

**WHITEFORD SCHOOLS
OTTAWA LAKE, MICHIGAN 49267**

February 13, 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 p.m. by Board Treasurer Shane Hillard on February 13, 2023. The Pledge of Allegiance was led by Mr. Hillard. Present were Mike Iott, Shane Hillard, Kristi Mock, Janelle Young, and Jeff Bunge. Christine Bischoff and Dave Dixon were absent.

Also present were Superintendent Scott L. Huard, Director of Finance & Business Services Marisa Tebbe-Cousino, Elementary Principal Marcy Anderson, MS/HS Principal Jeremy Fielder, Assistant Principal/Athletic Director Jeremy Simmons, and Director of Transportation & Buildings and Grounds Charlie Butz. There were 8 visitors present.

Approval of Agenda

A motion was made by Mike Iott, seconded by Jeff Bunge, to approve the February 13, 2023, Regular Meeting Agenda as presented. Motion approved – 5 yes, 2 absent (Bischoff, Dixon).

Strategic Plan Progress Monitoring

Superintendent Huard presented a refresher of Whiteford's current Strategic Plan as a means of keeping the district's values and goals at the forefront of every decision made by the Board of Education.

Special Presentations

Student Participation – There was no student activity report given.

Staff Member of the Month Presentation – Superintendent Huard recognized 5th Grade Teacher, Mrs. Peyton Shepherd, as January's Staff Member of the Month. A representative from Leski Wittman Insurance Agency attended the meeting and presented Mrs. Shepherd with a \$100 gift card. Superintendent Huard warmly congratulated Mrs. Shepherd and shared the high praise from her nomination forms. Elementary School Principal Marcy Anderson also conveyed her sincere gratitude for Mrs. Shepherd's outstanding teaching methods and the energy and passion she brings to her 5th grade classroom on a daily basis.

Bond Update – Brian Weber of Plante Moran Cresa – Mr. Brian Weber of Plante Moran Cresa attended the meeting via Zoom to update the board on the status of current and upcoming bond-related activities. Mr. Weber's full Winter '23 Dashboard Report can be found on the home page of the district's website under School Bond Information, or on the Board of Education page under the February 13, 2023 meeting agenda and minutes.

LockOut USA – Rob Couturier and Nathan Adams of The LockOut Co. – Mr. Nathan Adams and Mr. TG Cook of The LockOut Co., LLC conducted a safety presentation related to the "boot" system Whiteford had previously installed to all doors in the elementary and middle/high school buildings in 2014 as a means to help keep students and staff secure in the event of a lockdown situation. Since then, the creator of the safety boot has designed the LockOut SmartBoot System, a school lockdown and building security system which utilizes the safety boot, but now combines it with the use of ultra-secure Bluetooth technology that establishes an interconnected web for

**Minutes Continued
Ottawa Lake, Michigan
February 13, 2023**

Special Presentations Continued...

the purpose of protecting the entire school in an emergency. The LockOut Application works on almost any device, allowing total connectivity between students, staff, school administrators, and police, and greatly reduces response time for first responders/police in any type of lockdown situation.

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.

There was no public comment.

Correspondence

There was no correspondence to share at this time.

Consent Agenda

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

- a. Minutes of the January 12, 2023, Organizational/Regular Meeting
- b. Treasurer's Reports (December 2022, January 2023) and Check Register (January 2023)

Motion approved – 5 yes, 2 absent (Bischoff, Dixon).

Administrative Reports

Business Office – Mrs. Tebbe-Cousino

- The recent main focus in the Business Office is the work being done on budget adjustments. Director of Finance & Business Services, Marisa Tebbe-Cousino, announced that the adjustments will be complete and ready to present at next month's board meeting.
- W-2 forms and 1099 forms were sent out before deadlines.
- Work on 1095 forms is in process with a deadline of March 2, 2023.

Elementary School – Mrs. Anderson

Principal Anderson shared the Whiteford Elementary School January attendance and reported the following:

- Heartfelt gratitude to the Board of Education for the time, care, and commitment they offer to the Whiteford Agricultural School District.
- Elementary attendance was strong in the month of January.
- The elementary school enjoyed a strong finish to the first semester of school.

**Minutes Continued
Ottawa Lake, Michigan
February 13, 2023**

Administrative Reports Continued....

- NWEA testing is complete; staff is currently digging into the data based on those test scores in order to pinpoint areas of need and adjust academic interventions accordingly.
- Elementary School Counselor Lauren Ehman was celebrated during National Counselor's Week. Ms. Ehman was showered with cards, notes, and posters in appreciation from the students, and Principal Anderson spoke very highly of the outstanding contributions Ms. Ehman makes on a daily basis at Whiteford Elementary, and always with a smile on her face!
- There are two upcoming Teacher Professional Development Days; the first will once again focus on the Conscious Discipline program being implemented in the elementary building, the second will focus on extended ALICE safety training.
- Parent-Teacher conferences are coming up on February 21, 2023.
- The Kiss the Pig fundraiser was a giant success. Everyone had an exciting time watching as many more people than initially anticipated wound up kissing the adorable, noisy FFA pigs, and a good amount of money was raised to build the free book-lending library which will be located outside of the elementary school building.

