

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

June 20, 2022

The Chassell Township School Board of Education met on Monday, June 20, 2022, in the library. President Randal Danison opened the meeting at 5:31 p.m. with the public hearing on the proposed budget for 2022-2023.

Total Revenues	\$2,694,875
Total Expenditures	\$2,954,500
Excess (Deficiency) of Revenue	\$ (259,625)
Total Other Financing Sources (Uses)	\$ (919)
Estimated Fund Balance, End of Year	\$ 407,637

Ken Kytta moved, seconded by Peter Torola, to approve the proposed budget as presented. Motion carried with all board members voting AYE.

The board continued with its regular meeting at 5:34 p.m.

The Chassell Township School Board of Education met on Monday, June 20, 2022, in the school library. President Randal Danison called the meeting to order at 5:34 p.m.

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

Absent: Carl Olson

Guests: Tricia Tervo, Jill Tervo

Comments from guests:

- No comment this month.

Regular Board Meeting – May 16, 2022 – Ken Kytta moved, seconded by Roger Tervo, to approve the minutes of the regular meeting on May 16, 2022. Motion carried with all members voting AYE.

Treasurer's Report - B.J. (Brady) Tervo reported an Income of \$2,701,303.00 and Expenses of \$2,986,179.00 leaving a deficit Net Income balance of (\$284,876.00).

The General Fund Cash & Investment Balance as of May 31, 2022, was \$793,584.68.

Ken Kytta moved, seconded by Roger Tervo, to approve the treasurer's report, petty cash report, and to pay the May bills as submitted. Motion carried on a roll call vote:

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

NAYS: None

COMMUNICATIONS

A. Administrative Items

1. Thank you to the entire staff for our first year of PBIS. The program seemed to be a hit with all the students and the consistency throughout the building made a huge difference in the entire climate.
2. The Northern Lights summer program at Hancock schools began today. There are eighteen Chassell students signed up for the program which runs for eight weeks this summer. Today was day one and eight students boarded the bus this morning.

3. Chassell School will be running a summer reading program on Wednesday mornings geared toward students utilizing Title I services, however it is open to all students, from ten a.m. until noon. Jomarie Wakeham and Nora Olson will be running the program and Angela Danison will be the teaching supervisor. This year will be our pilot year of the program.
4. Work Based Learning – Shawn Kolbus will be coordinating the work based learning program through the ISD. Work Based learning is an opportunity for students to spend meaningful time in the community work environment. The students develop and strengthen their work skills while participating in career exploration. The goal is to have the students working as productive citizens contributing to their community. The students develop work skills in the classroom. They decide on the type of work they prefer and how that correlates with their work skill strengths. The ISD attempts to provide unpaid Work Based learning experiences for the students that match their preferences and work strengths. Work Based learning is a great opportunity to assist students in their career exploration. With the ISD running the work based learning program each student enrolled will be under contract for \$400-\$500 each which will be billed to the local school district.
5. SET SEG Hazzard inspection was conducted today. The representative walked the roof and stated that our building is in good shape. No hazards noted.
6. The boiler RFP (Request For Proposal) has been posted. July 14 at 2 PM is the bid opening.
7. The school garden received a \$5,000.00 grant from the Portage Health Foundation. A ton of work has been invested on the garden project including a lot of our student groups. There are six raised beds in the garden. The school has fruit trees, berries, vegetables and more. The Schaaf family has donated time, resources and more; the AgriScience class has been involved, the high school shop class, the Nature Skills class and several elementary school classes have been involved to just name a few.
8. Driver's Education – Segment Two – There will be a Segment Two class in Chassell during the month of September. Chassell students will have first dibs on the class. If there are more seats available after the Chassell students are enrolled, then the class will open up to other students.
9. Going forward – Mr. Guidotti stated that he would like to see a general stakeholder meeting at the end of each school year to see what progress or lack of progress had been accomplished during that school year. Most likely that would include the School Improvement team.

