

**WHITEFORD SCHOOLS  
OTTAWA LAKE, MICHIGAN**

**May 13, 2024**

**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 Board President Shane Hillard on May 13, 2024. Members present were Shane Hillard, Mike Iott, Jeff Bunge, Kristi Mock, and Jason Vida. Dave Dixon and Janelle Young were 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 MS/HS Assistant Principal/Athletic Director Jeremy Simmons. There were 7 visitors present.

**Approval of Agenda**

A motion was made by Kristi Mock, seconded by Jeff Bunge, to approve the May 13, 2024, Regular Meeting Agenda as presented. Motion approved – 5 yes, (2 absent-Dixon/Young)

**Special Presentations**

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

- Busy week last week
- Monday, May 6<sup>th</sup> was FFA Day. There were animals, tractors, and all sorts of fun stuff that the student council helped with.
- Wednesday, May 8<sup>th</sup> was Field Day which included yard games and a dunk tank. Students especially enjoyed trying to dunk Mr. Fielder, Mr. Avis, and Mr. Rios, who graciously volunteered to be in the dunk tank.
- Friday, May 10<sup>th</sup> was the Battle Cats Assembly. This is the first one since COVID and it was great getting to recognize the teachers. They held a Battle Cats design t-shirt contest which the sophomore class won.
- Elections for next year's student council officers will be held soon, and Miss Simmons plans to attend the June Board of Education Meeting to introduce the new Student Council President/Board Reporter
- Superintendent Huard presented Miss Simmons with a special gift of appreciation, and she was thanked by the Board for representing her class well

Leski Wittman Insurance Agency Staff Member of the Month – Mr. Tony Napierala, Maintenance & Buildings and Grounds Support, was recognized as Staff Member of the Month for April and was presented with a \$100 gift card from Chris MacMillan of the Leski Wittman Insurance Agency. Mr. Napierala was nominated by Ms. Debra Keefe and Mrs. Misti Burtscher. Superintendent Huard read from their nomination forms and shared how much they appreciated everything he does for the school and transportation department. Mr. Huard added that Mr. Napierala has been a great addition to the maintenance crew. Mrs. Anderson and Mr. Fielder shared their appreciation for his help as well.

Special Recognition – Mr. Anthony Reyes, from Toledo Building Services, was acknowledged for his hard work and positive attitude by three Whiteford staff members. Superintendent Huard read from their nomination forms where all three stated that he is one of the most positive people they have met. Mr. Huard thanked Mr. Reyes for his positive impact on the staff and students.

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Presentation of "Retirement Apples" – Mr. Jim DeSilvis (Social Studies) and Mrs. Kim DeSilvis (MS/HS Spanish) attended the meeting to receive the customary Golden Apple Award for their recent retirement from teaching. Mr. Fielder spoke and expressed his appreciation to both for supporting him in his role. They are great leaders to everyone and will be greatly missed. Mr. Simmons added that Mr. DeSilvis is a great mentor and friend. Additionally, Mr. Simmons stated they were both outstanding educators to all. Board Secretary Mike Iott added how he has heard great things about them, their hearts are in the right place, and they have great reputations. Mr. Iott wished them well in their retirement. Board Trustee Kristi Mock added as a parent how much her son has mentioned them in positive ways. Superintendent Huard finished by thanking them for all they have done as educators and senior advisors.

The Nutrition Group Presentation Karen Winkler, Director of Food and Nutrition of the Nutrition Group, was unable to attend the meeting but did provide April's Food Service Report for the Board.

**Public Comment**

There were no public comments.

**Correspondence**

There was no correspondence.

