

**WHITEFORD SCHOOLS
OTTAWA LAKE, MICHIGAN 49267**

October 9, 2023

Call to Order / Pledge of Allegiance / Roll Call

A regular meeting of the Whiteford Agricultural School Board of Education was called to order at 6:01 p.m. by Vice President Dave Dixon on October 9, 2023. The Pledge of Allegiance was led by Mr. Dixon. Members present were Jeff Bunge, Dave Dixon, Mike Iott, Jason Vida and Janelle Young. Shane Hillard and Kristi Mock were absent.

Also present were Superintendent Scott L. Huard, Director of Finance & Business Services Marisa Tebbe-Cousino, Director of Human Resources Cathy Machcinski, Elementary Principal Marcy Anderson, MS/HS Principal Jeremy Fielder, and Assistant Principal/Athletic Director Jeremy Simmons. There were 10 visitors present.

Approval of Agenda

A motion was made by Janelle Young, seconded by Jeff Bunge to approve the October 9, 2023, Regular Meeting Agenda presented. Motion approved – 5 yes (2 absent/Hillard and Mock).

Strategic Plan Progress Monitoring

Superintendent Huard presented a summary of the October 3rd Strategic Plan/Enrollment Vision presentation. Mr. Huard shared this was more of a workshop with approximately 50 community members and staff attending and received a lot of feedback. Two more presentations are planned for this week. Mr. Huard told the board that he hopes to present his formal recommendation to them in January/February 2024.

Special Presentations

Student Participation – Student Council President Aubrie Simmons reported on Homecoming 2023, sharing this year's theme was biomes. Each class worked hard on their hallway and float decorating. The sophomore class won the hallway decorating contest with the theme of Under the Sea, and the freshman won the float decorating contest. Aubrie was crowned Homecoming Queen and Keegan Masters was crowned Homecoming King. Spirit week was exciting, and she shared the middle school also had spirit week.

Leski Wittman Insurance Agency Staff Member of the Month – Superintendent Huard recognized Mark Truna as September's Staff Member of the Month. Chris MacMillan from Leski Wittman Insurance Agency attended the meeting and presented Mr. Truna with a \$100 gift card. Additionally, Mr. Huard read Malinda Luzier's and Sheila Smiddy's nomination form(s) and shared that Mark is always taking that extra step to make someone's day shows his wonderful character.

National Principals Month – Superintendent Huard presented Whiteford's three amazing Principals, (Elementary Principal Marcy Anderson, Middle/High School Principal Jeremy Fielder, and Middle/High School Assistant Principal/Athletic Director Jeremy Simmons, with a token of appreciation and shared how much he appreciated the hours they dedicate in their positions to the students, staff, and families and recognized that, much of the time, a principal's work is executed behind the scenes and goes unnoticed. By recognizing them at tonight's board meeting, Mr. Huard hopes that it brings all their hard work to light and shows them how truly appreciated they are.

The Nutrition Group – Whiteford's Kadie Lyndsey, Food Service Director, shared a wonderful, comprehensive Welcome Back slideshow. The full slideshow presentation can be viewed on the district's website (The Nutrition Group Presentation) and includes this year's Food Service goals and new options they are excited to be able to offer to students and staff. Kadie wanted to make sure all parents were reminded that lunch and breakfast are free to all students this year.

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FFA Field Trips – FFA member Zack Kahn was present and asked the board to consider approving their three out of district field trips. He expressed how these opportunities afford them to compete and meet peers in other districts.

Public Comment

A community member parent voiced his opposition regarding the possible move of 5th grade to the middle school/high school building. He shared with the board documentation research that supported his concerns.

Correspondence

There was no correspondence.

Approval of Consent Agenda Items

Mr. Huard presented the following consent agenda items for approval:

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

A motion was made by Janelle Young, seconded by Mike Iott, to approve the consent agenda items as presented. Motion approved – 5 yes (2 absent/Hillard and Mock).

Administrative Reports

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

- The audit was completed last week.
- Procurement review is a new review this year repeating on a five-year cycle. The MDE Child Nutrition Program requested a procurement procedure in addition to the district board policy already in place. This will need to be signed by the board president.

Director of Human Resources – Mrs. Cathy Machcinski:

- Provided an update on the results of the NJCA Audit (Noncriminal Justice Agency; criminal history records) and the change in Security Awareness Training for affected staff members.
- Outlined the new requirements for the Employment Eligibility Verification Form (Form I-9) and the impact it will have on onboarding new employees/contractors.
- Discussed the change in Michigan Compiled Law (MCL) 388.1619 regarding submission of personnel changes within 30 days of a staffing event (i.e., hiring, termination, vacancies) within the Registry of Educational personnel (REP).
- Provided status of employee completions of Vector Solutions annual training.
- Noted many positive comments have been received regarding the new RedRover absence tracking software and its ease of use.
- Working on agenda for a professional development training session with the building Administrative Assistants on November 1st.