COMMITTEE REPORTS

- A. Education Committee – The education committee met on Tuesday, June 14 at 3:30 PM and reviewed the NEOLA policies Vol 36, No 1 (Sept. 2021) including Special Releases and Vol 36, No 2 (Feb 2022).

The committee also reviewed the dress code and brought a proposal back to the board for review.

- B. Finance Committee – The finance committee met on Thursday, June 16 at 1:00 p.m. at the ISD to review the Amended 2021-2022 budget and Preliminary 2022-2023 budget which looks good.

DISCUSSION ITEMS

A. CTS 2022-2023 Budget

- Student Count 200; the blended count was 215.85 = General Ed FTE: 213.24 and Special Ed FTE 2.60
- Foundation Allowance – increase \$435 from \$8,700 to \$9,135
- Title Allocations – Used allocated amount
- Other State and Federal money staying the same
- Property tax value – Levying 17.5197 mills. Using taxable value from the County
 - All Property - \$70,514,079
 - Non-homestead - \$19,274,302
- Early College – Budgeted same amount as 2021-2022
- Insurance – Capped based on the law & 1.7% increase January 1
 - CIL – no change
- Salaries – Teachers – 0% increase and no steps.
- Property insurance – 7% increase
- Retirement – Average rate 30.0%

ACTION ITEMS

- A. General Fund budget as follows Amended Budget 2021-2022 - General Fund - Ken Kytta moved, seconded by Peter Torola, to approve the amended:

Total Revenue	\$2,686,153
Total Expenditures	\$2,985,260
Excess (Deficiency) of Revenue	(\$ 299,107)
Total Other Financing Sources (Uses)	\$ 14,231
Excess (Deficiency) of Revenues	(\$ 284,876)
Estimated Fund Balance, End of Year	\$ 668,181

Motion carried on a roll call vote:

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

NAYS: None

- B. Amended Budget 2021-2022 - Food Service - Ken Kytta moved, seconded by Peter Torola, to approve the amended Food Service budget as follows:

Total Revenue	\$195,510
Total Expenditures	\$153,225
Excess (Deficiency) of Revenue	\$ 42,285
Total Other Financing Sources (Uses)	\$ Zero
Excess (Deficiency) of Revenues	\$ Zero
Estimated Fund Balance, End of Year	\$ 42,285

Motion carried on a roll call vote:

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

NAYS: None

- C. Amended Budget 2021-2022 - Debt Retirement - Ken Kytta moved, seconded by Peter Torola, to approve the amended Debt Retirement budget as follows:

Total Revenue	\$156,360
Total Expenditures	\$194,756
Excess (Deficiency) of Revenue	(\$ 38,396)
Total Other Financing Sources (Uses)	\$ 22,615
Excess (Deficiency) of Revenues	(\$ 15,781)
Estimated Fund Balance, End of Year	\$ 26,390

Motion carried on a roll call vote:

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

NAYS: None

- D. Amended Budget 2021-2022 - Capital Projects - Ken Kytta moved, seconded by Peter Torola, to approve the amended Capital Projects budget as follows:

Total Revenue	\$ 260
Total Expenditures	\$55,470
Excess (Deficiency) of Revenue	(\$55,210)
Total Other Financing Sources (Uses)	Zero
Excess (Deficiency) of Revenues	(\$55,210)
Estimated Fund Balance, End of Year	\$193,063

Motion carried on a roll call vote:

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

NAYS: None

- E. Amended Budget 2021-2022 – Sinking Fund – Ken Kytta moved, seconded by Peter Torola, to approve the amended Sinking Fund budget as follows:

Total Revenue	\$11,035
Total Expenditures	\$18,580
Excess (Deficiency) of Revenues	(\$ 7,545)
Total Other Financing Sources (Uses)	\$ Zero
Excess (Deficiency) of Revenues	(\$ 7,545)
Estimated Fund Balance, End of Year	\$27,001

Motion carried on a roll call vote:

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

NAYS: None

- F. Amended Budget 2021-2022 – Special Revenue – Ken Kytta moved, seconded by Peter Torola, to approve the amended Sinking Fund budget as follows:

