board and Mr. Wilcox discussed the best way to inform the Board of resignations and retirees. They would like to recognize long-term staff retirements as an agenda item for all positions, salary and hourly. The Superintendent will notify the Board of resignations during the superintendents/ report each month. The Board requested that both professional staff and hourly staff receive the exit survey upon resignation.

10. Educational Reports

Elementary Updates:

- Welcome to our three new elementary principals
- Thank you to Mr. Wilcox, the Directors and the Spitler team for putting together three days of training
- Thank you to Sam Willson for organizing summer school
- Thank you to the custodial staff for getting the buildings ready for the start of school

- Elementary Open House, August 31, 2022, 4:00PM - 5:30PM
- Begingergarten, August 29, 2022, for two of the schools
- Recruiting for new staff
- Working hard to get our vacancies filled

#### Middle School Updates:

- Thank you to the custodial staff
- Summer school has started
  - 81 students have signed up; which includes incoming 5th graders through the leaving 8th graders
  - Thank you to Mrs. Pinney for coordinating summer school
- Fall sports start on Monday
  - Will share the gym with high school volleyball until the high school gym can be used
- Self-guided tour for incoming 6th graders and new students - August 30, 2022, 10AM - 2:00PM
- Middle school open house, September 1, 2022, 4:00PM - 5:30PM

#### High School Updates:

- Created an alternative entrance due to construction
- All professional staff have been hired (except the current resignation)
- Schedules will be sent out to students on August 22, 2022
- Orientation and open house
  - New student and incoming freshmen orientation - August 24, 2022
  - The open house is August 31, 2022, 4:30PM - 6:00PM
    - All students and parents will be welcomed to the stadium for snacks and a short welcome presentation at 5:15PM
- Fall sports have started
  - Programs are up and running at all levels
  - Schedules are being adjusted due to lower numbers
    - Some schools have dropped their freshmen teams
- Every club and sport will be represented in an expo to try to connect every new student with an activity
  - It will take place the second week of school
- PBIS
  - Committee of teachers meeting to finalize the lessons and get ready for the launch
- Homecoming is September 16, 2022
- Homecoming dance is September 17, 2022
- New hires have been in their classrooms
- Excited to get the school year started

- Attended a MASB legislative meeting
- Will share the packet of information with the Board

#### Trustee Ashley

- Where are we at with the wayfinding?
  - Will be installed shortly after school starts
- High accolades for the new football coach

#### 12. Superintendent's Report

- Getting ready for the school year
- We have done a lot of work, but still have a lot of work to do
- The new administrative team met as a group for the first time
- Thank you to Trustee Ling for attending the administrative meeting and presenting information on the Full Value Agreement
- The biggest challenge will be filling the paraprofessional and custodial positions
- There is a \$500 stipend for current employees for referrals of new hires
- Mr. Wilcox introduced Becky Smith, Director of Teaching and Learning to give an update on the progress of the Academic Programming Workgroup
  - Mrs. Smith gave an update and fielded questions from the Board
    - The next meeting is September 29, 2022
    - Each Board member received a handout
- Good position to start the school year
- School safety is a topic of discussion
  - The Department of Public Safety met with the Administrative team today
    - They have been reviewing the crisis plan and walking the buildings
  - Anyone hired since 2018, will receive two-hours of Professional Development to receive training on the crisis response plan
  - All other staff will attend an hour-long refresher
  - Tentatively scheduled for October 21, 2022
- Moving towards a full-time liaison officer by the start of school,
  - We will have more police liaison presence even if the liaison officer is not full time
  - The Department of Public Safety is also short-staffed
- Still hoping for the Codenity report soon
- Construction update
  - All new elementary lockers are in
- Covid update
  - Spoke with Dr. Meyerson
  - Letter in draft form to send to stakeholders about the district response to the pandemic
  - More standard protocol for controlling respiratory illness
  - More information coming soon
- Kathy Culbertson, Payroll Specialist, met the requirements for MSBO School Payroll certification



- Thank you to the Board for entrusting Mr. Wilcox in the interim position
- Thank you for your continued support to improve our school
- The Board thanked Mr. Wilcox for all that he did, moving the district forward

### 13. Audience Participation

Erica Leppien, Petoskey

- Discouraged that the Codenity report is not available
- What are our other options if Codentiy can not deliver?
- We will rely on the Department of Public Safety
- The staff needs to feel confident in our safety training
- When will we have an action plan that we are confident in?
- Thank you to the Board, you are doing a wonderful job

Jodi Adams, Petoskey

- Disappointed that safety was not an agenda item
- Staff have been requesting more and more safety training and have not been receiving
- What is Codenity doing?
- Do we need to change direction and find a different company?
- There is still more that we can do

Stephanie Kimball, Petoskey

- Parent perspective
- A lot of parents will be new to the buildings because of covid
- Good things are going on in the buildings
- Parents want to be involved
- Welcome to the new administrators

### 14. Adjournment

Moved to adjourn the meeting. This motion, made by Mark Ashley and seconded by Denise Petoskey, Passed.