**Consent Agenda**

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

- The minutes of the April 8, 2024, Regular Meeting
- Treasurer's Report and Check Register (April 2024)

Motion approved – 5 yes, (2 absent-Dixon/Young)

**Administrative Reports**

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

- Both she and Laura Cruz-Hartland (Accounting Assistant) attended the annual MSBO conference at the end of April. They learned a lot and networked with other business officials.
- The cafeteria Prebid meeting was April 22<sup>nd</sup> with two interested parties attending. Bids were due on May 9<sup>th</sup> and both parties submitted a bid. Bids will be reviewed this week to determine which vendor we will use for the upcoming 2024-2025 school year and will be brought to the Board of Education's June meeting for approval.
- Cut off purchase orders and reviewed the open purchase order encumbrance report. Contacting vendors to close out any open purchase orders.
- Starting some audit functions to get ahead

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

- Finished the 27k Student Loan Forgiveness Program. Superintendent Huard did a lot of work on this, and they successfully submitted all eight staff members who had submitted applications.

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**Administrative Reports Continued....**

- Processed many FOIA requests
- Going through personnel records and checking I-9 Forms to make sure we have one for each employee
- Working with Redrover (absence tracking company) to set up the capability for paraprofessionals to put in an absence and request a substitute. Hoping to roll this out for the upcoming 2024-2025 school year.
- Pending the upcoming move, the business office has been working on purging a lot of files per the document retention laws

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

- MSTEP is finished for grades 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup>
- NWEA is almost finished
- MDE is given to kindergarten, 1<sup>st</sup>, and 2<sup>nd</sup> grades which are aligned to just these grade levels. The teachers really like the data they are receiving from it. Only one more class to finish ELA then it will be complete.
- FFA Day Monday, May 6<sup>th</sup> was a huge hit with the students
- Finishing up their May field Trips
- Track and Field Day is Friday, May 17<sup>th</sup>. Field Day and the WPA's Carnival Day are combined again this year.
- 5<sup>th</sup> grade having their annual Survivor Day and Fear Factor
- 4<sup>th</sup> grade flower sale wrapped up last week. Students earned \$5,000.00 towards 5<sup>th</sup> grade camp next fall.
- Still completing some Kindergarten screenings. Kindergarten enrollment numbers are looking good.

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

- Almost complete with standardized testing
- Had a great day at the Mud Hens reward field trip on May 8<sup>th</sup>
- Field Day on May 8<sup>th</sup> was a great experience for the students
- Battle Cats was really cool. The senior class did an exceptional job recognizing teachers and choosing games that teachers could get involved with and participate in.
- Honors Breakfast hosted by the WPA is this Wednesday, May 15<sup>th</sup> for students in grades 6<sup>th</sup> – 12<sup>th</sup>
- Senior Sunday is this Sunday, May 19<sup>th</sup>

**Assistant Principal/Athletic Director – Mr. Jeremy Simmons:**

- Spring sports season has been fun but also a challenge with the weather cancellations
- Track Regionals are this Saturday, May 18<sup>th</sup> at Arian-Madison
- Stepan Masserant broke his own pole vault record by one foot
- Softball is going well but we are facing some tough teams. By the end of the week Unity Nelson should be at 1,000 strike outs for her career
- Baseball held a Memorial Tournament in honor of Connor Hoogendoorn
- We will be hosting volleyball districts this fall 2024
- November 4<sup>th</sup> will be the football playoffs. Will coordinate volleyball districts around football playoffs to avoid any conflicts.
- MHSA has added certain wheelchair events for track

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**Administrative Reports Continued....**

- Fall/Winter scheduling is done but still working with Jake Gust to schedule around when the greenhouse is open to help boost sales
- TCC will vote in June on increasing ticket prices due to the financial burden on districts from the rising costs of officials

**Superintendent's Report**

1. Resignations – Mrs. Amanda Duval resigned from her position of Middle/High School Administrative Assistant effective June 21, 2024. Mrs. Duvall has served in the middle/high school office since 2023, and we appreciate all her hard work and dedication to the district. We wish Mrs. Duval all the very best in her future endeavors.

Mrs. Julia Evans resigned her position as a 2<sup>nd</sup> Grade teacher effective immediately. Mrs. Evans expressed her sincere gratitude for the experiences, memories, and relationships she created during her three years at Whiteford.