Total Revenue	\$28,000
Total Expenditures	\$35,000
Excess (Deficiency) of Revenues	(\$ 7,000)
Total Other Financing Sources (Uses)	\$ Zero
Excess (Deficiency) of Revenues	(\$ 7,000)

Estimated Fund Balance, End of Year \$27,707

Motion carried on a roll call vote:

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

- G. **Proposed 2022-2023 General Fund Budget** – Ken Kytta moved, seconded by Peter Torola, to approve the proposed General Fund budget, which includes a full levy of 18.00 mils on all Non-Homestead property tax, as follows:

Total Revenues	\$2,694,875
Total Expenditures	\$2,954,500
Excess (Deficiency) of Revenues	\$ (259,625)
Total Other Financing Sources (Uses)	\$ (919)
Excess (Deficiency) of Revenues	\$ (260,544)
Estimated Fund Balance, End of Year	\$ 668,181

Motion carried on a roll call vote:

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

- H. **Proposed 2022-2023 Food Service Budget** – Ken Kytta moved, seconded by Peter Torola, to approve the proposed Food Service budget as follows:

Total Revenues	\$127,045
Total Expenditures	\$169,330
Excess (Deficiency) of Revenues	\$ (42,285)
Total Other Financing Sources (Uses)	\$ Zero
Excess (Deficiency) of Revenues	\$ (42,285)
Estimated Fund Balance, End of Year	\$ 42,285

Motion carried on a roll call vote:

AYE: B.J. (Brady) Tervo, Peter Torola, Ken Kytta, Roger Tervo, Tanya Etelamaki, Randal Danison
NAYS: None

- I. **Proposed 2022-2023 Debt Retirement Budget** – Ken Kytta moved, seconded by Peter Torola, to approve the proposed Debt Service budget, which includes a levy of 4.35 mils on all Homestead and Non-Homestead property taxes as follows:

Total Revenues	\$ Zero
Total Expenditures	\$ Zero
Excess (Deficiency) of Revenues	\$ Zero
Total Other Financing Sources (Uses)	\$ Zero
Excess (Deficiency) of Revenues	\$ Zero
Estimated Fund Balance, End of Year	\$26,390

Motion carried on a roll call vote:

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

- J. Proposed 2022-2023 Capital Projects Budget – Ken Kytta moved, seconded by Peter Torola, to approve the proposed Capital Projects budget as follows:

Total Revenues	\$ 145
Total Expenditures	\$ 37,899
Excess (Deficiency) of Revenues	(\$ 37,754)
Total Other Financing Sources (Uses)	\$ Zero
Excess (Deficiency) of Revenues	(\$ 37,754)
Estimated Fund Balance, End of Year	\$137,853

Motion carried on a roll call vote:

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

NAYS: None

- K. Proposed 2022-2023 Sinking Fund Budget – Ken Kytta moved, seconded by Peter Torola, to approve the proposed Sinking Fund budget as follows:

Total Revenues	\$13,810
Total Expenditures	\$10,000
Excess (Deficiency) of Revenues	\$ 3,810
Total Other Financing Sources (Uses)	\$ Zero
Excess (Deficiency) of Revenues	\$ 3,810
Estimated Fund Balance, End of Year	\$19,456

Motion carried on a roll call vote:

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

NAYS: None

- L. Proposed 2022-2023 Special Revenue Budget – Ken Kytta moved, seconded by Peter Torola, to approve the proposed Sinking Fund budget as follows:

Total Revenues	\$28,000
Total Expenditures	\$35,000
Excess (Deficiency) of Revenues	(\$ 7,000)
Total Other Financing Sources (Uses)	\$ Zero
Excess (Deficiency) of Revenues	(\$ 7,000)
Estimated Fund Balance, End of Year	\$26,598

Motion carried on a roll call vote:

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

NAYS: None

- M. 2022 Tax Rate Request (L-4029) – Roger Tervo moved, seconded by Ken Kytta, to accept the 2022 Tax Rate Request (L-4029) as presented. (Document attached). Motion carried with all members voting AYE

