

**WHITEFORD SCHOOLS
OTTAWA LAKE, MICHIGAN 49267**

January 8, 2024

Call to Order / Pledge of Allegiance / Roll Call

Superintendent Scott L. Huard called the Organizational Meeting of the Whiteford Board of Education to order at 5:30 p.m. on January 8, 2024. The Pledge of Allegiance was led by Mr. Huard. Present were Shane Hillard, Dave Dixon, Janelle Young, Jeff Bunge, Kristi Mock, and Jason Vida. Mike Iott was absent.

Also present were Director of Finance & Business Services Marisa Tebbe-Cousino and Director of Human Resources Cathy Machcinski. There were 4 visitors present.

Approval of Temporary Secretary

A motion was made by Shane Hillard, seconded by Dave Dixon, to approve Jeff Bunge as temporary secretary for the January 8, 2024, Organizational Meeting. Motion approved 6 yes, (1 absent/Iott).

Approval of Agenda

A motion was made by Dave Dixon, seconded by Jason Vida, to amend the January 8, 2024, Organizational & Regular Meeting Agenda to include new items 14-a-5 Recommendation to increase LeAnn Thomas from part time to full time and new item 15 Closed Session – Consideration of Personnel Matter and approve as amended. Motion approved – 6 yes, (1 absent/Iott).

Public Comment

There were no public comments.

Organization of the Board

Jeff Bunge nominated Shane Hillard for president. It was moved by Jeff Bunge, seconded by Dave Dixon, to close nominations.
Shane Hillard was declared president by acclamation.

Shane Hillard nominated Dave Dixon for vice president. It was moved by Shane Hillard, seconded by Janelle Young, to close nominations.
Dave Dixon was declared vice president by acclamation.

Shane Hillard nominated Mike Iott for secretary. It was moved by Shane Hillard, seconded by Dave Dixon, to close nominations.
Mike Iott was declared secretary by acclamation.

Dave Dixon nominated Janelle Young for treasurer. It was moved by Dave Dixon, seconded by Jason Vida, to close nominations.
Janelle Young was declared treasurer by acclamation.

Regular Meetings Scheduled

A motion was made by Janelle Young, seconded by Kristi Mock, that regular meetings of the Board of Education be scheduled on the following dates at 6:00 p.m. in the Boardroom.

February 12, 2024
March 11, 2024
April 8, 2024
May 13, 2024

June 10, 2024
July 8, 2024
August 12, 2024
September 9, 2024

October 14, 2024
November 11, 2024
December 9, 2024

Motion approved – 6 yes, (1 absent/Iott).

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Regular Meeting continued...

Approval of Temporary Secretary

A motion was made by Janell Young, seconded by Dave Dixon, to approve Jeff Bunge as temporary secretary for the January 8, 2024, Regular Meeting. Motion approved 6 yes, (1 absent/lott).

Special Presentations

- Student Participation: Aubrie Simmons updated the board on the latest student activities.
- A group of students attended Wreaths Across America at Toledo Memorial Park.
- The Angel Tree was a great success. The community really came together to support four different families this Christmas.
- Winter fest is coming up in 3 ½ weeks. Mr. and Mrs. Whiteford will be announced on February 2nd and the dance will be held on February 3rd.
- Staff Member of the Month Presentation: Mrs. Linda Groch (Elementary Interventionist) was recognized as Staff Member of the Month for December and was presented with a \$100 gift card from Chris MacMillan of the Leski Wittman Insurance Agency. Superintendent Huard read from Mrs. Groch's nomination forms and added that Linda is a hall of famer. She is always going above and beyond outside of her work hours. Linda is an invaluable asset to Whiteford Agricultural Schools.
- School Board Recognition: Superintendent Huard shared a message of gratitude with all the school board members, sincerely thanking them for their years of service and devotion to the students of Whiteford. Afterward, he presented each board member with a Michigan Association of School Boards (MASB) Certificate of Appreciation and gave each member a special gift to show his sincere appreciation.
- Food Service Report (December): Superintendent Huard shared the December 2023 food service report from The Nutrition Group, which was prepared by Kadie Lyndsey, Director of Food & Nutrition.
- Strategic Plan Update: Superintendent Huard presented an update on the latest Strategic Plan and shared that there will be a second stakeholder meeting Wednesday night, January 10, 2024, in the Middle School/High School Room 2/3 at 6:30 p.m.

Public Comment

There were no public comments.

Correspondence

- Board President Shane Hillard shared a piece of correspondence from NEOLA Associate Craig Haugen.
- A letter from a community member was shared during the meeting.