Mrs. Ashley Rodgers resigned from her position as a 4<sup>th</sup> Grade teacher, effective immediately to stay at home with her young son. Mrs. Rodges truly loved the six years that she worked for Whiteford.

Mrs. Barb DuRocher resigned from her position as an LRE Aide effective May 10, 2024. Mrs. DuRocher has worked for the past eight years at Whiteford, and we are grateful for all she has done in supporting our bobcat students. We wish her the best.

Mr. Jeremy Simmons resigned from his position as assistant principal/athletic director effective June 30, 2024. As much as he enjoyed it and brought new ideas to the athletic department, his heart is in the classroom. We deeply appreciate everything Mr. Simmons has done for our students, staff, and community in his role as AP/AD.

Ms. Brandy Crawford resigned from her position as the MS Cheer Coach effective May 3, 2024. As much as she loved being a part of this program, her work schedule and other commitments would prevent her from giving 100% to this program.

2. Leave of Absence – Fifth grade teacher, Mrs. Peyton Shepherd, is requesting a one-year unpaid leave of absence for the entire 2024-2025 school year for the purpose of childcare. I will be asking for board approval during the New Business portion of tonight's meeting.

3. Volunteer Coaching Appointments – Listed below are the additional volunteer coaching appointments for the 2024 spring sport season:

- Steven Wing ..... MS Track

4. Acknowledgement of Gifts/Donations – The following donations were recently made by groups/individuals in the district:

Norman Winter .....	\$1,000.....	Senior Class of 2024
Mary & Mark Durbin.....	\$1,000.....	Golf Program
Anonymous .....	\$200.....	Golf Program
Christina & Vincent LaRocca.....	\$50.....	Therapy Dog Derby Fund
Luzier Brothers Drywall, LLC .....	\$200.....	Golf Program

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**Superintendent Report Continued....**

The James & Sally Wing Scholarship Foundation..... \$5,000..... Class of 2024 Scholarships  
Peggy Sue Brown & Vickie Pant ..... \$150..... Class of 2024 Scholarships  
Diane Wollam..... \$200..... Class of 2024 Scholarships

**5. Announcements / Reminders / Informational Items**

- May 14 ..... FFA Banquet MS Gym 6pm
- May 14 ..... 5th Grade Field Trip: Sauder Village 8:15-2:45pm
- May 15 ..... Athletic Signing Day
- May 16 ..... Kindergarten Field Trip: Wildwood Metroparks
- May 17 ..... Elementary Field Day/Carnival Day
- May 19 ..... Senior Sunday 5pm HS Gym
- May 20-24 ..... Senior Exams
- May 20 ..... HS Spring Concert 7pm
- May 21 ..... WPA Meeting 6pm Elementary Cafeteria
- May 21 ..... 4th Grade Field Trip: Ann Arbor Hands on Museum
- May 22 ..... HS Academic Award Assembly 2-3pm HS Gym
- May 23 ..... Baccalaureate Service 6pm New Life Church
- May 24 ..... Seniors Last Day
- May 24 ..... 5th Grade Shark Tank Presentations 8:30-10:15am Elementary Café
- May 27 ..... No School: Memorial Day
- May 28 ..... MS Academic Assembly 2-3pm MS Gym
- May 28 ..... MS Spring Concert 7-9:00pm
- May 29 ..... Senior Breakfast 8am MS/ HS Cafeteria
- May 29 ..... Senior Rehearsal 9am Crossroads Community Church
- May 29 ..... Senior Parade 6-7:30pm
- May 29 ..... Senior Sunset 7:30pm HS Gym
- May 30 ..... 1st Grade Field Trip: Ritter Planetarium
- May 30 ..... Commencement 7pm Crossroads Community Church
- May 31 ..... Elementary Field Day/Carnival Day Rain Date
- June 4 ..... Whiteford Recreation Meeting 7pm MS/HS Media Center
- June 4 ..... Kindergarten Graduation 1:30-2:45pm Elementary Cafeteria
- June 5 ..... Early Release Elementary 10:55am; MS/HS 11:05am
- June 6 ..... 5th Grade Graduation 9-10:30am Elementary Cafeteria
- June 6 ..... End of 4th Marking Period
- June 6 ..... Early Release Elementary 10:55am; MS/HS 11:05am
- June 10-14 ..... Camp Invention (Incoming KG-6<sup>th</sup> Grade)