Mark Ashley: Yea, Mary Ling: Yea, Denise Petoskey: Yea, Kathy Reed: Yea, Jessica Shaw-Nolff: Yea

Yea: 5, Nay: 0

The meeting adjourned at 8:15PM.



# Public Schools of Petoskey

Every Opportunity.

Special Meeting  
Wednesday, August 31, 2022 10:00 AM  
Eastern

Middle School Media Center  
801 Northmen Drive  
Petoskey, MI 49770

Mark Ashley: Present  
Mary Ling: Present  
Denise Petoskey: Absent  
Kathy Reed: Present  
Jessica Shaw-Nolff: Present  
Present: 4, Absent: 1.

## 1. Call to Order and Roll Call

The meeting was called to order at 10:04AM.

## 2. The Pledge of Allegiance

President Ling led the Pledge of Allegiance.

## 3. Audience Participation

There was no audience participation.

## 4. Resolution: Employment Recommendations

- Deanna Milks, Ottawa Elementary, Special Education
- Mike Zenk, High School, Physical Education / Health

Moved that the listed candidates be appointed to the corresponding positions for the 22/23 school year. This motion, made by Mark Ashley and seconded by Kathy Reed, Passed.

Denise Petoskey: Absent, Mark Ashley: Yea, Mary Ling: Yea, Kathy Reed: Yea, Jessica Shaw-Nolff: Yea

Yea: 4, Nay: 0, Absent: 1

Dr. Leslie recommended the Board's approval.

## 5. Resolution: Extend Montessori Agreement

Moved to extend the Management Agreement between the School District and the Petoskey Montessori Children's House, as amended per today's discussion, through August 31, 2023, unless extended by the parties per the attached. This motion, made by Kathy Reed and seconded by Jessica Shaw-Nolff, Passed.

Denise Petoskey: Absent, Mark Ashley: Yea, Mary Ling: Yea, Kathy Reed: Yea, Jessica Shaw-Nolff: Yea  
Yea: 4, Nay: 0, Absent: 1

Mr. Wheeler fielded questions from the Board and recommended their approval. Trustee Reed requested that "maintain 501C3 tax exempt status" be added to the contract.

#### 6. Audience Participation

There was no audience participation.

#### 7. Adjournment

Moved to adjourn the meeting. This motion, made by Mark Ashley and seconded by Jessica Shaw-Nolff, Passed.

Denise Petoskey: Absent, Mark Ashley: Yea, Mary Ling: Yea, Kathy Reed: Yea, Jessica Shaw-Nolff: Yea  
Yea: 4, Nay: 0, Absent: 1

The meeting adjourned at 10:22AM.



# Public Schools of Petoskey

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Every Opportunity.

To: Trustees, Board of Education  
From: Dr. Jeff Leslie, Superintendent  
Date: September 15, 2002  
Re: Approval of Warrants

## **Background**

Members of the School Board have received a copy of the warrants (i.e., items for payment which have been previously reviewed by a member of the School Board). School Board members are asked to contact Dr. Jeff Leslie, Superintendent, prior to 4:00 p.m. on the day of the Board meeting if there is a question that would require investigation. Invoices are available for examination by members of the School Board.

## **Recommendation**

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_ that the warrants paid, as submitted by the administration, be approved in the amount of \$2,937,724.77.