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Consent Agenda

A motion was made by Janelle Young, seconded by Kristi Mock, to approve the following consent agenda items as presented:

- a. Minutes of the December 11, 2023, Regular Meeting
- b. Treasurer's Report (December 2023) and Check Register (December 2023)

Motion approved – 6 yes, (1 absent/lott).

Administrative Reports

Director of Finance & Business Services – Mrs. Tebbe-Cousino:

- Continuing work on the budget adjustments.

Superintendent's Report

- Building Reports: The school principals, assistant principal/athletic director, Director of Human Resources, and Director of Transportation and Buildings & Grounds have been excused from tonight's meeting. Their reports for January are typically shorter in nature after coming off the Winter Break and excusing them from tonight's meeting is good way to show appreciation for their extra efforts and time, they invest each day by having a free evening to be with their family.
- Unpaid Leave of Absence: An elementary school employee is requesting a short-term unpaid leave of absence to finalize affairs after a family member's passing pursuant to the WESPA 2023-2025 Master Agreement, page 21, Article-17, Unpaid Leaves, Item A. The request would be effective December 18, 2023, through December 22, 2023. I will be asking for board approval during the New Business portion of tonight's meeting.
- Recommendation to Hire Title I Aide: Enclosed in your packet is a memo from Principal Anderson recommending Sarah Cross be hired as a Title I Aide. This is not a new position, but a vacancy that was created with the resignation of Jaycie Harris. Mrs. Cross has been subbing for Whiteford Elementary since 2021 as an aide. Mrs. Anderson feels that Sarah will be an incredible asset to the district. A board motion is necessary.
- Recommendation for Probationary Status: I am asking that the following teachers be granted the appropriate year of probationary status effective February 1st of the 2023-2024 school year. Third Year; Mark Truna (MS/HS English Teacher), Fifth Year; Jay Yockey (HS Social studies Teacher). A board motion is necessary.
- Recommendation to Compensate Event Staff: I am asking the board to approve compensation for Athletic Event staff defined as WEA employees or community members for the remaining 2023-2024 school year.
- Gifts/Donations – Recent donations to the district include:

Taylor Automotive Family.....\$700.....New Softball Pants

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Superintendent's Report continued...

- Announcements/Reminders/Informational Items:
 - January 3-19.....School of Choice 105c Window
 - January 10.....Stakeholder Bond Feedback & Interest Meeting 6:30pm MS Rooms 2-3
 - January 15.....No School - Martin Luther King Jr. Day
 - January 18.....Early Release Elementary 10:55am; MS/HS 11:05am
 - January 18.....Safety Stakeholder Focus Meeting 6:30pm Board Rm
 - January 19.....Early Release Elementary 10:55am; MS/HS 11:05am
 - January 19.....End of 2nd Marking Period
 - January 24.....FFA Leadership Contests (Districts) 3:30pm Dundee High School
 - January 27.....WPA Family Fun Night 6pm MS Gym
 - February 3.....MSVMA District 12 HS Solo & Ensemble 8am MS Gym
 - February 6.....Whiteford Recreation Meeting 7pm MS/HS Media Center
 - February 7.....FFA Leadership Contests (Regionals) 3:30pm Saline High School
 - February 16.....No School - Teacher Professional Development
 - February 1.....No School - Presidents Day
 - February 20.....Early Release Elementary 10:55am; MS/HS 11:05am
 - February 20.....Parent-Teacher Conferences 12-3pm
 - February 28.....FFA Field Trip: State Convention MSU

Approval of NEOLA Board Policy Updates (Second Reading)

Superintendent Huard reviewed Board Policy updates as noted below:

1. Policy 9160 Public Attendance at School Events (Revised)
2. Policy 7434 Use of Tobacco on School Premises (Revised)
3. Policy 5512 Use of Tobacco by Students (Revised)
4. Policy 1615 use of Tobacco by Administrators (Revised)
5. Policy 3215 Use of Tobacco by Professional Staff (Revised)
6. Policy 4215 Use of Tobacco by Support Staff (Revised)
7. Policy 6320.....Purchasing (Revised)
8. Policy 7250.....Commemoration and Naming of School Facilities (Revised)
9. Policy 8305.....Information Security (Revised)
10. Policy 9700.01 Advertising and Commercial Activities (Revised)
11. Policy 8315.....Information Management (Revised)
12. Policy 8300.....Continuity of Organizational Operations Plan (Revised)
13. Policy 7540.02.....Web Accessibility, Content, Apps and Services (Revised)
14. Policy 7540.03.....Student Technology Acceptable Use and Safety (Revised)
15. Policy 7540.04.....Staff Technology Acceptable Use and Safety (Revised)

A motion was made by Janelle Young, seconded by Dave Dixon, to approve the revisions to the NEOLA Board policies as presented. Motion approved – 6 yes, (1 absent/lott).

