

REGULAR MEETING MINUTES

L'ANSE AREA SCHOOLS BOARD OF EDUCATION

June 17, 2024

1. The Regular Meeting of the L'Anse Area Schools Board of Education was called to order by President, Mrs. Bugni, on June 17, 2024, at 5:09 p.m. in the Board Room of the High School #169.
2. ROLL CALL OF MEMBERS:  
The following members were in attendance:  
Mr. Cavanaugh, Mrs. Bugni, Mrs. Frisk, Mrs. Nordstrom and Mrs. Waara  
Excused: Mrs. Paulson & Mr. Fedie  
  
Administrative personnel in attendance:  
Superintendent Tollefson, Principal Cichosz, Principal Scroggs & Business Manager Bianco
3. ADOPTION OF AGENDA:  
Motion by Mrs. Nordstrom, supported by Mrs. Frisk to approve the Agenda for the June 17, 2024. Motion carried.
4. APPROVAL OF MINUTES:  
Motion by Mrs. Frisk, supported by Mrs. Waara to approve the minutes for the Regular Board of Education meeting held on May 20, 2024. Motion carried.
5. CORRESPONDENCE:
  - A. 2% Donation – *Keweenaw Bay Indian Community*
  - B. Thank you – *Janet Gerzetic*
6. HORNET HIGHLIGHTS:  
Mrs. Scroggs reported '*we made it*'! Reporting is in progress and planning for the next school year has begun. *Great Explorations* will start next week with over 70 students anticipated.  
  
Mrs. Cichosz shared a student success story from this school year. Summer School has begun with 22 students enrolled.
7. STUDENT REPORTS: None
8. EMPLOYEE OF THE MONTH: MAY –Kimberly Hendrickson, *Student Support Services Director*
9. STAFF PARTICIPATION: None
10. FINANCES:
  - A. Business Manager's Report was in packet.
  - B. Motion by Mrs. Waara, supported by Mr. Cavanaugh to approve the payment of bills as presented. Motion carried.

**11. NEW BUSINESS:**

- A. Motion by Mr. Cavanaugh, supported by Mrs. Waara to approve the Revised Budget for the 2023-2024 Fiscal Year. Motion carried.
- B. Motion by Mrs. Waara, supported by Mrs. Frisk to approve the Budget for the 2024-2025 Fiscal Year. Motion carried.

**RESOLUTION FOR ADOPTION BY THE BOARD OF EDUCATION  
OF THE  
L'ANSE AREA SCHOOLS**

RESOLVED, that this resolution shall be the general appropriation of the L'Anse Area Schools for the fiscal year 2024-2025 to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by the L'Anse Area Schools.

This 2024-2025 appropriation resolution is to take effect on July 1, 2024

BE IT FURTHER RESOLVED, that a 18.0000 mill property tax on all non-homestead property will be levied for operating purposes for the 2024-2025 fiscal year during the summer tax collection.

BE IT FURTHER RESOLVED, that a 2.6000 mill bond debt retirement tax will be levied on all properties in Bohemia, L'Anse, Covington, Laird & Duncan Townships which are within the district boundaries.

BE IT FURTHER RESOLVED, that a .9990 mill sinking fund tax will be levied on all properties in Bohemia, L'Anse, Covington, Laird & Duncan Townships which are within the district boundaries.

BE IT FURTHER RESOLVED, that this 2023-2024 revised appropriation resolution is to take effect on June 17, 2024.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the General Fund of the L'Anse Area Schools for the fiscal year 2024-2025 be as follows:

**General Fund**

	2022-2023	2023-2024	2023-2024	2023-2024	2024-2025
	Actual Audited	Original	Revised 01/2024	Revised 06/2024	Original
<b>REVENUE</b>					
Local	\$ 1,593,786	\$ 1,582,690	\$ 1,620,944	\$ 1,730,364	\$ 1,716,975
State	5,446,013	5,222,356	5,310,802	5,554,086	5,378,488
Federal	1,151,514	1,182,946	1,239,144	1,529,436	841,182
Incoming Transfers & Other Transactions	130,076	92,296	100,153	92,461	87,828
<b>TOTAL REVENUE</b>	<b>8,321,389</b>	<b>8,080,287</b>	<b>8,271,043</b>	<b>8,906,346</b>	<b>8,024,472</b>

