

**WHITEFORD SCHOOLS
OTTAWA LAKE, MICHIGAN 49267**

September 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 6:02 p.m. by Board President Shane Hillard on September 11, 2023. The Pledge of Allegiance was led by Mr. Hillard. Members present were Mr. Hillard, Dave Dixon, Mike Iott, Kristi Mock, Jason Vida and Janelle Young. Jeff Bunge 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 Assistant Principal/Athletic Director Jeremy Simmons. There was 1 visitor present.

Approval of Agenda

A motion was made by Dave Dixon, seconded by Janelle Young, to approve the September 11, 2023, Regular Meeting Agenda as presented. Motion approved – 6 yes, 1 absent (Bunge).

Appoint New Board of Education Treasurer

A motion was made by Mike Iott, seconded by Dave Dixon, to appoint Janelle Young as the new School Board Treasurer. Motion approved – 5 yes, 1 absent (Bunge), 1 abstain (Young).

Strategic Plan Progress Monitoring

Superintendent Huard presented an overview of Whiteford's mission, vision, and goals pertaining to the district's current Strategic Plan, with a strong focus on the Pillars of Success (Engage, Encourage, Empower, Value-Driven, Critical Thinkers, and Impactful in the community). Mr. Huard's objective in presenting this type of refresher is to help keep the Board of Education's focus aligned with the goals and intentions of the Whiteford Agricultural School District's current Strategic Plan. Mr. Huard shared that he was able to present to the PLC Leadership Teacher Team on August 31. Mr. Huard outlined the progress made for the 22-23 school year with regards to the Strategic Plan as well as making the PLC Leadership Teacher Team aware of the Enrollment Vision. The Enrollment Vision Presentation will be available for all stakeholders in the month of October with meetings on October 3 (6pm), 10 (6pm), and 12 (8am). All meetings will be held in the Board Room at the MS/HS building. Mr. Huard welcomes the attendance of a board member at each meeting.

Special Presentations

Student Participation – Student Council President Aubrie Simmons reported the following:

Aubrie shared her pleasure with the new traffic flow pattern for before and after school as it is easy for students to arrive and dismiss from school with little traffic issues. She made mention of the senior parking spaces being painted. Lastly, she said that a Student Council Meeting is scheduled for next Thursday (9/21) to begin discussion of Homecoming.

Bond Project Update – Mr. Brian Weber of Plante Moran Cresa presented the following updates to the board via Zoom:

Mr. Weber outlined updates with the program overview, goals, and objectives, finances, funding allocation, project summary, three-month schedule, critical projects, and pictures. Please see the Bond Dashboard Report Sept. 23 that is accessible with the meeting minutes and agenda on the district website for full details.

Public Comment

Please remember this is not a dialogue between the board members and yourself. However, we may follow up with you later. 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 were no public comments.

Correspondence

There was no correspondence.

Approval of Consent Agenda Items

Superintendent Huard presented the following consent agenda items for approval:

- a. Minutes of the August 14, 2023, Regular Meeting and August 22, 2023, Special and Closed Session Meetings
- b. Treasurer's Report and Check Register (August 2023)

A motion was made by Janelle Young, seconded by Dave Dixon, to approve the consent agenda items as presented. Motion approved – 6 yes, 1 absent (Bunge).

Administrative Reports

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

Mrs. Tebbe-Cousino shared information about the FY23 Audit taking place the week of 9/18 instead of this week 9/11 as the audit company requested the change. She explained that the L-4029 tax document is being adjusted to outline the community's acceptance of the Non-Homestead Act Levy's renewal and increase from the August Special Election. Lastly, she shared that she would be getting with the banks to update signature cards with the nomination of a new Board President and Board Treasurer.

Director of Human Resources – Mrs. Cathy Machcinski:

Mrs. Machcinski mentioned her continued work on creating an Employee Handbook. This process was put on pause with the extraordinary tasks involved this summer in the business office as well as with audit preparations. She made mention of the employee group meetings that were held this summer with our support staff (paraeducators). Lastly, she made mention of the criminal history audit that is taking place this week (9/13). It is an audit that is done every 3 years, and we have been randomly selected to be audited. We expect a few minor issues regarding paperwork with the changes over the past 3 years in the business office, but nothing of a serious nature or of concern. We corrected any issues prior to this audit to make sure that we were in compliance with rules and regulations.