Elementary School – Mrs. Marcy Anderson:

- The start of the school year was a great success with the continuation of the PBIS (Positive Behavior Intervention Systems) put in place last year.
- Grade 3-5 have completed their NWEA testing; K-2 finished their MDE nonadaptive testing.

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Elementary School – Mrs. Marcy Anderson (continued):

- We are looking into a different assessment called Smarter Balanced for the 3-5 grade students to give us more grade specific information.
- The new Amplify English Language Arts Curriculum has received very positive comments from both teachers and students.
- Camp Michindoh was fun to start the year off with bonding time between students and teachers. The weather was great.
- Field Trips – Kindergarten went to Gust Brother's Farm; 4th grade is going to Country Tree Farm and 5th grade will be attending a Walleye game.
- A leadership team has been developed at the building level, which consists of Mrs. Anderson, Mrs. Hillard and Mrs. Groch, that meets every Friday to discuss building issues.
- The elementary students really enjoyed the presence of the high school students greeting them during morning drop off. She is looking to open this up to other high school groups to sign up to greet the kids.
- The annual Halloween parade is returning this year to the middle school/high school building. Both MS/HS and the elementary students look forward to this every year.

Middle School / High School – Mr. Jeremy Fielder

- Homecoming week activities included an inspirational speaker, Brad Hurtig, who shared his tips on dedication and resilience that allowed him to overcome his injuries to accomplish great things in life. Spirit week, hall decorating, and float building rounded out the week's activities. It was great to see the middle school student council participate in spirit week this year. He expressed thanks to Mr. Yockey for his work with the high school student council.
- John Basile, from the Monroe ISD, spoke to 7th and 8th grade students about substance abuse.
- Count Days occurred during homecoming week and Mrs. Duval did an awesome job completing this important task for the district as it has a financial bearing on the district.
- The reward for positive behavior for students in grades 6-8 is attending a Walleye game on December 6th. A \$500 grant has been secured to cover the cost of transportation.
- An assembly for students in grades 10-12 will be held October 16th to educate drivers about the dangers of operating a vehicle while under the influence. Students will be given the opportunity to sit in the simulator to experience the effects of driving impaired.
- PLC Groups are meeting this week.
- Met with senior representatives about the location of the 2024 graduation. A survey is currently being completed by all senior students.
- November 11th PD will focus on co-teaching, inclusive practices and working on special ed support in classrooms.
- Presented a PSAT/NMSQT Slideshow outlining digital testing this year.
- Will be conducting meetings with seminar representatives in the upcoming weeks.

Assistant Principal / Athletic Director – Mr. Jeremy Simmons:

- Attended the MHSAA Conference during which he attended several roundtables on the future of high school sports. There was concern about coaches having access to AED units outside of the buildings and the need for them to practice accessing one quickly should the need arise.
- NFHS Broadcast of athletic events
- Middle School still have concerns about scheduling and the drive time to get to certain opponents.
- Blood drive scheduled on November 20th.
- Reinstatement of middle school students of the month. Looking to design t-shirts to give to recipients. This monthly award is voted on by the faculty.

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Director of Transportation & Buildings and Grounds – Mr. Charlie Butz:

Mr. Huard presented the following in Mr. Butz's absence:

- Parking is much better for the games and people love the hard path to the stadium. He also wanted to thank all the helpers with parking and crowd control.
- Busing routes are being fine tuned with most routes completely set. Pick up and drop off at both schools are working very well.
- The continuing addition of signs etc. in the new HS gym and around campus should be completed in the next couple of weeks.
- Noted the 3rd series of the bond work is coming up next summer.

Superintendent's Report

1. National Principals Month – October is National Principals Month. Elementary Principal Marcy Anderson, MS/HS Principal Jeremy Fielder, and MS/HS Assistant Principal/Athletic Director Jeremy Simmons were recognized for all their efforts in making students, families and staff feel supported and advocating for academic and social experiences that ensure our students reach their highest potential.
2. Student Count – The 2023 fall student head count is 825. Last year at this time, we were at 808.

	In-Person	Virtual	Total	Middle College	CTE	Dual Enrollment/DC	Work Based	AP Chem	AP Calculus	AP History		
Kindergarten	65		65									
1st Grade	69		69									
2nd Grade	55		55									
3rd Grade	65		65									
4th Grade	52		52									
5th Grade	55		55									
6th Grade	53		53									
7th Grade	73		73									
8th Grade	69		69									
9th Grade	70		70		44							
10th Grade	68		68	0	45	4	0	0	0	0		
11th Grade	60		60	0	21	16	0	0	0	0		
12th Grade	69	2	71	1	21	57	7	0	12	0		
			825	Students are counted 2 x's if they are in 2 courses								

3. Flu Shot Clinic – Whiteford hosted a free flu shot clinic on Thursday, September 28th for all interested employees.
4. Resignations – Mr. RJ Rios resigned as JV Head Baseball Coach to spend more time with his family.