BE IT FURTHER RESOLVED, that the amount available to appropriate in the General Fund is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES	2022-2023	2023-2024	2023-2024	2023-2024	2024-2025
	Actual Audited	Original	Revised 01/2024	Revised 06/2024	Original
Instruction:					
Basic Programs	\$ 3,610,829	\$ 3,431,228	\$ 3,212,957	\$ 3,213,332	\$ 3,340,654
Summer School	22,983	9,355	9,355	13,170	9,355
Special Education	470,027	455,011	561,151	556,764	624,907
Compensatory Education	548,722	466,373	566,332	596,146	478,518
Vocational Education	38,187	50,842	55,269	55,864	63,718
Adult / Continuing Education				-	-
Support Services:					
Pupil	625,984	645,495	663,006	670,476	699,492
Instructional	65,841	49,314	105,865	109,251	109,683
General Administration	375,671	361,516	380,732	361,875	397,020
School Administration	494,511	536,083	542,687	545,567	579,494
Business	187,366	233,985	234,496	227,176	219,900
Operations & Maintenance	916,146	1,024,863	1,061,987	1,074,828	1,014,145
Transportation	372,003	345,962	436,997	430,549	301,282
Central Support	123,663	141,600	142,420	172,838	135,220
Athletics	167,029	213,303	214,813	216,285	217,798
Community Services	79,527	76,235	77,021	77,771	74,482
Capital Outlay	7,780			-	-
Outgoing Transfers & Other Transactions	150,279	318,342	206,941	152,472	162,591
TOTAL APPROPRIATION	8,256,549	8,359,508	8,472,028	8,474,364	8,428,260
Beginning Fund Balance	2,681,313	2,678,510	2,746,153	2,746,153	3,178,135
Revenue Less Expenditures	64,840	(279,221)	(200,985)	431,982	(403,788)
Estimated Ending Fund Balance	<u>\$ 2,746,153</u>	<u>\$ 2,399,289</u>	<u>\$ 2,545,169</u>	<u>\$ 3,178,135</u>	<u>\$ 2,774,348</u>

**DEBT RETIREMENT**

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the DEBT RETIREMENT FUND of the L'Anse Area Schools for the fiscal year 2024 - 2025 are as follows:

REVENUE	2022-2023	2023-2024	2023-2024	2023-2024	2024-2025
	Actual Audited	Original	Revised 01/2024	Revised 06/2024	Original
Local Property Tax	\$ 423,727	\$ 407,972	\$ 407,972	410,548	\$ 430,165
Commercial Forest	25,595	15,000	15,000	15,000	15,000
Interest and Other	583	200	200	200	200
Bond Refunding				-	-
State - PPT	21,424	21,000	21,000	17,724	19,000
Sale of Bonds				-	-
Prior Period Adjustment				-	-
Interfund Transfer	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 471,329</b>	<b>\$ 444,172</b>	<b>\$ 444,172</b>	<b>\$ 443,472</b>	<b>\$ 464,365</b>

BE IT FURTHER RESOLVED, that the amount available to appropriate in the DEBT RETIREMENT FUND is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES	2022-2023	2023-2024	2023-2024	2023-2024	2024-2025
	Actual Audited	Original	Revised 01/2024	Revised 06/2024	Original
Debt Retirement	\$ 415,000	\$ 425,000	\$ 425,000	425,000.00	435,000
Interest on Debt	56,050	47,750	47,750	47,750.00	39,250
Cost of Issuance	500	200	200	200.00	200
Miscellaneous	180	2,000	2,000	2,000.00	2,000
<b>TOTAL APPROPRIATION</b>	<b>471,730</b>	<b>474,950</b>	<b>474,950</b>	<b>474,950</b>	<b>476,450</b>
Beginning Fund Balance	160,184	159,782	159,782	159,782	\$ 128,304
Revenue Less Expenditures	(402)	(30,778)	(30,778)	(31,478)	(12,085)
<b>Estimated Ending Fund Balance</b>	<b>\$ 159,782</b>	<b>\$ 129,004</b>	<b>\$ 129,004</b>	<b>\$ 128,304</b>	<b>\$ 116,219</b>

**CAPITAL PROJECTS FUND**

BE IT FURTHER RESOLVED, that the total revenues estimated to be available for appropriation in the CAPITAL PROJECTS FUND of the L'Anse Area Schools for the fiscal year of 2024 - 2025 are as follows:

REVENUE	2022-2023	2023-2024	2023-2024	2023-2024	2024-2025
	Actual Audited	Original	Revised 01/2024	Revised 06/2024	Original
Investment Earnings & other Donations	\$ 351	200	200	225	200
Sinking Fund Millage	158,162	156,755	156,755	157,368	165,283
Federal Revenue (Esser)			147,550	147,550	-
Other Transfers In	313,470	109,121	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 471,983</b>	<b>\$ 266,076</b>	<b>\$ 304,505</b>	<b>\$ 305,143</b>	<b>\$ 165,483</b>