Elementary School – Ms. Marcy Anderson:

Mrs. Anderson shared that we have 360 students at the elementary school, which is up from 337 to finish the spring. We have several families that have moved into the district with young kids as well as accepted some School of Choice students to balance classrooms. The teachers were excited for the students to return. At the Welcome Back Event, sponsored by the district in coordination with the athletic department and WPA, they saw nearly 80% attendance as families picked up letters from their teachers. At the official Open House (8/30), they saw nearly 100% attendance. Teachers are preparing to give beginning of year assessments to chart student growth throughout the school year. Mariann Hillard, Behavior Interventionist, is scheduling SWPBIS lessons that outline expectations for students. All staff take part in presenting lessons to students outlining expectations of recess, lunch, hallway, classroom, bathroom, etc.... School picture day is 9/18. Lastly, the 5th graders left for camp today, and

they will return on Friday (9/15). She shared her appreciation of Mrs. Peyton Shepard, Mrs. Erika Biddle, and the high school camp counselors who helped to make this event possible for our 5th grade students.

Middle/High School – Mr. Jeremy Fielder:

Mr. Fielder shared that we have 476 students enrolled at the MS/HS building with 200 (MS) and 276 (HS). We have 16 new students in middle school, and 14 new students in high school. With regards to locker sharing, the 6th and 7th graders are sharing lockers, but we have split up the 6th and the 7th graders with the 8th graders locker assignments to alleviate some congestion during passing times. He thanked WPA for supporting the 6th grade orientation at Open House (8/30). Teachers had a great start to the year with very little technology issues, which can be contributed to Mr. Scott Huard's preparedness to make sure things are being followed through upon. The scheduling change process for students has ended unless school administration or staff need to make changes due to balancing some classes. PLC Teacher groups will be meeting for the first time this week with a continued focus on Formative Assessment. Traffic flow/patterns are going well at arrival and dismissal. Something new this year is the assessment process for students. Students in grades 6-7 will continue to take the NWEA Assessment three times per year. Students in grades 8-11 will now take the PSAT/SAT suite of assessments three times per year. The PSAT/SAT is now a digital assessment with no paper/pencil tests like before. We believe the switch to these assessments will be more meaningful for students as well as giving students in grades 8-11th grade a total of 6 opportunities to take the assessments before it helps make decisions with scholarships. The testing window this fall is October 23-27.

Assistant Principal / Athletic Director – Mr. Jeremy Simmons:

Mr. Simmons shared that the Welcome Back Event was well received for the athletic portion of the evening. This summer, we were able to get WIFI to the football field press box and concession stand to allow for digital payments for admission, football stats, and local tv broadcasts. BSN Sports will be covering this Friday's (9/15) home game vs. Edon. We continue to receive much support from local broadcasters with televising our games due to our on-going success in football. In volleyball, our girls are improving with each contest with important contests this week vs. Morenci and Summerfield. In cross country, Keegan Masters continues to be successful with being ranked first in our region for all DIII runners and tenth overall in DIII. In football, our varsity team has shown mental toughness in their 3-0 start. Mr. Simmons made mention of his ADs meeting for MHSAA and Region 6 meetings. The TCC continues to talk with the Big 8 football conference about stability with scheduling for next season. With the Springport football game for MS, we are seeking an alternate site that might be half-way for both teams to eliminate a 2-hour drive one way on a school night. Concordia University has been contacted about this possibility.

Superintendent's Report

1. Resignations: Mr. Tony DuPree resigned from his Varsity Football Defensive Coordinator (DC) position as of 8/21/23 to serve as Whiteford's new JV Football Coach. Mrs. Elaine Thieman resigned from her Elementary Administrative Assistant position as of 8/25/23. Ms. Sue Never resigned from her Special Education Bus Aide position as of 9/1/23. Mrs. Deb Motyka-lott resigned from her Central Office Administrative Assistant position at the close of the workday on 9/4/23 to begin her new position with the district as Elementary Administrative Assistant on 9/5/23.
2. Volunteer Coach Appointments – The following have been appointed as volunteer coaches:

Robotics/Music Department.....	Traci Linkey	Mentor/Assistant, HS
Robotics/Music Department.....	Keith Linkey.....	Mentor/Assistant, HS
Robotics.....	Doug Bulmer	Mentor/Assistant, HS
Football.....	TJ Thieken.....	Assistant Coach, HS
CC/Track	Steve Oberle	Assistant Coach, HS
CC/Track	Renee Oberle	Assistant Coach, HS
CC/Track	Robin DeBruyne	Assistant Coach, MS

