

**WHITEFORD SCHOOLS  
OTTAWA LAKE, MICHIGAN 49267**

**January 12, 2023**

**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 6:15 p.m. on January 12, 2023. The Pledge of Allegiance was led by Mr. Huard. Present were Christine Bischoff, Jeff Bunge, Dave Dixon, Shane Hillard, Mike Iott, Kristi Mock, and Janelle Young.

Also present was Director of Finance & Business Services Marisa Tebbe-Cousino. There was 1 visitor present.

**Temporary Secretary Appointed**

Superintendent Huard appointed Mike Iott as temporary secretary.

**Approval of Agenda**

A motion was made by Dave Dixon, seconded by Jeff Bunge, to amend the agenda to include new item 15-a MISD Parent Advisory Committee Membership and approve the January 12, 2023 Organizational & Regular Meeting Agenda as amended. Motion approved – 7 yes.

**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.

**Organization of the Board**

Mike Iott nominated Christine Bischoff for president. It was moved by Jeff Bunge, seconded by Shane Hillard, to close nominations.

Christine Bischoff was declared president by acclamation.

Mike Iott nominated Dave Dixon for vice president. It was moved by Janelle Young, seconded by Kristi Mock, to close nominations.

Dave Dixon was declared vice president by acclamation.

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

Mike Iott was declared secretary by acclamation.

Mike Iott nominated Shane Hillard for treasurer. It was moved by Dave Dixon, seconded by Kristi Mock, to close nominations.

Shane Hillard was declared treasurer by acclamation.

**Ottawa Lake, Michigan  
Minutes continued  
January 12, 2023**

**Regular Meetings Scheduled**

A motion was made by Mike Iott, seconded by Dave Dixon, that regular meetings of the Board of Education be scheduled on the following dates at 6:00 p.m. in the Middle/High School Bobcat Den unless state law or regulations dictate otherwise due to the pandemic or other unforeseen events:

February 13, 2023  
March 13, 2023  
April 17, 2023  
May 8, 2023

June 12, 2023  
July 10, 2023  
August 14, 2023  
September 11, 2023

October 9, 2023  
November 13, 2023  
December 11, 2023

Motion approved – 7 yes.

**Regular Meeting continued...**

**Student Participation**

*There was no student participation.*

**Special Presentations**

- Staff Member of the Month Presentation: Mr. Ken Groch, Dean of Students, was recognized as Staff Member of the Month for December. Superintendent Huard read from Mr. Groch's nomination form and shared his own high praise and sincere gratitude for his exemplary service to the district. Mr. Groch was unable to attend the meeting, so arrangements are being made for a separate presentation of the \$100 gift card from Leski/Wittman Insurance Agency.
- 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 2022 food service report from The Nutrition Group, which was prepared by Jamie Hoffer, Director of Food & Nutrition.

**Public Comment**

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There was no public comment.

**Correspondence**

An anonymous letter was received regarding a family residency issue.



Ottawa Lake, Michigan  
Minutes continued  
January 12, 2023

**Consent Agenda**

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

- a. Minutes of the December 12, 2022 Regular Meeting
- b. Treasurer's Report (November 2022) and Check Register (December 2022)

Motion approved – 7 yes.

**Administrative Reports**

**Business Office – Mrs. Tebbe-Cousino:**

- Mrs. Tebbe-Cousino expressed her gratitude and appreciation to the Board of Education. She announced that operations in the business office are running smoothly.
- Submission of the annual Qualifying Statement was completed and submitted on 12/29 before the 12/31 deadline, which allows the school to borrow during the upcoming year without further Treasury approval.
- W-2 and 1099 year-end files are downloaded, balanced, and ready to print; still waiting for the forms from the Lenawee ISD. The W-2 forms must be mailed by 1/31 and 1099 forms by 2/15. The 1095 forms will need to go out, as well, but are not due until 3/2.
- Taxes have begun coming in; approximately \$52,000 has been recorded thus far.
- Budget adjustments will be worked on for the remainder of the month in hopes of having them ready for the February board meeting.
- Beginning in February, the Employee Total Compensation Letters will be distributed. These letters show employees' salaries along with the cost of all the benefits provided to employees on an annual basis.

**Superintendent's Report**

Superintendent Huard noted the school Principals, Assistant Principal/Athletic Director, and Director of Buildings & Grounds have been excused from tonight's meeting, so he gave a brief update for each administrator/director.

- Whiteford Elementary:
  - The Christmas Concerts held in December were impressive as always under the direction of Mr. Todd Schreiber. Santa and the Grinch made a special appearance and brought gifts for each classroom before the break.
  - The staff was excited about having the students back in the building ready to learn on January 3, and we are off to a great start to begin the new year.
- Whiteford MS/HS:
  - Exams will be held next week (1/17-1/20). With the eight (8) periods this year, we have spread the exams throughout the week so as not to overload students. Students would have no more than two (2) exams each day.
  - We will continue to honor student accomplishments at upcoming boys' basketball games. Details are posted on the district website or can be found in the latest Bobcat Blitz. Winterfest will be held the week of 2/13-2/17 with the dance on 2/18.