- N. First Draft Reading – Ken Kytta moved, seconded by B.J. (Brady) Tervo to accept the first draft reading of the NEOLA policies Vol 36, No 1 (Sept. 2021) including Special releases. Motion carried with all members voting AYE.
- O. First Draft Reading – Ken Kytta moved, seconded by B.J. (Brady) Tervo to accept the first draft reading of the NEOLA policies Vol 36, No 2 (Feb. 2022). Motion carried with all members voting AYE.
- P. Resignation – Ken Kytta moved, seconded by Peter Torola to accept with regret the resignation of Dominique Crowley as the second grade teacher. Motion carried with all members voting AYE.
- Q. Close – Ken Kytta moved, seconded by B.J. (Brady) Tervo to close the 2017 Debt Retirement bank account at Superior National Bank. Motion carried with all members voting AYE.
- R. Resignation – Ken Kytta moved, seconded by B.J. (Brady) Tervo to accept the resignation of Sarah Guidotti as the JV Girls Basketball co-coach. Motion carried with all members voting AYE.
- S. Resign – Ken Kytta moved, seconded by Roger Tervo to accept the resignation of Sydney Danison as the JH Girls Volleyball coach. Motion carried with all members voting AYE.
- T. Hire – Ken Kytta moved, seconded by Peter Torola to hire Jill Tervo as the Varsity Girls Basketball coach. Motion carried with all members except Roger Tervo voting AYE.
ABSTAIN: Roger Tervo (Jill's spouse).
- U. Post – Elementary Teacher (Second Grade) and JH Girls Volleyball coach.
- V. The July board meeting will be Monday, July 18, 2022, at 5:30 p.m. in the school library.

Roger Tervo moved, seconded by Ken Kytta, to adjourn the meeting at 6:25 p.m. Motion carried with all members voting AYE.

Approved:

President:

Secretary:

2022 Tax Rate Request (This form must be completed and submitted on or before September 30, 2022)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes

Houghton

2022 Taxable Value of ALL Properties in the Unit as of 5-23-2022

70,514,079

Local Government Unit Requesting Millage Levy

Chassell Township Schools

For LOCAL School Districts: 2022 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

19,274,302


This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2022 tax roll.


(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5)** 2021 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2022 Current Year "Headlee" Millage Reduction Fraction	(7) 2022 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Voted	Oper. Non-Homesite	5/2013	18.6246	17.6273	0.9939	17.5197	1.0000	17.5197	17.5197		12/2023
Voted	Sinking Fund	11/2018	0.2000	0.1969	0.9953	0.1959	1.0000	0.1959	0.1959		12/2029

Prepared by **Jason Auel** Telephone Number **(906) 482-4250** Title of Preparer **Business Manager** Date **05/20/2022**

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.121(3).

Clerk
 Secretary
 Chairperson
 President

Signature:  Print Name: **Tanya Etelamaki** Date: **05/20/2022**

Signature:  Print Name: **Randal Danison** Date: **05/20/2022**

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2022 for instructions on completing this section.

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
For Commercial Personal	5.5197
For all Other	17.5197

June 20th, 2022

Dominique Crowley
38746 US Highway 41
Chassell, MI 49916
dacrowley@outlook.com
989-329-4234

Marco Guidotti
41585 US Hwy 41
Chassell, MI 49916
guidottim@cts.k12.mi.us
906-483-2132 ext 401

Dear Marco Guidotti and Chassell Township School Board,

Please accept my letter of resignation for the position of the Second Grade teacher with Chassell Township Schools for the upcoming 2022-2023 academic school year.

I have really enjoyed my time with my students and their families these past two school years. I feel as though I have left a successful footprint on the Chassell Schools by being on the PBIS team, ensuring the success of the Child Care Center, and by creating a positive and engaging learning experience.

Thank you for the opportunities you have provided me.

I wish you all the best. If I can be of any assistance during the transition, please do not hesitate to reach out.

Sincerely,

A handwritten signature in black ink that reads "Dominique Crowley". The signature is written in a cursive style with a large, looping initial 'D'.

Dominique Crowley