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5. Volunteer Coach Appointments – The following have been appointed as volunteer coaches:

CC Track	Robin DeBruyne	Assistant Coach, MS
CC Track	Renee Oberle	Assistant Coach, HS
CC Track	Steven Oberle	Assistant Coach, HS
Football	TJ Thieken	Assistant Coach, HS
Football.....	John Nagle Jr.	Assistant Coach, HS
Softball	Kristie Hubbard	Assistant Coach, HS

6. Gifts/Donations – Recent donations to the district include:

Carol Bischoff	\$50	Derby Expenses (In Honor of Kay Heiney)
Rex and Georgia.....	\$50	Derby Expenses (In Honor of Kay Heiney)
Shirley Tennant.....	\$300	Derby Expenses (In Honor of Kay Heiney, Lois Brinning, Kathryn Viers)
Joe Cousino	\$400	Physical Therapy Tapping Bench
Denise Hill.....	\$100	Derby Expenses (In Honor of Kay Heiney)
Tim and Denise Hill.....	\$100	Football Program (In Honor of Connor Hoogendoorn)

7. Announcements / Reminders / Informational Items

- Wednesday, October 18, 2023 – MCABOE Meeting @ MCISD Admin. Bldg. 6pm
- Wednesday, November 1, 2023 – No School (Teacher Professional Development Day)
- Thursday, November 9, 2023 – Early Dismissal (Parent-Teacher Conf. 12PM-3PM/4PM-7PM)
- Wednesday, November 22, 2023 – Early Dismissal (Start of Thanksgiving Break)
- Thursday, November 23, 2023 – Friday November 24, 2023 – No School (Thanksgiving Break)
- Friday, December 22, 2023 – Early Dismissal (Start of Christmas Break)
- Monday, December 25, 2023 –Tuesday, January 2, 2024 – No School (Christmas Break)
- Wednesday, January 3, 2024 – School Resumes

Recommendation to Hire Elementary School Special Education Teacher

A motion was made by Mike lott, seconded by Dave Dixon, to hire Erin Cousino as the Elementary Special Education Teacher, contingent upon favorable previous employer conduct and FBI/State of Michigan background checks. She will be paid at step 1BA of the Schedule A pay scale (\$40,033; prorated for 161 of 181 days) of the 2023-2025 WEA Master Agreement. Wages and benefits are retroactive to October 2, 2023. Motion approved – 5 yes (2 absent/Hillard and Mock).

Recommendation to Hire Central Office Administrative Assistant

A motion was made by Jeff Bunge, seconded by Janelle Young to hire Elaine Thieman as the new Central Office Administrative Assistant and approve her exempt contract as presented. Wages and benefits are retroactive to September 13, 2023. Motion approved – 5 yes (2 absent/Hillard and Mock).

Recommendation to Hire Assistant Men’s Basketball Coach

A motion was made by Mike lott, seconded by Jeff Bunge, to hire Mark Keeling as the new Assistant Men's Basketball Coach at the rate of \$800 per the terms of the 2023-2025 WEA Master Agreement. Motion approved – 5 yes (2 absent/Hillard and Mock).

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Approve National FFA Convention Field Trip

A motion was made by Jeff Bunge, seconded by Janelle Young, to approve the National FFA Convention field trip to Indianapolis, Indiana from Tuesday, October 31, 2023 through Friday, November 3, 2023. Motion approved – 5 yes (2 absent/Hillard and Mock).

Approve State FFA Convention Field Trip

A motion was made by Mike Iott, seconded by Dave Dixon, to approve the State FFA Convention field trip to East Lansing, Michigan from Wednesday, February 28, 2024 through Friday, March 1, 2024. Motion approved – 5 yes (2 absent/Hillard and Mock).

Approve Region 2 FFA Officer Camp Field Trip

A motion was made by Janelle Young, seconded by Jeff Bunge, to approve the Region 2 FFA Officer Camp field trip to Kimball Camp in Reading, Michigan from Sunday, April 28, 2024 to Monday, April 29, 2024. Motion approved – 5 yes (2 absent/Hillard and Mock).

Board of Education Concerns/Reports

There were no Board of Education concerns or reports.

Adjournment

The meeting was adjourned at 7:47 p.m.

Minutes approved _____, President

Minutes approved _____, Vice President

Minutes approved _____, Secretary