3. Acknowledgement of Gifts/Donations – Donations were received from the following individuals/organizations:

- Larry and Joyce Ulery.....\$50 High School Football Program
- Steve and Darlene McCullough.....\$50 High School Football Program
- Kelly and Michael McCullough.....\$50 High School Football Program
- Martin and Karen Ruddy\$150 High School Football Program
- Whiteford Parents' Assn. (WPA)Staff Meal..... Back-to-School Breakfast Sponsorship
- The Nutrition GroupStaff Meal..... Teacher PD Breakfast Sponsorship
- Leski Wittman Insurance Agency\$300 Back-to-School Lunch Sponsorship
- Directions Credit Union\$300 Back-to-School Lunch Sponsorship
- The Collaborative\$600 Back-to-School Lunch Sponsorship
- Plante Moran Cresa\$500 Back-to-School Lunch Sponsorship
- Randall and Kathleen King.....\$500.....Laurie King Scholarship Fund

4. Announcements / Reminders / Informational Items:

- Monday, September 11 – Friday, September 15, 2023 – 5th Grade Camp, Michindoh
- Monday, October 2 – Friday, October 6, 2023 – Homecoming Week
- Friday, October 6, 2023 – Homecoming Football Game vs. Reading High School (7pm)
- Monday, October 9, 2023 – School Board Meeting (6pm, MS/HS Bobcat Den)
- Wednesday, November 1, 2023 – No School (Teacher Professional Development Day)
- Thursday, November 9, 2023 – Early Dismissal (Parent-Teacher Conf 12-3pm/4-7 pm)
- Monday, November 13, 2023 – School Board Meeting (6pm MS/HS Bobcat Den)
- Wednesday, November 22, 2023 – Early Dismissal (Start of Thanksgiving Break)
- Thursday, November 23 – 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
- Monday, January 15, 2024 – No School (Martin Luther King, Jr. Day)

Recommendation to Hire Elementary School Administrative Assistant

A motion was made by Janelle Young, seconded by Dave Dixon, to hire Deb Motyka-Iott as the new Elementary School Administrative Assistant, with a position effective date of September 5, 2023. Motion approved – 6 yes, 1 absent (Bunge), 1 abstain (Iott)

Note: Mrs. Motyka-Iott will not be required to fulfill the 90-calendar day probation period as a new member of the WESPA union due to her previous employment with the district.

Recommendation to Hire Middle/High School Special Education Teacher

A motion was made by Mike Iott, seconded by Janelle Young, to hire Monica Laughlin as the new MS/HS Special Education Teacher, contingent upon favorable previous employer conduct and FBI/State of Michigan background checks. She will be paid at step 15BA of the Schedule A pay scale (\$65,777; prorated for 180 of 181 days) of the 2023-2025 WEA Master Agreement. Motion approved – 6 yes, 1 absent (Bunge)

Note: Wages and benefits will be retroactive to September 5, 2023.

Recommendation to Hire Women's JV Basketball Coach

A motion was made by Dave Dixon, seconded by Mike Iott, to hire Tori (Gossard) Edmonds as the Women's JV Basketball Coach at 6% of step 4 of the Schedule A pay scale (\$2,475.06) of the 2023-2025 WEA Master Agreement. Motion approved – 6 yes, 1 absent (Bunge)

Recommendation to Hire Women's Assistant Basketball Coach

A motion was made by Mike Iott, seconded by Kristi Mock, to hire Amy Guthrie as the new Women's Assistant Basketball Coach, contracted through EduStaff, at the stipend of \$800.00 based on the terms of the 2023-2025 WEA Master Agreement. Motion approved – 6 yes, 1 absent (Bunge)

Tax Rate Request/Set Millage Rate (Revision)

A motion was made by Dave Dixon, seconded by Mike Iott, to approve the revised L-4029 form with the understanding that the affected values do not change the millage rates that were approved to levy in July 2023. Motion approved – 6 yes, 1 absent (Bunge)

Appoint Whiteford Board of Education Delegate and Alternate to the MASB 2023 Delegate Assembly

A motion was made by Mike Iott, seconded by Shane Hillard, to approve Jeff Bunge as the Delegate and Dave Dixon as the Alternate to the MASB 2023 Delegate Assembly. Motion approved – 5 yes, 1 absent (Bunge), 1 abstain (Dixon)

Board of Education Concerns/Reports

Mr. Scott Huard made mention of welcoming Jason Vida to the Board of Education. He also reminded the board members about completing their Vector Solutions training video of about 27 minutes, which is an annual training.

Adjournment

The meeting was adjourned at 7:08 p.m.

Minutes approved , President

Minutes approved , Secretary