**SUMMARY**

**BOARD WARRANTS**

**PAID DURING THE MONTH OF AUGUST 2022**

<b>General Fund Warrants</b>	<b>\$</b>	<b>898,529.57</b>
<b>Food Service Fund Warrants</b>	<b>\$</b>	<b>36,530.91</b>
<b>Debt Service Fund Warrants</b>	<b>\$</b>	<b>-</b>
<b>Sinking Fund Warrants</b>	<b>\$</b>	<b>367,807.09</b>
<b>Building &amp; Site Fund Warrants</b>	<b>\$</b>	<b>11,076.00</b>
<b>Net Payroll</b>	<b>\$</b>	<b>699,957.79</b>
<b>Payroll Taxes &amp; Withholdings</b>	<b>\$</b>	<b>923,823.41</b>
<b>TOTAL</b>	<b>\$</b>	<b><u>2,937,724.77</u></b>

## GENERAL FUND WARRANTS

## PAID DURING THE MONTH OF AUGUST 2022

Ck #	Payable to:	Amount	Description
155986	M.E.S.S.A.	257,905.46	Staff Insurance - Aug 2022
155987	MEA Financial Services	290.65	Group Term Life Ins - Aug 2022
155988	Johnson Buses, Inc.	18,965.59	Balance - 21-22 Transportation Contract
155989	Lori Lewis	149.22	Reimb - Supplies/Spitler Entryway
155990	State Of Michigan - -	36.00	Exam Fees - Student Mechanic Certification
155991	Verizon Wireless	126.79	Balance - Hot Spot Licenses 06/15 - 07/14/22
155992	Mi State Disbursement Unit	402.53	Foc - Child Support (PR WH)
155993	Ballard's Plumbing & Heating	149,710.50	Contract Pymt - M.S. Boilers
155994	Void	-	
155995	Todd Temple	30.00	Cell Phone Reimb - 08/05/22
155996	City Of Petoskey	34,165.90	Monthly Electric, Water & Sewer Billing
155997	Marathon/Wex Bank	739.69	July Gas Purchases
155998	AT&T Mobility	317.65	Monthly Phone Billing
155999	Charter Communications, Inc.	2,080.00	Monthly Internet Service
156000	Constellation NewEnergy-Gas Div	7,012.97	Monthly Gas Billing
156001	Joel Dohm	2,000.00	Start Up Cash - Athletic Boxes
156002	Michigan School Business Official	300.00	Membership Fees - Culbertson & Nortley
156003	Nicole Morrow	20.00	Mileage Reimb - Char-Em Meeting
156004	All-Phase Electric Supply Co.	42.72	Maintenance Supplies
156005	AstroTurf Corporation	1,500.00	Sink Hole Repairs - Stadium
156006	Atlas Electric, Inc.	651.56	Service Calls - July
156007	Builders First Source	10,406.16	Flooring - Bldg Trades House
156008	Codenity, Inc.	2,712.50	Emergency Preparedness Asst Project
156009	Complete Paint & Supplies, Inc.	383.10	Maintenance Supplies
156010	Convergent	400.00	E-Rate Consultant Servies - Qtr Billing
156011	Derrer Oil Co.	953.03	Maint Gas Purchases
156012	Drost Landscape, Inc.	4,518.49	Summer Applications
156013	Emmet County	824.36	Tax Collection Bond Fee - Summer 2022
156014	Emmet County - DPW	6,288.14	Annual Curbside Recycling Services
156015	Emmet County - DPW	907.01	Recycle - Fluorescent Bulbs
156016	Five Star Screen Printing Plus	544.47	Board Signs - Athletic Games
156017	Floor Care Concepts	1,593.50	Repairs - Damaged Gym Floor
156018	Ink & Toner Alternative	439.70	Toner - Summer School
156019	J.W. Pepper & Son, Inc.	3.20	Music Supplies
156020	Johnson Controls Fire Protection	11,775.35	Alarm Monitoring Services 9/01/22 - 8/31/23
156021	K&J Septic Service, LLC	620.00	Porta-John Rental - Middle & Tennis Courts
156022	KSS Enterprises	345.74	Custodial Supplies - Sheridan
156023	Little Traverse Disposal, LLC	420.48	July Extra Pickups
156024	Meyer Ace Hardware Co.	210.36	Maintenance Supplies
156025	Nichols	495.27	Custodial Supplies
156026	Northern Office Equipment, Inc.	476.33	Monthly Copier Contract Pymts
156027	Ostlund Pest Control North, Inc.	295.00	Pest Control Services - 07/13/22
156028	Sherwin-Williams Co.	103.95	Maintenance Supplies
156029	Standard Electric Company	1,597.13	Maintenance Supplies
156030	State Of Michigan +	125.00	Re-Inspection Fees - H.S. Elevator #037413

