

**WHITEFORD SCHOOLS  
OTTAWA LAKE, MICHIGAN 49267**

**December 11, 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 6:00 p.m. by President Shane Hillard on December 11, 2023. The Pledge of Allegiance was led by Mr. Hillard. Members present were Shane Hillard, Mike Iott, Janelle Young, Jeff Bunge, Kristi Mock, and Jason Vida. Dave Dixon was 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 Director of Transportation & Buildings and Grounds Charlie Butz. There were 3 visitors present.

**Approval of Agenda**

A motion was made by Jeff Bunge, seconded by Kristi Mock, to approve the December 11, 2023, Regular Meeting agenda as presented. Motion approved – 6 yes, 1-absent (Dixon)

**Special Presentations**

Student Participation: – Ms. Aubrie Simmons was absent but asked Mr. Huard to share the following:

- November 21 was Friendsgiving which was a big hit. They sold mashed potatoes and gravy, pumpkin pie, and cookies for \$1. Although they didn't make a large profit it did bring some joy into the school.
- This last Friday they had their first Hot Chocolate morning. They are not selling it but just giving it out to boost morale. Teachers and students seemed to love the idea and they are all looking forward to doing it a few more times before break.
- The student council will be making Cards of Appreciation for the staff and will deliver these right before Christmas break.
- Some of the members from the student council will be attending Wreath Across America this Saturday at Toledo Memorial Park. This is an honor and privilege to attend as we lay wreaths at their gravesite.
- The Giving Tree has been a huge hit! Almost all of the ornaments have been taken and will be brought back by the 19<sup>th</sup>. They have had donation tables at multiple basketball games and made over \$700 in donations for this cause.

Leski Wittman Insurance Agency Staff Member of the Month – Superintendent Huard recognized Amanda Diesing as Staff Member of the Month. Chris MacMillan from Leski Wittman Insurance Agency attended the meeting and presented Mrs. Diesing with a \$100 gift card. Amanda was nominated by Jay Yockey and Malinda Luzier for her exceptional work in starting our middle school student council and volunteer hours that support our students.

Nutrition Group – The newest staff member of The Nutrition Group, Karen Winkler, was present to introduce herself.

Strategic Plan Enrollment Vision Update – Superintendent Huard presented an update on the enrollment projections of the Whiteford Schools Strategic Plan. He shared a slide show of what will be presented to the stakeholders at the December 13, 2023, and January 10, 2024, meetings. Additionally, Mr. Huard shared some highlights of the October meetings.

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**Public Comment**

There were no public comments.

**Correspondence**

A letter was presented to all board members from a community member parent expressing their opposition of the possible move of 5<sup>th</sup> grade to the middle school/high school building.

**Consent Agenda**

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

- a. Minutes of the November 13, 2023, Regular Meeting and November 30, 2023 Special Meeting
- b. Treasurer's Report (November 2023) and Check Register (November 2023)

Motion approved – 6 yes, 1-absent (Dixon)

**Administrative Reports**

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

- MS/HS Cafeteria update; Karen Winkler has been working with Katie Lindsey to add a line and another cash register to keep the line moving
- FID was uploaded by the November 1 deadline. Marisa thanked Cathy Machcinski, Laura Cruz-Hartland, and Josh Dyer for their assistance
- Universal Fund Forms were uploaded by December 1 deadline

**Director of Human Resources– Mrs. Cathy Machcinski:**

- Started PLC's with Administrative Assistants on November 1. Covered many topics. Plan on continuing future meetings preferably two to three a year
- Vector annual required training for all current employees is complete
- REP report certified twice a year but required monthly if there are staffing changes. There are 89 regular employees but 188 where reported which includes contracted staff
- Open enrollment for Dental/Vision going on right now
- The union's agreed to change insurance and go with United Health Care
- Finance manual sections will be updated over the next months and distributed to Administrators and Administrative Assistants
- Employee handbook still in process

**Elementary School– Ms. Marcy Anderson:**

- Elementary cruising along
- Finishing 3rd, 4<sup>th</sup>, and 5<sup>th</sup> Grade NWEA testing
- PLC's working diligently in aligning standards to essentials
- Santa's Workshop was after Thanksgiving and was a huge success
- November 15 the 5<sup>th</sup> grade had a field trip to the Huntington Center – Education Days
- Student council's Michigan/Ohio State food drive collected 1,500 food items that was donated to Zion Food Pantry
- Students are writing letters to Santa, and will receive letters back next week thanks to Mrs. Delmotte's and Mr. Ross's students
- Mrs. Ehman and Mrs. Best having "Let's Get cozy" spirit week next week
- Keeping up with the holiday spirit, the halls are being decorated with Christmas lights

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**Administrative Reports Continued...**