Ottawa Lake, Michigan  
 Minutes continued  
 January 12, 2023

**Superintendent's Report continued...**

• Whiteford Athletics:

- We honored the 2022 state runner-up softball team and 2022 cross country state competitors at halftime of boys' games this winter. That was well received as coaches and athletes were very appreciative of the recognition.
- Go Fan is going well overall. If opposing school AD's inform their coaches, parents, and community to get the word out, there are no problems with Go Fan. People love the card readers more than the app. Only one opposing school's parents were negative and vocal about it out of six (6) total home events between men and women JV and Varsity games (so 12 total different ticketing events).
- The men's basketball team is 5-3, having won 4 in a row. The women's team is competitive at 3-5. New Head Coach, Jim Ross, is doing a great job with improvement being shown in numerous areas. The girls are hanging tough with a tougher more competitive schedule and the girls are not giving up.
- The competitive cheer had a strong showing for their first meet in New Boston back in December. The second meet is this Saturday (14th) at Hillsdale. It is very encouraging to see the focus and energy of the team.
- Lastly, the NFHS camera has been frustrating. The camera has frozen a couple times during game, 'offline'. They need a tripwire to let me know when it does, so it can be addressed quickly. We will continue to work with NFHS to resolve issues.

• Transportation, Buildings, & Grounds:

- We had some bus driver illness to begin the new year, and our substitute drivers were not available. We have cancelled some bus routes due to this shortage, but we are communicating with families in advance to allow them to make other arrangements to get their child(ren) to and from school. We are thankful for our parents' support as we continue to deal with bus driver shortages.
- Over the Winter Break, we experienced a power outage for 5-6 hours early Christmas Eve. A storm that produced 50 mph winds and subzero temperatures caused boiler pipes feeding our heating units to freeze and crack. A total of eight (8) different rooms located in both buildings were affected. The maintenance team and LaRoy Plumbing and Heating were able to fix the leaks. Community volunteers, Jay Herrington, Shane Hillard, Levi Hillard, Brody Hillard, Mike Iott, Erich Drescher, were able to begin the clean-up process. We are filing an insurance claim to recoup expenses incurred over the holiday break. We are currently gathering costs involved and the total is over \$20,000.

• Volunteer Coaches:

Baseball ..... Mark Keeling (varsity assistant)  
 Andrew Toda (JV/varsity assistant)

• Gifts/Donations:

Jamie & Cindy LaRocca ..... \$50.00 ..... Derby Fund  
 R.K. Heiney ..... \$50.00 ..... Derby Fund  
 Barron Insurance ..... \$500.00 ..... Students in Need (café balances)  
 Andon Fencing, LLC ..... \$250.00 ..... Boys Basketball Program

• Announcements/Reminders/Informational Items:

- Monday, January 16 – No School (Martin Luther King, Jr. Day)
- Thursday-Friday, January 19-20 – Early Dismissal (semester exams)
- Thursday, January 19 – Half-Day Early Release (MS/HS 11am, Elementary 11:10am)



Ottawa Lake, Michigan  
Minutes continued  
January 12, 2023

**Superintendent's Report continued...**

- o Friday, January 20 – K-5th Grades Assembly Jim "Basketball" Jones (8:30am High School Gymnasium)
- o Friday, January 20 6-8th – Grades Assembly Jim "Basketball" Jones (9:30am High School Gymnasium)
- o Friday, January 20 – Half-Day Early Release (MS/HS 11am, Elementary 11:10am)
- o Friday, January 20 – End of 2nd Quarter
- o Wednesday, February 8 – Count Day
- o Friday, February 17 – Half-Day Early Release (MS/HS 11am, Elementary 11:10am)
- o Friday, February 17 – Teacher Professional Development (12-3pm)
- o Monday, February 20 – No School-Presidents Day
- o Tuesday, February 21 – Half-Day Early Release (MS/HS 11am, Elementary 11:10am)
- o Tuesday, February 21 – Teacher Professional Development (12-3pm)
- o Tuesday, February 21 – Parent-Teacher Conferences (4-7pm)

**Monroe County Intermediate School District Parent Advisory Committee Membership**

A motion was made by Janelle Young, seconded by Kristi Mock, to approve Monica Adams for a two-year term on the MISD Parent Advisory Committee (beginning January 2023) as presented. Motion approved - 7 yes.

**Board of Education Concerns/Reports**

Christine Bischoff mentioned concerns with traffic congestion on Consear Rd. during student pick up in the afternoons.

**Adjournment**

The regular meeting adjourned at 7:14 p.m.

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

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