**Zero Millage Bond Project**

Superintendent Huard presented an update on the latest Elementary/Athletic upgrades.

**Approval of One-Year Unpaid Leave of Absence**

A motion was made by Jeff Bunge, seconded by Jason Vida, to approve a one-year unpaid leave of absence for a 5th grade elementary school teacher based on the Conditions of Employment – Unpaid Leaves of Absence, Article VI, Section E, items 4-5, of the current 2023-2025 WEA Master Agreement. Motion approved – 5 yes, (2 absent-Dixon/Young)

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**Recommendation to Hire Head Sideline & Competitive Cheer Coach**

A motion was made by Krist Mock, seconded by Mike lott, to contract with Edustaff to hire Kaileah Sweet as the new Head Sideline Cheer Coach and new Head Competitive Cheer Coach to be paid at 8% of step 9 of the Schedule A pay scale (\$3950.16) of the 2023 -2025 WEA Master Agreement for each position contingent upon favorable previous employer conduct and FBI/State of Michigan background checks. Motion approved – 5 yes, (2 absent-Dixon/Young)

**Recommendation to Hire Assistant Football Coaches**

A motion was made by Jason Vida, seconded by Jeff Bunge, to hire Alex Lipka as a new Assistant Football Coach to be paid at the rate of \$1,600.00 and contract with Edustaff to hire John Nagle as an Assistant Football Coach to be paid at the rate of \$800.00 per the terms of the 2023-2025 WEA Master Agreement contingent upon favorable previous employer conduct and FBI/State of Michigan background checks. Motion approved – 5 yes, (2 absent-Dixon/Young)

**Recommendation to Hire MS/HS Social Studies Teacher**

A motion was made by Kristi Mock, seconded by Jeff Bunge, to hire Jeremy Simmons as the new MS/HS Social Studies Teacher to be paid at Step 19-MA of the Schedule A pay scale (\$76,761.00) of the 2023-2025 WEA Master Agreement. Motion approved – 5 yes, (2 absent-Dixon/Young)

Note: Mr. Simmons is already working for the district and has already completed his fingerprinting requirements.

**Recommendation to Create a Transitional Kindergarten Teacher Position**

A motion was made by Jeff Bunge, seconded by Mike lott, to create a Transitional Kindergarten Teacher position due to adding a Transitional Kindergarten class for the upcoming 2024-2025 school year. Motion approved – 5 yes, (2 absent-Dixon/Young)

**Recommendation to Add Another 2<sup>nd</sup> Grade Teacher**

A motion was made by Shane Hillard, seconded by Kristi Mock, to add another 2<sup>nd</sup> Grade Teacher due to adding a third section of 2<sup>nd</sup> grade for the upcoming 2024-2025 school year. Motion approved – 5 yes, (2 absent-Dixon/Young)

**Recommendation to Add a Middle School Counselor**

A motion was made by Mike lott, seconded by Jason Vida, to add a Middle School Counselor due to student mental health needs and current case load for the upcoming 2024-2025 school year. Costs associated with this position will be supported by expected 31aa grant funds and/or the general fund. Motion approved – 5 yes, (2 absent-Dixon/Young)

**Teacher Merit Pay**

This item has been tabled to the next board meeting due to not enough board members present to vote who were not related to Whiteford teachers.