## GENERAL FUND WARRANTS

## PAID DURING THE MONTH OF AUGUST 2022

Ck #	Payable to:	Amount	Description
156031	Thrun Law Firm, P.C.	1,512.50	July Attorney Fees
156032	Thrun Law Firm, P.C.	2,500.00	Policy Service Update
156033	X-Cel Chemical Specialties North,	8,731.20	Custodial Supplies
156034	Home Depot	300.00	Debit Card - Misc Maintenance Supplies
156035	Kristina Benson	189.89	Reimb - Classroom Supplies
156036	Blick Art Materials	84.76	Art Supplies - High School
156037	Codernity, Inc.	4,538.17	Emergency Preparedness Asst Project
156038	Lynn Auto Parts, Inc.	571.95	Maintenance Supplies; Vehicle Repair Parts
156039	Richard's Tire, Inc.	1,495.98	Tires - Band Truck/2003 Dodge 3500
156040	Alisa Santti	32.98	Reimb - Classroom Supplies
156041	Samantha Willson	122.77	Reimb - Classroom Supplies
156042	Mi State Disbursement Unit	402.53	Foc - Child Support (PR WH)
156043	GateHouse Media Michigan Hold	80.00	Ad - Math Teacher
156044	M.A.S.S.P.	950.00	5D+ Training - Harris
156045	Becky Smith	100.00	Mileage Reimb - Fingerprinting & Conference
156046	Andrew Kan Travel	1,255.00	Charter Bus - Boys Soccer to Elk Rapids
156047	Bay City Western High School	160.00	Entry Fees - Volleyball 08/18/22
156048	DTE Energy	44.74	Gas Billing - Veurink House
156049	Genesee Intermediate School Dis	3,147.00	Tuition - 21-22 On Line Classes - 9 Students
156050	Hungerford Nichols	10,000.00	21-22 Audit Services - Pymt #2
156051	Inclusion Solutions, LLC	3,661.00	SFX Teacher Training
156052	Johnson Controls Fire Protection	2,800.00	Annual Fire Alarm System
156053	M.H.S.A.A.	30.00	AD Workshop Fees - Dohm 10/03/22
156054	Ashley Maginnis	31.72	Reimburse - Office Supplies
156055	Petoskey Montessori Elementary	11,485.00	Aug 2022 State Aid Pymt
156056	Petoskey Montessori Elementary	11,485.00	July 2022 State Aid Pymt
156057	Dana Pinney	695.14	Reimb - Summer School Supplies
156058	Radio North, LLC	850.00	Icom Radios - Middle School
156059	Sault Area High School	150.00	Entry Fee - Volleyball 08/20/22
156060	Becky Smith	64.25	Reimb - Fingerprint Fees/Pre-School
156061	State Of Michigan +	305.00	Elevator Certification - #27028
156062	State Of Michigan +	305.00	Elevator Certification - #36465
156063	Void	-	
156064	Traverse City Central High School	550.00	Entry Fees - Girls Golf 08/15 & 16/2022
156065	Traverse City West High School	100.00	Entry Fees - Boys Tennis 08/19/22
156066	Samantha Willson	7.96	Reimb - Classroom Supplies
156067	Charlevoix High School	75.00	Entry Fee - Cross Country 08/20/22
156068	Jerry Galante	105.50	Reimb - Gas/ Boys Tennis To Holland
156069	Denny Green	86.00	Reimb - Gas/Boys Tennis To Holland
156070	Holland Christian High School	125.00	Entry Fees - Boys Tennis 08/27/22
156071	Midland Dow High School	225.00	Entry Fee - Girls Golf 08/26/22
156072	Reed City High School	200.00	Entry Fee - Volleyball 08/27/22
156073	Traverse City West High School	260.00	Entry Fees - Girls Golf 08/23/22
156074	Alisa Bowen	348.31	Reimb - Classroom Supplies
156075	Codernity, Inc.	962.50	Emergency Preparedness Asst Program

GENERAL FUND WARRANTS

PAID DURING THE MONTH OF AUGUST 2022

Ck #	Payable to:	Amount	Description
156076	M.A.S.S.P.	500.00	22-23 Membership Fees - Purcell
156077	Alisa Santti	42.43	Reimb - Classroom Supplies
156078	Carey Strong	79.80	Reimb - Postage & Subscriptions
156079	Ray Swidorski	50.00	Reimb - Classroom Supplies
156080	Jeff Therrian	120.00	Wrestling Scale Certification
156081	Trophy Case	60.00	Name Plates - Middle School
156082	M.E.S.S.A.	237,389.54	Staff Ins - Sept 2022
156083	MEA Financial Services	290.65	Group Term Life Ins - Sept 2022
156084	M.A.S.S.P.	2,850.00	5D Trainings - Principals
ACH	BMO - Purchase Card	14,386.44	Miscellaneous Purchases
ACH	EduStaff	43,748.36	Contracted Services
ACH	Arbiter Pay Transfers	5,000.00	Ref Pay Services
	<b>Total</b>	<b><u>898,529.57</u></b>	



