

**WHITEFORD SCHOOLS
OTTAWA LAKE, MICHIGAN 49267**

December 12, 2022

Call to Order / Pledge of Allegiance / Roll Call

A regular meeting of the Whiteford Agricultural School Board of Education was called to order at 6:15 p.m. by President Christine Bischoff on December 12, 2022. The Pledge of Allegiance was led by Mrs. Bischoff. Members present were Mrs. Bischoff, Jeff Bunge, David Dixon, Mike Iott, and Janelle Young (left at 6:52 p.m.). Shane Hillard and Kristi Mock were absent.

Also present were Superintendent Scott L. Huard, Elementary Principal Marcy Anderson, Middle/High School Principal Jeremy Fielder, Director of Finance & Business Services Marisa Tebbe-Cousino and Student Board Representative Ali Bauman. There were three visitors present.

Approval of Agenda

A motion was made by Mr. Dixon, seconded by Mrs. Young, to amend the December 12, 2022 Regular Meeting agenda by removing item 10-d (Athletics report) and approve the agenda as amended. Motion approved – 5 yes (2 absent/Hillard and Mock).

Student Participation

Ms. Ali Bauman, Student Council President, reported the following:

- FFA Farm Bureau regional, state participants.
- State Football & Fall Athletic Pep assembly.
- Wreaths Across America – Student Council/NHS will be doing this in December.

Special Presentations

Staff Member of the Month Presentation: Mrs. Emily Nagel was recognized as Staff Member of the Month for November and was presented with a \$100 gift card from Leski/Wittman Insurance Agency. Superintendent Huard read from Mrs. Nagel's nomination form and shared his appreciation for her hard work and devotion to the district.

Public Comment

Please remember this is not a dialogue between the board members and yourself. However, we may follow-up with you at a later date. Each statement made by a participant shall be limited to three (3) minutes in duration, and no participant may speak more than once. We ask that you be courteous. We also ask that you do not use any employee or student name(s) in your comments. Participants shall direct all comments to the Board and not to staff or other participants.

No public comment this month.

Correspondence

No correspondence this month.

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Consent Agenda

A motion was made by Mr. Bunge, seconded by Mr. Dixon, to approve the following consent agenda items as presented:

- a. Minutes of the November 14, 2022 Regular Meeting and November 28, 2022 Special Meeting
- b. Treasurer's Report (September 2022, October 2022) and Check Register (November 2022)

Motion approved – 5 yes (2 absent/Hillard and Mock).

Administrative Reports

Business Office – Mrs. Tebbe-Cousino

- Continuing Disclosure Report: This report was submitted to Baker Tilly (underwriter for district bonds) and includes annual financial information such as current and next year's projected pupil count, current and prior year state aid payments, current and prior year tax levies and collections, budget and budget adjustments, bargaining unit contracts, number of current employees, and a copy of the prior year audit. Baker Tilly file with EMMA and the state repository by December 31st each year.
- Facility Settlement Report: This report was submitted to the Monroe ISD, which gathers information from the SE4094 (medical staff costs report) and SE4096 (transportation for special education services report). These reports are used to determine the amount of reimbursement the district receives of costs of providing these services.
- Health Insurance Bids: Bids were collected via our broker Savage & Associates from Paramount, Blue Cross Blue Shield of Michigan and United Health. Paramount was a 7% increase, with the state only increasing the amount the employer has to pay by 1.5%; therefore, an effective 5.5% increase for staff. Bids from BC/BS and United Health had lower monthly premiums but their out-of-pocket maximums were much higher than Paramount's.
- Pupil Accounting: These packets and numbers (one from each of the three buildings) were verified and released to be submitted on time by the building offices.
- Mrs. Machcinski is doing a wonderful job having submitted the Registry of Educational Personnel (REP) by the 12/1 deadline; and is bringing HR functions up-to-date, having already distributed 2022-2023 teacher contracts, Open Enrollment documents for annual insurance changes, and reviewing personnel files to make sure they are compliant.
- The business office is looking ahead to year-end tasks (1099 reporting, 1095 Health Care reporting, W-2 reporting) and expanding the scope of responsibilities for Mrs. Cruz-Hartland to expand her role in accounting/cross training (i.e., bank recs, grant reporting, help with budgeting). To date, she has focused primarily on payroll.

Elementary School – Mrs. Anderson

Principal Anderson shared the November 2022 attendance report for Whiteford Elementary and reported the following:

- Attendance was stable the week of Thanksgiving; however, there have been quite a few out sick since.
- OSU-UM Food Drive: OSU won the food drive; a total of 1,500 food items were donated to a local food pantry.
- NWEA Testing continues this week where students show what they know.

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Administrative Reports Continued...

- Professional Development on 12/2: 2 hours on conscious discipline and literacy was presented by in-house presenters. The staff dialogue was positive and supportive as we learn more to best serve our students.
- Elementary Christmas Concert is Thursday, December 15 with K-2 beginning at 6pm and 3-5 starting at 7:15pm.
- Spirit Week is the Week of December 19-22!
- Bubba the Pony coming to the elementary school on December 22 to spread some holiday cheer to students and staff!
- Mariann Hillard is really making huge difference with her new role as Behavior Interventionist.