**Middle/High School – Mr. Jeremy Fielder:**

- The Middle school students went to the Walley game last week and had a great time
- Middle school students have their first formal dance this Friday
- Big congrats to four high school choir students; Avery Ellis, Dane DuVall, Zach Kahn, and Liam Waterford who performed in the Region "C" District Honors Choir. Dane and Liam advanced to the State Honors Choir in January
- High School Christmas Concert, Sunday
- Middle School Christmas Concert, Monday
- Ensemble Group performing at various locations throughout December
- Started new tutoring program, Peer to Peer, during Seminar
- NWEA testing for 6<sup>th</sup> Grade
- Will be studying Smarter Balance Assessment in the new year
- Great Football Season
- Basketball teams are doing very well
- Need ticket takers for games
- MS Competitive cheer is back

**Transportation & Buildings and Grounds – Mr. Charlie Butz:**

- High School gym signage is almost complete and looks really good
- Cleaning up Middle School Gym
- Auxiliary Gym Batting Cages are now installed, and the nets lifted up. The cages will be set up year-round which is a huge benefit for softball and baseball
- Still waiting on one new bus; currently have a loaner
- Will be placing more signage in the bus loops

**Superintendent's Report**

1. Strategic Plan Enrollment Vision Update - We continue to research options that were collected from the three (3) Strategic Plan & Enrollment Vision Workshops in October. As I shared in those meetings, no formal recommendation will be made until the January or February's Board of Education Meeting, where the Board of Education may make the final decision about how we will handle the enrollment growth/stabilization plan and its effect on grade-level locations and support services. For those stakeholders unable to attend the workshops, the information gathered for each meeting was shared on the district website under "Our District" and "Strategic Plan" as well as some videos outlining the presentation details.
2. Strategic Plan Enrollment/Bond Project Stakeholder Meeting - Back in October, I held workshops regarding our Strategic Plan Progress and Enrollment Vision where stakeholders were able to share feedback as we consider stabilizing our enrollment and lowering class sizes. A recommendation shared in those meetings was the possibility of moving the 5th grade to the middle/high building to create space for lower class sizes. Since the October stakeholder meetings, I have been investigating ideas shared in those meetings to consider an elementary classroom bond project, portable classrooms, and relocating the elementary art and library spaces. As part of our next steps, the Board of Education is considering a bond project to add additional classrooms and multi-purpose space at the elementary as well as moving forward with athletic complex upgrades that

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**Superintendent's Report Continued...**

were identified as part of a strategic plan study done in November 2022. We value stakeholder feedback, so we are offering all stakeholders an opportunity to attend a meeting on 12/13/23 or 1/10/24 at 6:30pm in rooms 2-3 of the MS/HS. At these meetings, stakeholders will have the opportunity to share feedback regarding the scope of the bond project and understand the financial responsibility of the district and taxpayers. Participants will have the opportunity to ask questions. To assist in this process, The Collaborative (Design Team) and Wolgast Corporation (Construction Manager) will be facilitating the meeting. The information gathered at these stakeholder meetings will help assist the Board of Education in determining our next steps as we stabilize our enrollment and lower-class sizes.

3. Enrollment Projections Survey - We are seeking information from families regarding Kindergarten enrollment projections as well as interest in a Young 5 or Transitional Kindergarten Program. Please complete the following survey by Friday (12/22) if you will be enrolling Kindergarten student(s) in the future based upon your current situation: [Whiteford Kindergarten Enrollment Survey](#).
4. Safety Stakeholder Meeting - As part of our Strategic Plan goal to improve culture and learning environments, we have contracted with American Threat Assessment & Protection to evaluate our current safety processes and procedures at Whiteford. As a way to gather stakeholder safety perception data, we are seeking individuals that would be interested in attending a stakeholder meeting on Thursday, January 18, 2024 beginning at 6:30pm in the Board Rm. This meeting is intended to allow an opportunity to learn more about the perceptions of our stakeholders. If you are a parent, guardian, student, staff, or community member, we value your perspective, and we would like for you to consider participating in this focus group meeting. If you are interested in attending, please contact Scott Huard at: [scott.huard@whiteford.k12.mi.us](mailto:scott.huard@whiteford.k12.mi.us). There is a School Safety Focus Group Pre-Assessment survey that will be completed prior to the meeting.
5. Winter Sports Coaches – Enclosed in your packet is a memo from Athletic Director, Jeremy Simmons, updating the board on winter coaching assignments.
6. Volunteer Coaches – The following people have been appointed as volunteer coaches:
 

Basketball .....	Collin Welch .....	Assistant Coach, MS
Basketball .....	Wesley Matthews .....	Assistant Coach, HS
7. Gifts/Donations – Recent donations to the district include:

Whiteford Parents' Association .....	2 White Cabinets .....	MS/HS Staff Restrooms
Bedford Community Foundation .....	\$2,621 .....	Whiteford Softball
Judy Bayes.....	\$50.....	Elementary School Library
Tom Williams, Salenbien Welding Service, Inc.,		
Countryside Landscaping & Excavating, .....	\$1,695.....	Football Sate Playoff Game Bus
Savage and Associates .....	\$750.....	Staff Lunch for Safety Training
8. Announcements/Reminders/Informational Items:
  - Monday-Friday, December 4-15 – NWEA Benchmarking Assessment Window
  - Tuesday, December 12 – Donate & Dine at Sidelines (Support the WPA)
  - Wednesday, December 13 – Stakeholder Bond Feedback & Interest Mtg. (6:30 MS Rooms 2-3)
  - Thursday, December 14 – KG-2nd Grade Christmas Concert (6-6:45pm High School Gym)
  - Thursday, December 14 – 3rd-5th Grade Christmas Concert (7:15-8:00pm High School Gym)

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**Superintendent's Report Continued...**

- Friday, December 15 – MS Formal Dance (6-7:30pm Middle School Gym)
- Sunday, December 16 – Ensemble Performance (12-1:00pm Matthews Tree Farm)
- Sunday, December 17 – HS Christmas Concert (3-4:15pm High School Gym)
- Monday, December 18 – Early Dismissal (Lockout/Reunification Staff Training)
- Monday, December 18 – MS Christmas Concert (7-9:00pm Middle School Gym)
- Wednesday, December 20 – Ensemble Performance (5-7pm Toledo Zoo)
- Thursday, December 22 – Early Dismissal (Start of Christmas Break)
- Monday, December 25, 2023 – Tuesday, January 2, 2024 – No School (Christmas Break)
- Wednesday, January 3, 2024 – School Resumes
- Wednesday-Friday, January 3-19 – School of Choice 105c Window
- Saturday, January 6 – Robotics Kickoff (10am MS/HS Media Center)
- Wednesday, January 10 – Stakeholder Bond Feedback & Interest Mtg. (6:30 MS Rooms 2-3)
- Monday, January 15 – No School (Martin Luther King Jr. Day)
- Thursday, January 18 – Early Release (Elementary 10:55am; MS/HS 11:05am)
- Thursday, January 18 – Safety Stakeholder Focus Meeting (6:30pm Board Rm)
- Friday, January 19 – Early Release Elementary 10:55am; MS/HS 11:05am
- Friday, January 19 – End of 2<sup>nd</sup> Marking Period
- Wednesday, January 24 – FFA Leadership Contests/Districts (3:30pm Dundee High School)
- Saturday, January 27 – WPA Family Fun Night (6pm Middle School Gym)
- Saturday, February 3 – MSVMA District 12 HS Solo & Ensemble (8am Middle School Gym)
- Tuesday, February 6 – Whiteford Recreation Meeting (7pm MS/HS Media Center)
- Wednesday, February 7 – FFA Leadership Contests/Regionals (3:30pm Saline High School)

**Old Business**

**NEOLA Board Policy Updates (Second Reading)**

Superintendent Huard reviewed Board Policy updates as noted below:

Policy 1540 ..... Administrative Staff Reductions/Recalls **(new)**  
Policy 2370.01 ..... On-Line/Blended Learning Program (revised)  
Policy 8305 ..... Information Security (revised)  
Policy 8531 ..... Free and Reduced-Price Meals (revised)  
Policy 7217 ..... Weapons (revised)

A motion was made by Mike Iott, seconded by Jeff Bunge, to approve the revisions to the NEOLA Board Policies as presented. Motion approved – 6 yes, 1-absent (Dixon)

**New Business**

**Recommendation to Hire Men's JV Baseball Coach**

A motion was made by Jeff Bunge, seconded by Janelle Young, to hire Christopher Owens as the new Men's JV Baseball Coach. Mr. Owens will be paid by Edustaff at 6% of step 1 of the Schedule A pay scale (\$2401.98) of the 2023-2025 WEA Master Agreement. Motion approved 6 yes, 1-absent (Dixon)

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**Approval of the 2024-2025 School Calendar**

A motion was made by Mike Iott, seconded by Jason Vida, to approve the 2024-2025 School Calendar as presented. Motion approved – 6 yes, 1-absent (Dixon)

**January Organizational Meeting/Regular Board Meeting**

A motion was made by Janelle Young, seconded by Jeff Bunge, to set January 8, 2024 (6:00 p.m.) as the date/time for the annual organizational meeting with the regular meeting to follow. Motion approved – 6 yes, 1-absent (Dixon)

**NEOLA Board Policy Updates (First Reading)**

Superintendent Huard reviewed Board Policy updates as noted below:

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

**Board of Education Concerns/Reports**

There were no Board of Education concerns or reports.

**Adjournment**

The regular meeting adjourned at 8:12 p.m.

Minutes approved \_\_\_\_\_, President

Minutes approved \_\_\_\_\_, Secretary