OTHER FUND WARRANTS

PAID DURING THE MONTH OF AUGUST 2022

Ck #	Payable to:	Amount	Description
<b>FOOD SERVICE FUND WARRANTS</b>			
250841	Office Max	932.75	Printing - Free & Reduced Applications
250842	Emmet County - DPW	144.00	Food Scrap Collections - 2nd Qtr
250843	Chartwells	14,937.66	July Food Service Billing
250844	School Specilaty	20,516.50	Tables - Cefeteria
	<b>Total</b>	<u><u>36,530.91</u></u>	
<b>DEBT SERVICE FUND WARRANTS</b>			
	<b>Total</b>	<u><u>-</u></u>	
<b>SINKING FUND WARRANTS</b>			
410802	Spence Brothers	359,217.09	Contract Pymt - Summer Projects
410803	Gordon Construction Services	5,000.00	Final Contract Pymt - H.S Carpeting
410804	Mid-State Asbestos Removal. Inc.	3,590.00	Asbestos Removal - Renovation Project
	<b>Total</b>	<u><u>367,807.09</u></u>	
<b>BUILDING &amp; SITE FUND WARRANTS</b>			
430191	Northwest Garage Door, LLC	11,076.00	Deposit - Garage Door/Auto Shop
	<b>TOTAL</b>	<u><u>11,076.00</u></u>	



# Public Schools of Petoskey

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Every Opportunity.

To: Board of Education  
From: Dr. Jeff Leslie, Superintendent  
Date: September 15, 2022  
Re: Resolution: Employment Recommendation

## **Background**

The below candidate is being recommended for approval.

- Tracy Deering - Instructional Support Specialist

Tracy Deering taught at Petoskey from 2005 - 2021. She taught last school year at Boyne City Public Schools but wants to return to Petoskey as an Instructional Support Specialist.

## **Recommendation**

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_ that the listed candidate be appointed to their corresponding position for the 22/23 school year.

# Tracy Deering

C u r r i c u l u m   a n d   I n s t r u c t i o n  
P a s s i o n   a n d   F o c u s

## RESUME Overview

Highly Qualified teacher with 19 years of experience, 2 years developing curriculum and teaching kindergarten, 9 years teaching 5<sup>th</sup> grade, 8 years at middle school level; extensive focus on supporting struggling students and curriculum development; member of area writing project; teacher leader with RAISE training and summer school coordinator. Possess an MA plus 30 graduate credit hours with a focus on instruction and meeting the needs of students.

## EXPERIENCE

### Teaching

*Petoskey Public Schools, Mi. June 2005-2021*

- 9 years 5<sup>th</sup> grade, 1 year 6<sup>th</sup> grade ELA, 6 years 7<sup>th</sup> grade ELA
- Taught and developed summer programming for elementary and middle school for 16 years
- Strong commitment to developing strong insight into how to help students learn
- Focused on individual student needs through clear targets, strong lessons, focused engagement and support during learning and reteaching
- Reflective and constantly working to improve my own teaching

*Boyne Public Schools, Mi. 2001-2003 and present*

- Extended Day Kindergarten program-helped to develop and run
- 6<sup>th</sup> Grade ELA and after school study lab for 5-8<sup>th</sup> graders

### Student Supports

- Developed a class to intentionally support students through the development of executive function skills and skills for learning success
- Serve on numerous committees and active in PTO's and community and school events
- Lead and develop after school programs for at-risk students to increase positive connections with school
- Develop behavior plans to help support struggling students
- Build strong connections with students and their families
- Advisor for Youth in Government for middle school and high school
- Work one-on-one with students to address roadblocks and set goals

✉ [vierjungen@gmail.com](mailto:vierjungen@gmail.com)

☎ 231-675-0405

📍 3825 Behling Rd.  
Boyne City, Mi. 49712

## SKILLS

Strong Work Ethic

Knowledge Base

Problem Solving

Ability to Connect

Adaptability

Collaboration

Critical Thinking

Handling Pressure

Leadership

## EDUCATION

**MA Curriculum and Instruction**

CMU 2010

**BA-Education**

Spring Arbor

University-2005

**English Endorsement**

K-12 Spring Arbor

University 2015

**Social Studies**

**Endorsement K-12**

Spring Arbor

University 2016



# Public Schools of Petoskey

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Every Opportunity.

