



# Public Schools of Petoskey

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Every Opportunity.

Regular School Board Meeting

Thursday, November 17, 2022 7:00 PM

Spitler Administration Building, 1130 Howard Street, Petoskey, MI 49770

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

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. Presentation: PHS Sustainability Club  
The Petoskey High School Sustainability Club provided a presentation to the Board.
4. Audience Participation  
There was no audience participation.
5. Resolution: Approval of Minutes
  - Regular Meeting Minutes, October 20, 2022
  - Special Meeting Minutes, November 2, 2022
  - Special Meeting Minutes, November 8, 2022
  - Closed Session Meeting Minutes, November 8, 2022 (walked-in)

Dr. Leslie recommended the Board's approval.

Moved that the written minutes be approved as recorded. This motion, made by Kathy Reed and seconded by Denise Petoskey, Passed.

Mark Ashley: Yea

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

6. Resolution: Approval of Warrants

Dr. Leslie recommended the Board's approval.

Moved that the warrants paid, as submitted by the administration, be approved in the amount of \$3,415,009.20. 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: Absent  
Yea: 4, Nay: 0, Absent: 1

7. Resolution: Approval of Board Policy Updates

Dr. Leslie gave an update on the policies that were updated. Board discussion took place and the policies were recommended for approval.

Moved to approve revisions to the policies as described in the attached. This motion, made by Kathy Reed and seconded by Mark Ashley, Passed.

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

8. Resolution: PESPA & Non Union Support Contracts

Dr. Leslie gave an update on the resolution and recommended the Board's approval. Discussion took place.

Moved to adjust hourly wages for PESPA, Edustaff maintenance; and to offer an off-schedule payment to PESPA and Non-Union Support staff as noted in the attached. This motion, made by Mark Ashley and seconded by Kathy Reed, Passed.

Mark Ashley: Yea

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

9. Resolution: Annual Summer Tax Collection

Dr. Leslie recommended the Board's approval.

Moved to accept the attached Annual Summer Tax Resolution as presented. 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: Absent  
Yea: 4, Nay: 0, Absent: 1

10. Resolution: NWEA License Renewal

Dr. Leslie recommended the Board's approval.

Moved to accept the quote from North Western Evaluation Services (NWEA) of \$28,641 for the renewal of the annual testing subscription renewal. This motion, made by Kathy Reed and seconded by Mark Ashley, Passed.

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

11. Resolution: School Resource Officer Agreement

Dr. Leslie spoke about how valuable the School Resource Officer is to the district. A grant has been applied for to help offset the cost. Discussion took place and the resolution was recommended for approval.

Moved to accept the attached contract with the City of Petoskey for a full-time School Resource Officer to begin in January 2023. 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: Absent  
Yea: 4, Nay: 0, Absent: 1

## 12. Educational Reports

### **Elementary Updates:**

- Thank you to Tracy Thompson and Julie Saunders for letting the students come see the fall show - everyone loved it!
- Thank you to Stephanie Asiala-Gross for organizing and supporting the Enrichment Choir. They toured all of the elementary schools and did amazing.
- PBIS Initiatives were discussed by the administration
- 4th Graders attended a field trip to the Recycling Center
- 5th graders attended the Veterans Day Parade
  - A student from each fifth grade classroom gave a speech
- Central, Lincoln and Sheridan had a scholastic book fair the week of conferences to raise money for the library to purchase new books.
- Ottawa's Student Council is working hard on different leadership opportunities. In October, they raised over \$500 through a pop can drive for the Ottawa Craft Night. They are currently working on a "helping hands" project for the humane society.