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**Adopt Resolution - Monroe County Intermediate School District 2024-2025 Budget Resolution**

A motion was made by Mike Iott, seconded by Kristi Mock, to adopt the resolution to approve the MCISD budget for the 2024-2025 school year. Motion approved – 5 yes, (2 absent-Dixon/Young)

**Approval of 5<sup>th</sup> Grade Camp Michindoh 2024-2025 Field Trip**

A motion was made by Kristi Mock, seconded by Shane Hillard, to approve the 5<sup>th</sup> Grade overnight, out of district field Trip to Camp Michindoh from October 28, 2024, through Friday, October 31, 2024. Motion approved – 5 yes, (2 absent-Dixon/Young)

**Award Bid for Series III Bond: MS/HS Furniture**

A motion was made by Mike Iott, seconded by Kristi Mock, to award the bid for the MS/HS Furniture Renovations to Interior Environments (IE) to supply and install furniture per contract terms and final review by the district's legal counsel, in the amount not-to-exceed \$135,382.09 to be paid from Series 3 Bond proceeds. Motion approved – 5 yes, (2 absent-Dixon/Young)

**Adopt Resolution - Zero Millage Bond Project**

A motion was made by Jason Vida, seconded by Kristi Mock, to approve the resolution to call for a special school election on August 6, 2024, as presented. Motion approved – 5 yes, (2 absent-Dixon/Young)

**Approval of Toledo Building Services (TBS) 2024 Summer Cleaning Contract**

A motion was made by Mike Iott, seconded by Jeff Bunge, to approve the TBS 2024 Summer Cleaning Contract as presented. Motion approved – 5 yes, (2 absent-Dixon/Young)

**Approval of Toledo Building Services (TBS) 2024-2025 Custodial Contract**

A motion was made by Jeff Bunge, seconded by Mike Iott, to approve the renewal of the TBS Custodial Services Contract for the 2024-2025 school year as presented. Motion approved – 5 yes, (2 absent-Dixon/Young)

**Approval of University of Toledo Dual Enrollment/Direct College Contract**

A motion was made by Jeff Bunge, seconded by Shane Hillard, to approve entering into an agreement with the University of Toledo to provide direct college and dual enrollment opportunities to eligible Whiteford high school students for the 2024-2025 school year as presented. Motion approved – 4 yes, (1 abstained-Mock - 2 absent-Dixon/Young)

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

Superintendent Huard reviewed Board Policy updates as noted below:

1. Policy 1240..... Evaluation of the Superintendent (Update)
2. Policy 2410 .....Prohibition of Referral or Assistance (Rescind-Effective Immediately)
3. Policy 2414 .....Reproductive Health and Family Planning (Update)

4. Policy 2418.....Sex Education (**New**)  
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- 5. Policy 3220 .....Professional Staff Evaluation (Technical Correction)
- 6. Policy 6320.....Purchasing (Technical Correction)
- 7. Policy 6321 .....New School Construction, Renovation (Technical Correction)
- 8. Policy 6325.....Procurement – Federal Grants/Funds (Technical Correction)
- 9. Policy 6350.....Prevailing Wage (**New**)
- 10. Policy 6520.....Payroll Deductions (Update)
- 11. Policy 8390.....Animals on District Property (Technical Correction)
- 12. Policy 8800 .....Religious/Patriotic Ceremonies and Observances (Update)

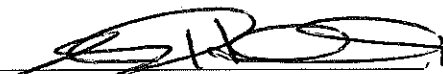
No action is necessary at this time as this is a first reading. These policy updates will be presented at the regular Board of Education meeting in June for approval.

**Board of Education Concerns / Reports**

Inquiries were made about the status of naming the courtyard in memory of Collin Emerson, the naming of the music room (Jeff Bunge will present a proposal at an upcoming board meeting), the new math curriculum (paused in the elementary right now due to the new ELA curriculum that was introduced this school year), a JROTC program, and mentioned the passing of Sandy Wilkerson (former head cook at Whiteford).

**Regular Meeting Adjourned**

The regular meeting adjourned at 7:42 p.m.

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

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