BE IT FURTHER RESOLVED, that the amount available to appropriate in the Capital Projects fund is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES	2022-2023	2023-2024	2023-2024	2023-2024	2024-2025
	Actual Audited	Original	Revised 01/2024	Revised 06/2024	Original
Sinking Fund Projects	\$ 232,565	\$ 15,000	\$ 15,000	35,350	254,131
Capital Projects (Regular)	166,390	100,780	118,560	120,000	38,000
ESSER III	313,470	109,121	147,550	147,550	-
Other Transfers Out	-	-	-	-	-
<b>TOTAL APPROPRIATION</b>	<b>712,425</b>	<b>224,901</b>	<b>281,110</b>	<b>302,900</b>	<b>292,131</b>
Beginning Fund Balance-SF	100,935	26,532	26,532	26,532	148,550
Beginning Fund Balance-CP	574,884	408,845	408,845	408,845	\$ 141,520
Revenue Less Expenditures-SF	(74,403)	141,755	141,755	122,018	(88,848)
Revenue Less Expenditures-CP	(166,039)	(100,580)	(265,910)	(267,325)	(37,800)
Estimated Ending Fund Balance-SF	\$ 26,532	\$ 168,287	\$ 168,287	\$ 148,550	\$ 59,701
Estimated Ending Fund Balance-CP	\$ 408,845	\$ 308,265	\$ 142,935	\$ 141,520	\$ 103,720

**SCHOOL SERVICE FUND**

BE IT FURTHER RESOLVED, that the total revenues estimated to be available for appropriation in the SCHOOL SERVICE FUND of the L'Anse Area Schools for the fiscal year of 2024 - 2025 are as follows:

**Food Service**

REVENUE	2022-2023	2023-2024	2023-2024	2023-2024	2024-2025
	Actual Audited	Original	Revised 01/2024	Revised 06/2024	Original
Ticket Sales	\$ 15,898	\$ 14,500	\$ 16,500	\$ 25,000	\$ 25,000
Interest Income	80	50	50	50	\$ 65
Miscellaneous/Ala Carte	32,468	30,000	30,000	30,000	\$ 32,000
State Aid	10,867	12,200	41,893	36,085	\$ 36,000
Federal Aid	258,732	260,000	284,439	256,761	\$ 260,000
Commodity Foods	22,207	30,000	30,000	18,879	\$ 19,000
Prior Period Adjustments	-	-	-	-	\$ -
Fund Transfers in	3,590	5,500	3,220	3,220	\$ 13,450
<b>Total Revenue</b>	<b>\$ 343,840</b>	<b>\$ 352,250</b>	<b>\$ 406,102</b>	<b>\$ 369,995</b>	<b>\$ 385,515</b>

BE IT FURTHER RESOLVED, that the total amount available to appropriate in the SCHOOL SERVICE FUND is hereby appropriated in the amounts and for the purposes set forth below.

EXPENDITURES	2022-2023	2023-2024	2023-2024	2023-2024	2024-2025
	Actual Audited	Original	Revised 01/2024	Revised 06/2024	Original
Salaries	\$ 111,817	\$ 137,943	\$ 137,943	\$ 137,943	\$ 118,243
Benefits	71,745	99,758	126,504	\$ 126,504	\$ 83,444
Purchased Services	2,101	3,500	3,500	\$ 3,200	\$ 2,500
Food Supplies	149,990	130,000	130,000	\$ 150,000	\$ 150,000
Commodity Foods	22,207	30,000	30,000	\$ 18,879	\$ 19,000
Other Supplies	12,535	11,000	11,000	\$ 11,000	\$ 11,000
Capital Outlay	11,034	6,720	8,057	\$ -	\$ -
Miscellaneous	-	1,100	1,100	\$ 1,100	\$ 1,100
Prior Year Adjustment	-	-	-	\$ -	\$ -
Indirect Costs	19,500	14,500	14,500	\$ 7,250	\$ 7,250
Fund Modification - Gen. Fund	-	-	-	-	\$ -
<b>Total Expenditures</b>	<b>400,928</b>	<b>434,522</b>	<b>462,605</b>	<b>455,877</b>	<b>392,537</b>
Beginning Balance	163,068	105,981	105,981	105,981	\$ 20,098
Revenue Less Expenditures	(57,088)	(82,272)	(56,503)	(85,883)	(7,022)
Estimated Ending Fund balance	<b>\$ 105,981</b>	<b>\$ 23,708</b>	<b>\$ 49,477</b>	<b>\$ 20,098</b>	<b>\$ 13,076</b>

The Food Service Fund provides indirect cost funds to the General Fund to cover usage of facility and utility costs based on a calculated percentage from the State of Michigan.