### **Middle School Updates:**

- The Fall Show was outstanding
  - Shout out to Morgan Saunders
  - This was her first show and she did a great job
- The middle school staff is very professional
  - We are short four aide positions and every day staff step up to help fill the needs
- Winter sports have started
- The clubs and activities portion on the website has been updated
- Parent-teacher conferences went well
- A book fair and canned food drive are going on now
- November 30, 2022 - Holiday Band Concert
- December 13, 2022, 6:30PM - Sixth Grade Band Concert

### **High School Updates:**

- Have had two professional development days
  - Discussed SAT and PSAT data
- PBIS
  - Students have PBIS lessons every Thursday
  - PRIDE lessons every Thursday
  - Given out 221 tickets this year, a prize is given out every week

- Student Advisory Committee
  - Fifteen students attend
  - Brought ideas to the meeting
  - Will meet once a month
- Celebrations
  - Quiz Bowl has three teams
    - B Team took Grand Champion
  - Cross Country boys finished 18th in the state
  - Cross Country girls finished 16th in the state
  - Volleyball made it to the district finals
- Winter sports have started
- Steel Drum heads to Lansing tomorrow
  - Many holiday parades and concerts are coming up
- Madrigal Dinner at the Perry Hotel on December 11, 2022
- **Director of Teaching and Learning Updates:**
- Professional Development
  - 99% of staff were satisfied with the October 21, 2022 professional development
  - 91% of staff were satisfied with the November 1, 2022 professional development
- The District Teaching and Learning Committee met last week
- **Director of Student Support Services Updates:**
- Continuum of Support Services Workgroup Update
  - Next step focus
    - Pull together small work groups
      - How to handle big emotions
      - Scope and sequence for study skills
    - Tier II supports
      - Behavioral supports
      - Consistent response
    - More flexible models for Special Education continuum
- Care Giver Advisory group for Native American Families
  - Good attendance
  - How to improve communication/engagement

### 13. Board of Education Reports

#### **Trustee Petoskey**

- Attended the Continuum of Services meeting
- Great to see the Tribal Education Department at the Native American Parent Group Advisory meeting
- Native American History Month

- Bear River Bistro is having an indigenous lunch
- Attended both fall plays
  - Great job
- Imagery Committee met
  - Approved a logo for Native American Education Program
  - Working on streamlining the guidelines and making them more consistent
- Sat in on the Director of Finance interviews

**Trustee Reed**

- Attended the District Teaching and Learning meeting
  - Made excellent, concrete progress

**Trustee Ashley**

- Excited that Try-It Tuesday is coming back starting in January

**Trustee Ling**

- PEF helped fund the PBIS initiative
- First round of fall mini-grants
  - Almost 30 requests
  - We were able to fund the majority of requests
    - Approximately \$8,000 total
- Election
  - Five people ran for the open board seats
  - Congratulations to Beth, Jenni and Kathy
  - We will miss Jessica
  - Hope that Jessica and Melanie will find ways to stay involved

14. Superintendent's Report

- Navigate360
  - They were in each of the buildings last week
  - Debriefed with the team
  - The report was received today, with a total of 127 pages
  - Very thorough, very honest
  - Big decisions will come from this
  - Site mapping will take place the first week of December
    - Every room will be mapped
- Codenity report
  - At the printers
  - 333 pages
  - Navigate360 was impressed with this report
- Last month's public comment

- Per Thrun Law Firm and Emmet County Corporate Council, it is not a conflict of interest to have a teacher running for county office
- A person cannot be a school teacher and be on the school board for the district they are employed by
- District closed for Thanksgiving break, Wednesday through Friday
- Director of Finance interviews went well
  - Mr. Wheeler's last day is December 16, 2022
- Amazing performances
  - Middle School Play - Suessical Jr.
  - Elementary Enrichment Choir
  - High School Fall Play - A Night at Disney

#### 15. Audience Participation

Melanie Meengs, Petoskey

- Would like to see a link to the Full Value Agreement on the website
- PBIS
  - Has not received feedback from son's teacher
  - Received a report card but it only has grades, no comments
  - Want to keep the encouragement going
  - Would like to see positive feedback and comments for the students

Tracy Skinner, Petoskey

- Great job to the Sustainability Club

#### 16. Adjournment

The meeting adjourned at 7:59PM.