To: Board of Education  
From: Dr. Jeff Leslie, Superintendent  
Date: September 15, 2022  
Re: Resolution: Designation of Organizational and Regular January Meeting

## Recommendation

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_ that the Organizational and Regular January Meeting of the Board of Education for the Public Schools of Petoskey be held on Thursday, January 19, 2023 in the Spitler Administration Building at 7:00PM.



# Public Schools of Petoskey

Every Opportunity.

To: Board of Education  
From: Dr. Jeff Leslie, Superintendent  
Date: September 15, 2022  
Re: Resolution: 22/23 Transportation Contract

## Background

The Board of Education has contracted with Johnson’s Buses, Inc. to transport students since the 1920s. The proposed contract price includes 20 morning routes (18 regular and 2 special education) and 21 afternoon routes (19 regular and 2 special education) for all currently scheduled student days and half days in our calendar.

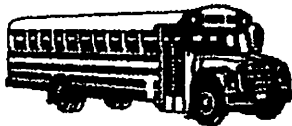
The proposed contract is an increase of \$105,400 (7.5%) because of the factors below:

- Anticipated fuel cost increases from \$3.29 per gallon to \$4.11 per gallon
- Increase in health care cost and hourly bus driver pay in order to attract and retain bus drivers.
- Substantial increases in the cost of school buses.

Johnson’s Buses, Inc. has also provided the District other transportation services for events such as athletic games, field trips, etc. The cost of these extra trips is not included in this price, as they are based on each individual trip distance. However, the contract does cover all other aspects of these special trips.

## Recommendation

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_ to contract with Johnson’s Buses, Inc. for transportation services to the Public Schools of Petoskey for the 2022-2023 school year at a cost of \$1,504,545.



# JOHNSON'S BUSES, INC.

825 Charlevoix Ave. • P.O. Box 265  
Petoskey, Michigan 49770

Branden Wheeler  
Director of Finance  
Petoskey Public Schools  
1130 Howard Street  
Petoskey, MI 49770

August 18, 2022

## 2022-2023 Regular Transportation Contract Bid

The following proposal for regular transportation of Petoskey students to and from school for the 2022-2023 school year is being submitted with the understanding there are to be no major changes in the wording from last year's contract, with the exception of what is listed here.

This proposal is based on providing up to (18) eighteen regular route bus runs to school in the AM and (19) nineteen regular routes home in the PM. If the need for more or less routes, buses, and drivers or COVID-19 requirements arise, further negotiations would be required.

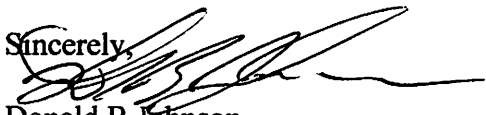
We are basing the 2022-2023 contract fuel cost at \$4.119 per gallon traveling approximately 1,016 miles per day at 6.8 miles per gallon. The estimated total cost of fuel to transport to and from school 176 days is \$ 108,017.00. Fuel cost are subject to review and adjustment to actual cost at the end of the school year prior to the final contract payment.

### 2022-2023 Proposal Calculations

2021-2022 Contract	1,317,455.00
2022-2023 Increase	<u>102,817.00</u>
2022-2023 Contract	\$1,420,272.00

Upon acceptance of our bid, the expected payment plan will be as follows, 21 payments of \$63,533.00 every other week beginning September 7th 2022, with the final payment of \$86,079.00 due on July 1<sup>st</sup> 2023

Thank you for the opportunity to bid your transportation needs. If you have any questions or concerns, please feel free to call or stop in anytime.

Sincerely,  


Donald B Johnson  
General Manager for Johnson's Buses Inc.



# JOHNSON'S BUSES, INC.

825 Charlevoix Ave. • P.O. Box 265  
Petoskey, Michigan 49770

Brad Wheeler  
Director of Finance  
Petoskey Public Schools  
1130 Howard Street  
Petoskey, MI 49770

August 18, 2022

## 2022-2023 Special Needs Transportation Contract Bid

The following proposal is for special needs transportation of Petoskey students to and from school. We are submitting this bid based on the student's, their addresses and special needs that we transported last year. Any additional students or new addresses added during the school year may require new negotiations between Johnson's Buses and Petoskey Public Schools.