**Student Activities**

BE IT FURTHER RESOLVED, that the total revenues estimated to be available for appropriation in the STUDENT ACTIVITIES FUND of the L'Anse Area Schools for the fiscal year of 2024 - 2025 are as follows:

	2022-2023	2023-2024	2023-2024	2023-2024	2024-2025
REVENUE	Actual Audited	Original	Revised 01/2024	Revised 06/2024	Original
Vending	\$ 16,900	\$ 16,000	\$ 16,000	\$ 16,000	\$ 10,000
High School Activities	31,965	30,000	30,000	82,300	70,000
Elementary Activities	5,985	6,000	6,000	6,000	8,000
<b>TOTAL REVENUE</b>	<b>\$ 54,851</b>	<b>\$ 52,000</b>	<b>\$ 52,000</b>	<b>\$ 104,300</b>	<b>\$ 88,000</b>

BE IT FURTHER RESOLVED, that the total amount available to appropriate in the STUDENT ACTIVITIES FUND is hereby appropriated in the amounts and for the purposes set forth below.

	2022-2023	2023-2024	2023-2024	2023-2024	2024-2025
	Actual Audited	Original	Revised 01/2024	Revised 06/2024	Original
Vending	\$ 13,634	\$ 13,000	\$ 13,000	\$ 13,000	\$ 8,000
High School Activities	25,504	25,000	25,000	67,000	55,000
Elementary Activities	7,719	7,500	7,500	7,500	6,000
<b>EXPENDITURES</b>	<b>46,857</b>	<b>45,500</b>	<b>45,500</b>	<b>87,500</b>	<b>69,000</b>
Beginning Fund Balance	50,074	50,574	58,068	58,068	\$ 74,868
Revenue Less Expenditures Estimated	7,994	6,500	6,500	16,800	19,000
<b>Ending Fund Balance</b>	<b>\$ 58,068</b>	<b>\$ 57,074</b>	<b>\$ 64,568</b>	<b>\$ 74,868</b>	<b>\$ 93,868</b>

FURTHER RESOLVED, that no Board of Education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary statement hitherto adopted by the Board. Changes in the amount appropriated by the Board Shall require approval by the Board

BE IT FURTHER RESOLVED, that the Superintendent is hereby charged with general supervision of the execution of the budget adopted by the Board and shall hold the budget control supervisor responsible for performance of his/her responsibilities within the amounts appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto adopted

- C. Motion by Mrs. Waara, supported by Mrs. Nordstrom to approve a resolution to certify millage to be spread by the district to include the levy 18.0000 mills on all Non-Homestead parcels within the district boundaries for operational purposes and 2.6000 mills on all property within the district boundaries for the purpose of bond indebtedness and .9990 mills for sinking fund. Motion carried.
- D. Motion by Mrs. Frisk, supported by Mrs. Waara to approve the *Michigan High School Athletic Association Membership Resolution* for the year August 1, 2024 through July 31, 2025. Motion carried.
- E. Motion by Mrs. Waara, supported by Mrs. Frisk to approve the *L.E.A. Master Agreement* effective July 1, 2024 through June 30, 2026. Motion carried.
- F. Motion by Mrs. Waara, supported by Mr. Cavanaugh to approve the contract addendum for Susan Tollefson, *Superintendent*, effective July 1, 2024, as presented. Motion carried.
- G. Motion by Mr. Cavanaugh, supported by Mrs. Nordstrom to approve the contract addendum for Melissa Scroggs, *Elementary Principal*, effective July 1, 2024, as presented. Motion carried.