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: Absent

Yea: 4, Nay: 0, Absent: 1

## JULY 2022 UPDATE SUMMARY

### BOARD POLICY MANUAL

Policy	Revision(s) Made
<b>2000 Series</b>	
<b>2401</b> Board Member Elections	Minor language clarification(s).
<b>2405</b> Board Officers	(1) Updated to maintain consistency of Option 2; (2) Minor language clarification(s).
<b>2406</b> Board Officers Duties	Minor language clarification(s).
<b>2501</b> Meetings	(1) Added references to rescheduled regular meetings; (2) Added a provision regarding accommodating individuals with disabilities.
<b>2501A</b> Electronic Board of Education Meetings	(1) Deleted sunseted language re: reasons for conducting electronic board meetings; (2) Added a provision regarding accommodating individuals with disabilities.
<b>2501A-F-1</b> Electronic Board of Education Meeting Checklist	(1) Deleted sunseted language re: reasons for conducting electronic board meetings; (2) Added a provision regarding accommodating individuals with disabilities.
<b>2501A-F-2</b> Advance Notice of Remote Participation and Remote Attendance for Individual Board Member - Script	Deleted sunseted language re: board member remote participation in board meetings.
<b>2501A-F-3</b> Electronic Board Meeting Notice	(1) Deleted sunseted language re: reasons for conducting electronic board meetings; (2) Added a provision regarding accommodating individuals with disabilities;



	(3) Added references to rescheduled regular meetings.
<b>3000 Series</b>	
<b>3105</b> Visitors and Volunteers	Clarified volunteer driver language.
<b>3106-F</b> Booster Clubs PTOs and Other Support Groups	(1) Clarified scope beyond "parent/guardian" groups; (2) Clarified limited purpose of district information.
<b>3109</b> Curricular Animals	(1) Clarified distinction between therapy dog and emotional support animal; (2) Removed option to allow emotional support animal other than if required by law.
<b>3118</b> Title IX Sexual Harassment	(1) Added possible sanctions; (2) Clarified appeal deadline is in calendar days.
<b>3301</b> Purchasing and Procurement	Removed majority of federal requirements.
<b>3301A</b> Purchasing and Procurement with Federal Funds	Added new federal requirements policy.
<b>3302</b> Acquisition of Real Property	Acquisition must have legal scope "and" purpose.
<b>3303</b> Gifts and Donations	Added optional provision re: soliciting donations/crowdfunding.
<b>3303-F</b> Gifts and Donations Form	Clarified SD is not 501(c)(3).
<b>3304</b> Use of District Property	Broadened process for setting rental amounts.
<b>3305</b> Sale or Lease of District Property	Clarified "public purpose" restrictions.
<b>3306</b> Construction Bidding	Added reference to new federal requirements policy.
<b>3307</b> Construction Administration	Clarified architectural and supervision requirements apply to "construction" projects" (as defined in MCL 388.851).
<b>3308</b> Distribution of Printed Material and Advertising in School	Revised heading.
<b>3409</b> Face Mask Requirement	Policy removed. OSHA withdrew effective 1/26/22.
<b>4000 Series</b>	

<b>4101</b> Non-Discrimination	Whistleblower Protection Act added to the list of statutes.
<b>4102</b> Anti-Harassment Including Sexual Harassment	Added Section C on retaliation against an individual who participates in an investigation and false complaints or statements.
<b>4103</b> Whistleblowers Protection	The removal of “reasonably” from “reasonably suspected violation” is based on the absence of a reasonableness requirement for a suspected violation of a federal, state, or local law, regulation or rule in the Whistleblowers’ Protection Act and as interpreted by the courts.
<b>4105</b> Workplace Accommodations for Employees and Applicants with Disabilities	Added cross reference to 2501 regarding requesting an accommodation at a public meeting.
<b>4108</b> Union Activity and Representation	Amended language clarifies standard for union representation at a meeting with an employee.
<b>4109</b> Break Time for Nursing Mothers	New optional language allows for accommodation for nursing mothers for longer than one year.
<b>4111</b> Professional Development	Additional language recognizes that the use of professional development credited towards instructional time may require the District to schedule additional instructional days if the District exceeds the maximum number of cancellation days during a school year. This update adds the authority to extend the school calendar if legally necessary to receive full state aid.
<b>4201</b> Employee Ethics and Standards	Added language regarding under ethics regarding (1) time and effort reporting and reference to new administrative guideline; (2) relationships with other employees or contractors that the employee is supervising; and (3) engaging in inappropriate conduct on school property.
<b>4201-AG</b> Employee Ethics and Standards	Added administrative guideline on time and effort reporting.
<b>4202</b> Children's Protective Services Reporting and Student Safety and Welfare	Updated language in response to amendments made to the Child Protection Law (MCL 722.623) effective 6/21/22. The list of mandated reporters was expanded as follows: physical therapist, physical