Middle/High School – Mr. Fielder

Principal Fielder shared the November 2022 attendance report for Whiteford Middle and Whiteford High Schools and reported the following:

- Attendance is fluctuating as we are seeing quite a few students sick.
- Big win for football team – state champions! ... community support was outstanding.
- NWEA testing for middle school students in grades 6-8 continues this week.
- Schoology/Infinite Campus integration process is occurring in hopes of allowing families to access as a one-stop-shop for parents to access grades.
- Josten's was here for cap and gown orders for seniors, and will be following up this Wednesday for students to place orders.
- A lot of questions with GoFan "no cash" ticketing system, but the feedback has been overwhelming in support of this change.
- John Basile (Student Assistance Coordinator/Monroe ISD) visited 7th and 8th grade students last week about vaping and drug use.
- State Honors Choir saw Dylan Anderson, Seamus Waterford, and Alena Ellis moving on to the next level of competition.

Superintendent's Report

- 98c Learning Loss Plan - On July 14, 2022, Governor Gretchen Whitmer signed into law Public Act 144 of 2022. Section 98c (MCL 388.1698c) of the act appropriates \$52,056,000 in federal funding for local education agencies to address learning loss as part of the Governor's Emergency Education Relief (GEER) Fund and part of the Secondary School Emergency Relief (ESSER) II Fund. The funds support goal 5 of Michigan's Top 10 Strategic Education Plan. You might recall that back in October, I presented to the Board of Education the 98c Learning Loss Grant Board Presentation - October 2022 outlining possible uses of these funds. Whiteford Agricultural Schools will commit 98c funds to address learning loss among targeted student groups through the administration of high-quality, reliable assessments to assess and monitor student academic and behavior progress through the use of differentiated instruction that is provided in one-on-one or small group settings outlined in this plan: 98c Learning Loss Grant Plan.
- Winter Sports Coaches – Enclosed in your packet is a memo from Athletic Director, Jeremy Simmons, updating the board on winter coaching assignments.

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Superintendent's Report Continued...

- Volunteer Coaches – The following people have been appointed as volunteer coaches:
 - Boys Basketball Mark Keeling Varsity Assistant Coach
 - Girls Basketball Mike Bauman MS Assistant Coach
 - Competitive Cheer Anita Simmons Varsity Assistant Coach
- Resignations – Peyton Shepherd has resigned her position as JV/Assistant Softball Coach effective November 21, 2022. We thank Mrs. Shepherd for her service and dedication to the Whiteford Softball Program.
- Gifts/Donations – Recent donations to the district include:
 - Whiteford Parents' Association \$200 Food / Parent-Teacher Conferences
 - Whiteford Parents' Association \$2,000 Fifth Grade Camp
 - Mike & Stephanie Kastel \$40 Classroom Christmas Presents
 - Chad & Erica Henkle \$100 Christmas Gifts for Each Classroom
 - Scott & April Huard \$240 State Football Post Game Reception Pizza
 - Denise & Tina Wyse Farms \$1,400 State Football Team Charter to Ford Field
 - Wilkinson Sportswear \$758.60 Football Program
- 6. Announcements/Reminders/Informational Items:
 - Monday-Friday, December 5-16 – NWEA Benchmarking Assessment Window
 - Thursday, December 15 – KG-2nd Grade Winter Musical (6pm High School Gym)
 - Thursday, December 15 – 3rd-5th Grade Winter Musical (7:15pm High School Gym)
 - Sunday, December 18 – HS Winter Band/Choir Concert (3pm High School Gym)
 - Monday, December 19 – MS Winter Band/Choir Concert (7pm High School Gym)
 - Tuesday, December 20 – Whiteford Parent Association Meeting (6pm Elementary Cafeteria)
 - Thursday, December 22 – Half-Day Early Release MS/HS (11am, Elementary 11:10am, MS/HS)
 - Friday-Monday, December 23-Jan. 2 – No School-Winter Break
 - Tuesday, January 3, 2022 – School Resumes
 - Tuesday, January 3 – Whiteford Rec Meeting (7pm MS/HS Media Center)

NEOLA Board Policy Updates (Second Reading)

Superintendent Huard reviewed Board Policy updates as noted below:

Bylaw 0144.1 Compensation (revised)
Policy 6108 Authorization to Use Electronic Fund Transfers and Automated Clearing House
Arrangements (**new**)
Policy 6460 Vendor Relations (revised)
Policy 6700 Fair Labor Standards Act (FLSA) (revised)
Policy 9150 School Visitors (revised)

A motion was made by Mr. Bunge, seconded by Mr. Dixon, to approve the revisions to the NEOLA Board Policies as presented. Motion approved – 4 yes (3 absent/Hillard, Mock and Young).

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Approval of the 2023-2024 School Calendar

A motion was made by Mr. Ioff, seconded by Mr. Dixon, to approve the 2023-2024 School Calendar as presented. Motion approved – 4 yes (3 absent/Hillard, Mock and Young).

January Organizational Meeting/Regular Board Meeting

A motion was made by Mr. Ioff, seconded by Mr. Bunge, to set Thursday, January 12, 2023 (6:15 p.m.) as the date/time for the annual organizational meeting with the regular meeting to follow. Motion approved – 4 yes (3 absent/Hillard, Mock and Young).

Board of Education Concerns/Reports

None at this meeting.

Adjournment

The regular meeting adjourned at 7:20 p.m.

Minutes approved _____, President

Minutes approved _____, Secretary