As we are unfamiliar with any changes in the exact needs of the students, our proposal is based on the current costs that we can foresee. We have calculated our cost on utilizing two drivers and two routes to school in the AM and two home in the PM. If any additional personnel i.e.: bus aide, routes or equipment are required, additional cost will be incurred, requiring further negotiations.

Our proposal for the 2022-2023 school year for the transportation of Special Needs students is as follows:

### 2022-2023 Proposal Calculations

2021-2022 Contract	\$ 81,690.00
2022-2023 Increase	\$ <u>2,583.00</u>
2022-2023 Contract	\$ 84,273.00

Upon acceptance of this proposal, the expected payment plan will be as follows, 21 payments of \$4,013.00 every other week beginning September 7th, 2022.

Thank you for the opportunity to bid your transportation needs. If you have any questions or concerns, please feel free to call or stop in at anytime.

Sincerely,

Donald B Johnson  
General Manager for Johnson's Buses Inc.



# Public Schools of Petoskey

Every Opportunity.

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To: Board of Education  
From: Dr. Jeff Leslie, Superintendent  
Date: September 15, 2022  
Re: Resolution: Bid Award – Temperature Control System

## **Background**

The summer 2022 sinking fund project contract with Spence Brothers is not inclusive of the temperature control system relating to the new heating units installed during construction. This scope of work was not included in the larger bid in order to avoid the general contractor's price markup.

This resolution is to approve the one bid received for this scope of work. The bidder recommended for approval has installed the temperature control system for other heating systems within the District, and has knowledge of the existing Building Management System.

Although the bid was dated 11-19-21, Mr. Griffin, Maintenance Supervisor, called on 9-8-22, and verified that Air-N-Energy Consulting, Inc. will honor the attached bid.

## **Recommendation**

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_ to accept the bid of \$32,250 from Air-N-Energy Consulting, Inc. for the installation and configuring of the temperature control system related to the summer 2022 projects at the high school.





AIR-N-ENERGY CONSULTING, INC

# Cover Sheet

**To: Ron Griffin**  
**Company: Petoskey Public School**  
**Subject: Petoskey Schools High School Entry Addition, Weight  
Room Addition, Roof Work, Toilet Room Renovations**  
**Phone:**  
**Fax:**

**From: Mike Bobrowski**  
**Company: Air-N-Energy Consulting, Inc.**  
**Phone: 231-995-9890**  
**Fax: 231-995-9891**  
**Date: November 19, 2021**  
**Pages including cover page: 3**



**Temperature Control Proposal**

Subject: Petoskey Schools High School Entry Addition, Weight Room Addition, Roof Work, Toilet Room Renovations, Temperature Control System Scope of Work.

**Base Bid (Addendums recognized).....\$32,250.00**

**Scope**

**Network**

- Connect controller to existing Tridium BMS.
- Provide graphics for all systems and web access to the existing Tridium system.
- Furnish cable for communication trunk to all controllers.

**Fintube Heat (2)**

- Provide the following points and devices: DDC controller, and zone valve.
- control valve (Provided by A-N-E installed by others)

**FC-1 and FC-2**

- Provide the following control points and devices: DDC controller with transformer, heating valve, space temperature sensor, discharge air temperature sensor, low limit, ventilation damper actuator, and fan start/stop/status.
- Heating control valves (Provided by A-N-E installed by others)

**AHU-3B**

- Provide the following control points and devices: DDC controller with transformer, fan start/stop/status, heating valve, space temperature sensor, discharge air temperature sensor, mixed air temperature sensor, low limit, mixed air dampers, and dx cooling..
- Heating control valves (Provided by A-N-E installed by others)

**ERU-15.1**

- Provide the following control points and devices: DDC controller with transformer and panel, supply fan status, return fan status, return air temperature sensor, discharge air temperature sensor, exhaust air temperature sensor, outdoor air intake temperature sensor.

**Snowmelt Controls (Connected to building automation system)**

- Provide the following control points and devices: DDC controller with transformer, SMP1 start/stop/status, SMP2 start/stop/status, filter pump start/stop/status, boiler enable, boiler setpoint, 1 sidewalk snowmelt sensor, and 1 sidewalk slab temperature.

**Engineering**

- Provide engineering, drawings and submittal data.



## AIR-N-ENERGY CONSULTING, INC

- As built drawings will be provided.