Middle/High School – Mr. Fielder

Principal Fielder shared the Whiteford MS/HS January attendance and reported the following:

- Sincere gratitude to the school board members for all the time and prep work that goes along with being on the school board.
- The middle and high school students are currently enjoying Winterfest Week and all related activities.
- The Winterfest game against Summerfield and the Winterfest Dance are coming up this weekend.
- MS/HS attendance was solid for both December and January.
- The first upcoming Teacher Professional Development Day will be an ALICE safety training refresher; for the second PD Day, the ISD support team will be on campus and will focus on formative assessment.
- The MS/HS is preparing for State Testing Day in April.
- D.A.R.E. now offers a program for the 7th grade. Mr. Fielder spoke extensively about the benefits of extending this program to our own 7th grade students and informed the board that he would be asking for their approval later in the meeting.

Assistant Principal/Athletic Director – Mr. Simmons

AP/AD Simmons reported the following:

- Genuine gratitude to the school board members and for all the many things involved with serving on the school board.
- Winter sports is winding down.
- The newly formed Whiteford Competitive Cheer Team will be competing this Friday.
- The Mr. and Ms. Whiteford game against Summerfield will be held this Friday.
- The boys basketball team has 4 games left; the girls basketball team has 3 games left in the season.
- Basketball District games are coming up soon.
- Our student enrollment numbers were given to the MHSAA; they will decide and announce division classifications in the next few weeks.

Minutes Continued
Ottawa Lake, Michigan
February 13, 2023

Administrative Reports Continued....

Transportation & Buildings and Grounds – Charlie Butz

Mr. Butz reported the following:

- Sincere gratitude to the Board of Education for their service and support to the district.
- All bond-related projects are moving along nicely.
- The Buildings and Grounds team are preparing for the spring sports season.
- Whiteford now has a new sub bus driver to add to a full bussing staff.
- Mr. Butz will be looking at his Transportation & Building and Grounds budget and making necessary budget adjustments.
- Overall, Mr. Butz expressed that he is very happy with how projects are coming along.

Superintendent's Report

1. Goal Reporting – 104a legislation requires that districts complete their first benchmark in Reading and Math for all students K-8th in the first 9 weeks. At any time after the first 9 weeks and before the last day of school, a second benchmark in Reading and Math for all students in K-8th should be administered. Additionally, 98b legislation also requires that the Board of Education receives Goal Progress Reporting by the first Board Meeting of February 2023 and not later than the last day of the 2022-2023 school year. This report must be reported to the Board and posted to transparency reporting link on the district website. At Whiteford, we administer benchmarks three (3) times per year: Fall, Winter, Spring. The District Benchmarking Goals were posted on the transparency page on the district website and will be updated in February 2023 and June 2023.
2. Employee Job Responsibility Change – We recently facilitated a minor staff change between the middle school and elementary school buildings. Mrs. Barb DuRocher, LRE Aide, had been working with a special needs student since that student was in the 2nd grade. The student is now in 6th grade, and Mrs. DuRocher had followed the student over to the MS/HS building. After a need arose for an aide in the elementary building, and because Mrs. DuRocher's special needs student is fairing so well, the decision was made to move Mrs. DuRocher back over to the elementary building to fill an opening there. A current middle/high school aide, Mrs. Dee Dee LaVoy, will be helping to support the 6th grade special needs student throughout the day and will assist whenever the need arises. For the short time Mrs. DuRocher was in the MS/HS building this school year, her hours were reduced by 15 minutes; she will now resume her regular elementary hours and regain the extra 15 minutes of pay per day.
3. Long-Term Sub Positions in Elementary and MS/HS Buildings – Due to extended teacher absences in the elementary and the MS/HS building, we will be contracting through EduStaff to secure long-term subs to fill the vacancies. In the MS/HS building, Ms. Samantha Good will be returning to fill in for Mr. Ross. Ms. Good filled two long-term sub teaching positions for us last year, has served as a daily sub teacher for us and other Monroe County schools in the past, and also taught in our elementary summer school program. She has an undergraduate degree in Social Work and is currently working on a master's degree in English/Language Arts Education. In the elementary building, Mrs. Alana Joerin will be filling in for 5th Grade Teacher Erika Biddle while Mrs. Biddle is on maternity leave. Mrs. Joerin has not only already subbed for Mrs. Biddle a number of times over the past two years, but she has also served as a daily

**Minutes Continued
Ottawa Lake, Michigan
February 13, 2023**

Superintendent's Report Continued...

sub and long-term sub for the district many times in previous years. We are fortunate to have both Ms. Good and Mrs. Joerin as temporary additions to our Bobcat staff.