Bond Project – Elementary/Athletic complex

The Adhoc Committee will meet again January 31st along with the administrative team to finalize information to be presented to the board in February.

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Approval of Request for Unpaid Leave of Absence

A motion was made by Jeff Bunge, seconded by Dave Dixon, to approve an unpaid Leave of Absence for a staff member, whose identity is known by the Board of Education, pursuant to the WESPA 2023-2025 Master Agreement, page 21, Article-17, Unpaid Leaves, Item A. The request would be effective December 18, 2023, through December 22, 2023. Motion approved -6 yes, (1 absent/lott).

Recommendation to Hire Title I Aide

A motion was made by Kristi Mock, seconded by Janelle Young, to hire Sarah Cross as a Title I Aide in the elementary building according to the terms of the work agreement for Aides/Paraprofessionals, and contingent upon successful completion of the ETS ParaPro Assessment administered by the Monroe County ISD by March 1, 2024. Motion approved – 6 yes, (1 absent/lott).

Note: Mrs. Cross has been working as a substitute in the district since 2021 and has already completed her fingerprinting requirements. Her first date of work in this position will be January 16, 2024

Recommendation for Probationary Status for the 2023-2024 School Year

A motion was made by Janelle Young, seconded by Jason Vida, to grant probationary status to the following teachers, effective February 1st of the 2023-2024 school year: Motion approved – 6 yes, (1 absent/lott).

3rd Year:

Mark Truna (MS/HS English)

5th Year:

Jay Yockey (HS Social Studies)

Recommendation to Compensate Event Staff

A motion was made by Janelle Young, seconded by Dave Dixon, to pay event staff defined as WEA employees or community members (i.e. Ticket Takers) at the rate of \$25.00 per event for the remainder of the 2023-2024 school year. Motion approved – 6 yes, (1 absent/lott).

Recommendation to Increase LeAnn Thomas from Part Time to Full Time

A motion was made by Jeff Bunge, seconded by Kristi Mock, to increase LeAnn Thomas from part time to full time beginning with the second semester of the 2023-2024 school year and adjust her annual compensation accordingly. Motion approved – 6 yes, (1 absent/lott).

NEOLA Board Policy Updates – (First Reading)

Superintendent Huard reviewed Board Policy updates as noted below:

1. Policy 0122 Board Powers (Update)
2. Policy 1420 School Administrator Evaluation (Update)
3. Policy 3120 Employment of Professional Staff (Update-Effective 7/1/24)
4. Policy 3130 Assignment and Transfer (Update-Repeal 6/30/24))
5. Policy 3130.01-R Placement (**New**-Effective 7/1/24)
6. Policy 3131 Reduction and Recall of Teachers (Repeal-Effective 6/30/24)
7. Policy 3131.01-R Reduction in Force and Recall (**New**-Effective 7/1/24)
8. Policy 3139 Teacher Discipline (Remove Immediately)

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9. Policy 3139.01 Professional Staff Discipline (New-Effective Immediately)
10. Policy 3142 Probationary Teachers (Update)
11. Policy 3220 Professional Staff Evaluation (Update)
12. Policy 6520 Payroll Deductions (Update)
13. Policy 2624.01 Union Activity and Representation (New-Effective Immediately)
14. Policy 3120.04 Employment of Substitutes (Update)
15. Policy 4120.04 Employment of Substitutes (Update)
16. Policy 3142.01-R Non-Renewal (New-Effective 7/1/24)
17. Policy 3140 Termination and Resignation (Update)

Closed Session – Consideration of Employment, Promotion, Compensation, Discipline, or Performance Evaluation

A motion was made by Kristi Mock, seconded by Dave Dixon, pursuant to Section 8(a) of the Michigan Open Meetings Act and upon the request of the employee, to go into closed session for the purpose of considering a personnel matter at 6:28 p.m. Motion approved –6 yes, (1 absent/loft).

Regular Meeting Resumed

The regular meeting resumed at 6:38 p.m.

Approval of Request for Unpaid Leave of Absence

A motion was made by Dave Dixon, seconded by Janelle Young, to approve an unpaid Leave of Absence for a staff member, whose identity is known by the Board of Education, for a period of sixty days beginning January 8, 2024, as provided under the collective bargaining agreement, or as dictated by future circumstances. Motion approved – 6 yes, (1 absent/loft).

Board of Education Concerns/Reports

There were no board of education concerns or reports.

Adjournment

The regular meeting adjourned at 6:40 p.m.

Minutes approved _____, President

Minutes approved _____, Temporary Secretary