### Installation

- All the temperature control components and cabling will be installed by subcontractors of Air-N-Energy Consulting.
- All control wiring will be installed per the installation requirements of the owner.

### Warranty

- Provide (1) year of warranty on all system parts and workmanship.

This proposal is valid for 60 days from 11-19-21. If you have any questions, please call Mike Bobrowski

Sincerely,  
**Air-N-Energy Consulting, Inc.**

Michael E. Bobrowski  
HVAC/Energy Consultant



# Public Schools of Petoskey

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Every Opportunity.

To: Board of Education  
From: Dr. Jeff Leslie, Superintendent  
Date: September 15, 2022  
Re: Resolution: Appoint Reinstatement Committee

## **Background**

Per Board Policy 5206C Reinstatement Following Expulsion, the Board will appoint a reinstatement committee, consisting of two board members, one administrator, one teacher, and one parent/guardian of a current District student to consider a reinstatement petition no more than 10 school days after receiving a reinstatement petition. The petition for reinstatement was received on September 9, 2022. The resolution to appoint a reinstatement committee is attached.

## **Recommendation**

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_ to accept the attached resolution to appoint a Reinstatement Committee.

**PUBLIC SCHOOLS OF PETOSKEY  
BOARD RESOLUTION APPOINTING REINSTATEMENT COMMITTEE**

A regular meeting of the Board of Education (the "Board") was held in the Spitler Administration Building, within the boundaries of the District, on the 15th day of September, 2022, at 7:00 o'clock in the p.m. (the "Meeting").

The meeting was called to order by \_\_\_\_\_, President

Present: Members

Absent: Members

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_:

**WHEREAS:**

1. On October 28, 2021, the Board permanently expelled a student whose identity is known to the Board (the "Student") for a violation of the Student Code of Conduct and as authorized by the Revised School Code.

2. On September 9, 2022, the Student submitted a timely petition for reinstatement.

3. The Revised School Code and Board Policy require that not later than 10 school days after receiving a petition for reinstatement, the Board must appoint a committee consisting of 2 school board members, 1 school administrator, 1 teacher, and 1 parent to review the petition and to make a recommendation to the Board on whether to grant, conditionally grant, or deny the petition.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The Board appoints the following people to serve on the reinstatement committee (the "Committee"):

Board Member 1: \_\_\_\_\_

Board member 2: \_\_\_\_\_

School Administrator: \_\_\_\_\_

Teacher: \_\_\_\_\_

Parent: \_\_\_\_\_

2. The Board appoints \_\_\_\_\_ to serve as the Committee's chairperson.

3. The Board directs the Superintendent to prepare and submit to the Committee information about the circumstances surrounding the Student's expulsion and any factors for and against reinstatement.

4. The Board encourages the Student and the Student's parents/guardians to submit additional information to the Committee in support of the reinstatement petition.

5. The Board directs the Committee to convene not later than 10 school days from today to review the reinstatement petition and supporting documentation submitted by the Student and parents/guardians and to review the information submitted by the Superintendent. The Committee may request that the Student and the Student's parents/guardians appear in person to answer questions.

6. The Board directs the Committee to prepare and submit to the Board within 10 school days from today a written recommendation whether the Board should unconditionally reinstate the Student, conditionally reinstate the Student, or deny reinstatement to the Student. If the Committee recommends a conditional reinstatement, the Committee shall provide the Board with a suggested list of conditions. The Committee's recommendation shall be based on all of the following factors:

- The extent to which reinstatement would create a risk of harm to other students or personnel;
- The extent to which reinstatement would create a risk of school liability or individual liability for the Board or school personnel;
- The age and maturity of the Student;
- The Student's school record before the incident that caused the expulsion;
- The Student's attitude concerning the incident that caused the expulsion;
- The Student's behavior since the expulsion and the Student's prospects for remediation; and
- The degree of cooperation that the parent/guardian has provided the Student and the degree of cooperation that the parent/guardian can be expected to provide the Student if the Student is reinstated.

7. The Board will consider the Committee's recommendation no later than its next regularly scheduled meeting.

8. The administration is directed and authorized to implement all terms of this resolution and is delegated all necessary authority to do so.

9. All resolutions and parts of resolutions insofar as they conflict with provisions of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

The undersigned, duly qualified and acting Secretary to the Board of Education of the Public Schools of Petoskey, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board at the Meeting, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

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Denise Petoskey, Board Secretary