- H. Motion by Mrs. Frisk, supported by Mrs. Waara to approve the contract addendum for Lisa Cichosz as *Jr/Sr High School Principal* effective July 1, 2024. Motion carried.
- I. Motion by Mrs. Waara, supported by Mrs. Frisk approve the contract addendum for Darrin Voskuhl as *Director of Student Services* effective August 21, 2024. Motion carried.
- J. Motion by Mrs. Nordstrom, supported by Mrs. Waara to approve the contract addendum for Mike Roth as *Custodial, Maintenance, Transportation Supervisor*, effective July 1, 2024. Motion carried.
- K. Motion by Mrs. Waara, supported by Mr. Cavanaugh to approve the contract addendum for Theresa Bianco as *Business Manager*, effective July 1, 2024. Motion carried.
- L. Motion by Mrs. Frisk, supported by Mrs. Waara to approve the contract addendum for Joanne Hochstein as *Administrative Assistant*, effective July 1, 2024. Motion carried.
- M. Motion by Mr. Cavanaugh, supported by Mrs. Nordstrom to approve the contract for Darrin Voskuhl as *Athletic Director* effective July 1, 2024. Motion carried.
- N. Motion by Mrs. Frisk, supported by Mrs. Waara to approve the **2024-2025 Support Staff Employee Handbook** as presented. Motion carried.
- O. Motion by Mrs. Waara, supported by Mrs. Nordstrom to approve a First Year probationary contract for Renee Leiter as *Special Education Teacher* pending Criminal Background Check and PA-189. Motion carried.
- P. Motion by Mr. Cavanaugh, supported by Mrs. Waara to accept the resignation of Jacqueline Rowilson, *K-12 Art Teacher*, effective June 24, 2024, with regret. Motion carried.
- Q. New Hire(s) / Resignation(s)
- Retirement: Lynnette Rank – *Elementary At Risk Aide*  
 Resignation: Aaron Poniatowski – *7<sup>th</sup> Grade Advisor*  
 New Hire: Summer School – *Eric DeMink*
- R. Motion by Mrs. Waara, supported by Mrs. Frisk to approve the bid for the *I.E. Roofing Project* from Superior Polymer for **\$31,500** with a 20 year warranty. Motion carried.
- S. Motion by Mrs. Waara, supported by Mr. Cavanaugh to approve the bid for *Cafetorium and Stairwell Window Replacement* for **\$86,000** from Northern Awning & Window Company. Motion carried.
- T. Motion by Mrs. Frisk, supported by Mrs. Waara to approve *Updated Course Offerings for 2024-2025* as presented. Motion carried.
- U. Motion by Mrs. Nordstrom, supported by Mrs. Frisk to approve the new and revised Board Bylaws and Policies suggested by NEOLA and as stated:

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- i. Policy 1240 – Evaluation of the Superintendent (revised)
- ii. Policy 2410 – *Prohibition of Referral or Assistance-* (RESCIND)
- iii. Policy 2414 – Reproductive Health & Family Planning (revised)
- iv. Policy 2418 – Sex Education (revised)
- v. Policy 3220 – Professional Staff Evaluation (revised)
- vi. Policy 6320 – Purchasing (revised)
- vii. Policy 6321 – New School Construction, Renovation (revised)
- viii. Policy 6325 – Procurement-Federal Grants/Funds (revised)
- ix. Policy 6350 – Prevailing Wage (NEW)
- x. Policy 6520 – Payroll Deductions (revised)
- xi. Policy 8390 – Animals on District Property (revised)
- xii. Policy 8800 – Religious Ceremonies & Observances (revised)

Motion carried.



- V. Discussion was held regarding Graduation/Commencement Ceremony, Senior Recognition Night and presentation of scholarships.

12. ADMINISTRATIVE REPORTS: presented in packet

- A. Maintenance-Custodial-Transportation Supervisor
- B. Elementary (K-5) Principal
- C. JSH (6-12) Principal
- D. Superintendent – Ms. Tollefson thanked Mrs. Bianco for hard work on the 2023-24 Revised Budget and the 2024-25 Budget.

13. BOARD COMMITTEE REPORTS:

- A. Education Resources – meeting to review handbooks.
- B. Extra-Curricular – did not meet
- C. Finance – met regarding budget & Admin contracts
- D. Library – did not meet
- E. CCASB – next meeting Sept. 20
- F. CCISD –met Wednesday regarding negotiations, evaluation trainings & Title IX Training
- G. Wellness Committee – did not meet;
- H. L.A.S. Foundation – sold raffle tickets at Lake Trout Festival
- I. Personnel Committee – met to finalize contract negotiations
- J. Tribal Education Committee – meeting Monday with *PROMISE Neighborhoods*

14. STUDENT COMMENTS: None

15. PUBLIC PARTICIPATION: None

16. BOARD MEMBER COMMENTS:

Mr. Cavanaugh inquired about *Superintendent Evaluation Training*

Mrs. Bugni wished everyone a *Happy 4<sup>th</sup> of July*

17. ADJOURNMENT:

Motion by Mr. Cavanaugh, supported by Mrs. Frisk to adjourn the meeting at 6:22 p.m.  
Motion carried.

  
KATIE WAARA, *Secretary*

  
JOAN BUGNI, *President*