	therapist assistant, occupational therapist, and athletic trainer.
<b>4205</b> Hiring and Background Checks	The removal of “job-related” from “other job-related criteria” gives the Board discretion to consider a broader range of criteria, including non-job-related criteria, in hiring decisions.
<b>4210</b> Drug and Alcohol Free Workplace; Tobacco Product Restrictions	The policy was revised to prohibit the manufacturing, selling, soliciting, dispensing, and distributing of tobacco products and in furtherance of the State Board of Education’s policy on tobacco-free schools.
<b>4213</b> Anti-Nepotism	Clarified the definition of "significant other".
<b>4217</b> Social Media	The policy was updated to address (1) endorsement of political candidates and parties, (2) appropriately communicate with District stakeholders and community members, and (3) engage in behavior that disrupts or adversely impacts the efficacy of the District's operations.
<b>4218</b> Employee Dress and Appearance	Revised dress code to limit political messaging except with approval.
<b>4220</b> Use or Disposal of District Property	Added option of allowing employee use of district property if pre-approved by the Superintendent.
<b>4222</b> Unauthorized Work Stoppage and Strikes	Amendments aligned the definition of work stoppage to align with decisions from the Michigan Employment Relations Commission.
<b>4226</b> Temporary COVID-19 Vaccination, Testing, and Face-Covering	Policy removed because the vaccination requirement that this policy was modeled after was withdrawn.
<b>4227</b> False Medicaid Claims	Added this new optional policy to address false claims under Medicaid.
<b>4301</b> Definition	Amended optional language and clarified employment standard for Non-Exempt Staff.
<b>4303</b> Compensatory Time	The sentence was added at the end of “A.” to give the District flexibility in offering compensatory time. “Within a classification” was added to “G.” to clarify

	that the District, in assigning overtime, will not discriminate among Non-Exempt staff only within an employee classification.
<b>4304</b> Timekeeping and Payroll Information	The title of the policy was changed from “Timekeeping and Payroll Information” to “Employee Timekeeping Responsibilities” as the policy does not address payroll information.
<b>4306</b> Assignment and Transfer	“Personnel management” was added as a basis to assign and transfer Non-Exempt Staff to allow for assignment and transfer based on personnel-related matters, such as discipline.
<b>4308</b> Reduction and Recall of Non-Exempt Staff	“Personnel management” was added as an appropriate basis for a reduction in force of a Non-Exempt Staff member to give the Board discretion to consider personnel-related matters in making reduction in force decisions.
<b>4309</b> Discipline and Termination	Minor language clarification(s).
<b>4401</b> Definition	Minor language clarification(s).
<b>4403</b> Performance Evaluation	“All” was added before “probationary teachers” to emphasize that all probationary teachers shall receive an individualized development plan.
<b>4405</b> Reduction in Force and Recall	Added "catch all" paragraph for consideration regarding whether a teacher is qualified.
<b>4406</b> Professional Improvement Sabbaticals	Added sentence concerning Letters of Agreement pertaining to sabbatical leave.
<b>4407</b> Discipline	Updated language regarding when an employee may have representation at a meeting with the District.
<b>4503</b> Performance Evaluation	Clarified that Non-Instructional Administrators, Supervisors, and Directors may be evaluated based on an evaluation instrument that the Board has determined to be appropriate.
<b>4504</b> Performance Based Compensation	Added reference to individual employment contract.