4. Spring Sport Coaching Assignments – Enclosed in your packet is a memo from AD Jeremy Simmons outlining the current spring sports coaching assignments. We currently have two coaching positions posted, (Middle School Assistant Track & Field Coach and High School Assistant Track & Field Coach), therefore, we will have to report those at the next board meeting.

5. Gifts/Donations: Recent donations to the district include:

Whiteford Parents AssociationMints/Sponges.....Elementary Office
Anonymous Donor.....Grand Piano.....Music Department

6. Announcements/Reminders/Informational Items:

- Friday, February 17 – Half-Day Early Release (MS/HS 11am, Elementary 11:10am)
- Friday, February 17 – Teacher Professional Development (12-3pm)
- Monday, February 20 – No School, Presidents Day
- Tuesday, February 21 – Half-Day Early Release (MS/HS 11am, Elementary 11:10am)
- Tuesday, February 21 – Teacher Professional Development (12-3pm)
- Tuesday, February 21 – Parent-Teacher Conferences (4-7pm)
- Friday, March 24 – Half Day Early Release (MS/HS 11am, Elementary 11:10am), Start of Spring Break, End of Third Marking Period
- Monday, March 27-Friday, March 31 – No School, Spring Break
- Monday, April 3 – School Resumes
- Friday, April 7-Monday, April 10 – No School, Easter Break
- Tuesday, April 11 – School Resumes
- Wednesday, April 12 – State Testing Day (No School for Grades K-7, 12)
- Monday, May 29 – No School, Memorial Day
- Thursday, June 8 – Half Day Early Release (MS/HS 11am, Elementary 11:10am), Exams
- Friday, June 9 – Half Day Early Release (MS/HS 11am, Elementary 11:10am), Exams/Last Day of School

Recommendation to Hire Interim Varsity Girls Basketball Coach

A motion was made by Jeff Bunge, seconded by Kristi Mock, to hire Shauna Rasor as Interim Varsity Girls Basketball Coach through EduStaff at 1% of step 1BA of the 2021-2023 WEA Master Agreement at *\$1,733.38 and contingent upon favorable previous employer and FBI/State of Michigan background checks. (*Mrs. Rasor's compensation is based upon finishing the sports season and will be adjusted accordingly if Head Coach Jim Ross returns prior to the end of the season.) Motion approved – 5 yes, 2 absent (Bischoff, Dixon).

Recommendation to Hire Assistant Varsity Softball Coach

A motion was made by Jeff Bunge, seconded by Janelle Young, to hire Charlie Butz as the Assistant Varsity Softball Coach at 6% of Step 1BA of the 2021-2023 WEA Master Agreement at \$2,251.14. Motion approved – 5 yes, 2 absent (Bischoff, Dixon).

**Minutes Continued
Ottawa Lake, Michigan
February 13, 2023**

Approval of 7th Grade D.A.R.E. Program

A motion was made by Mike Ioff, seconded by Janelle Young, to approve the 7th Grade D.A.R.E. program as outlined by MS/HS Principal Jeremy Fielder. Motion approved – 5 yes, 2 absent (Bischoff, Dixon).

Approval of Three-Year Waste Removal Contract Extension

A motion was made by Kristi Mock, seconded by Janelle Young, to extend the waste disposal contract with Stevens Disposal for three years, (from July 1, 2023-June 30, 2026), with no price increase. Motion approved – 5 yes, 2 absent (Bischoff, Dixon).

Approval of HS Band Festival

A motion was made by Janelle Young, seconded by Kristi Mock, to approve the High School District Band Festival field trip to Allen Park, Michigan on March 2, 2023, as outlined by Band Teacher/Director, Mr. Dave Welling. Motion approved – 5 yes, 2 absent (Bischoff, Dixon).

Approval of High School Robotics Team Tournaments

A motion was made by Mike Ioff, seconded by Jeff Bunge, to approve the upcoming High School Robotics Team tournaments to be held on Thursday, March 2nd through Saturday, March 4th, 2023, at Spring Arbor University near Jackson, Michigan and on Thursday, March 9th through Saturday, March 11th, 2023, at Mason High School in Mason, Michigan near Lansing as outlined by Robotics Coach, Mr. Dave Welling. Motion approved – 5 yes, 2 absent (Bischoff, Dixon).

Board of Education Concerns and/or Reports

Trustee Jeff Bunge briefly discussed the Monroe County Association of Boards of Education (MCABOE) Dinner he attended on February 8, 2023, where the topic of discussion was School Safety. Mr. Bunge shared some highlights from the meeting and stated that he was very impressed by the presentations.

Adjournment

The meeting adjourned at 8:06 p.m.

Minutes approved _____, President

Minutes approved _____, Secretary