<b>4506</b> Discipline	Updated language regarding when an employee may have representation at a meeting with the District.
<b>4601</b> General	The update authorizes the Superintendent to take action in response to a lawful order or to implement rules to protect health and safety. The amendment also authorizes the Superintendent to draft administrative guidelines and forms consistent with the Board's policies.
<b>4602</b> Hiring	Included information on duration of superintendent contracts, interim superintendents, and hiring decision criteria.
<b>5000 Series</b>	
<b>5101</b> Student Expression	Updated consistent with U.S. Supreme Court decision in Mahanoy Area Sch Dist v B.L., 594 US __ (2021).
<b>5104</b> Age of Majority	Revised to make certain provisions optional, not mandatory.
<b>5206</b> Student Discipline	Added reminder that Board must also adopt companion policies (5206A, B, C, and E; 5206D remains optional).
<b>5305</b> Schools-of-Choice	Added line about non-choice student enrollment.
<b>5506</b> Field Trips	Streamlined chaperone requirements.
<b>5710</b> Student Suicide Prevention	Updated to remove previous effective date.
<b>5711</b> Toilet Training	Revised to provide greater flexibility for schools.

To: Board of Education  
From: Dr. Jeff Leslie, Superintendent  
Date: November 17, 2022  
Re: Resolution: PESPA & Non Union Support Contracts

### Background

In the summer of 2022, the Board of Education approved compensation packages for Edustaff custodians, Edustaff aides, and PSP aides. Three groups not represented in these resolutions were PESPA (Secretaries & Custodians), Non-Union Support Staff, and one Edustaff maintenance personnel.

The above-mentioned groups are crucial to the day-to-day operations of the District; and research shows that PESPA staff have been historically underpaid compared to other school districts in the surrounding area and of similar size to Petoskey Schools.

I recommend the following compensation adjustments to the following groups to begin on November 28, 2022:

	<b>PESPA</b>	<b>Non-Union Support</b>	<b>Edustaff Maintenance</b>
Hourly Rate Increase	\$1.50/hr	--	\$1.50/hr
Off-Schedule Payment	\$2,000	\$2,000	--

Off-schedule payments will be paid in two increments; \$1,250 in December 2022, and \$750 in June 2023. The June 2023 payment will be dependent on the staff remaining with the District through the last day of school. The total cost of the proposal for all groups combined is \$85,000.

The attached schedule shows the current pay scales for the above-mentioned positions and the proposed scales with changes reflected.

**PESPA, Non-Union Support & Edustaff Maintenance  
Contract Adjustment Details  
November 17, 2022**

**Current PESPA Scale:**

Step	Secretaries	Custodian – I	Custodian – II	Custodian – III
1	13.70	12.99	15.32	17.42
2	14.15	13.55	15.75	17.92
3	14.58	14.10	16.27	18.50
4	15.03	14.62	16.76	19.00
5	15.46	15.35	17.22	19.54
6	16.09	15.89	17.86	20.26
7	16.70	16.52	18.53	21.05
8	17.29	17.10	19.19	21.83

**Proposed PESPA Scale:**

Step	Secretaries	Custodian – I	Custodian – II	Custodian – III
1	15.20	14.49	16.82	18.92
2	15.65	15.05	17.25	19.42
3	16.08	15.60	17.77	20.00
4	16.53	16.12	18.26	20.50
5	16.96	16.85	18.72	21.04
6	17.59	17.39	19.36	21.76
7	18.20	18.02	20.03	22.55
8	18.79	18.60	20.69	23.33

**Current & Proposed Edustaff Maintenance Scale:**

Step	Current	Proposed
1	16.25	17.75
2	16.75	18.25
3	17.25	18.75
4	17.75	19.25
5	18.25	19.75
6	18.75	20.25
7	19.25	20.75
8	19.75	21.25