

**WHITEFORD SCHOOLS
OTTAWA LAKE, MICHIGAN 49267**

October 14, 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 President Shane Hillard on October 14, 2024. The Pledge of Allegiance was led by Mr. Hillard. 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, Director of Data, Curriculum and Assessment Marcy Anderson, Elementary Principal Samuel Marsh, MS/HS Principal Jeremy Fielder, Athletic Director Marcus Luzier, and Director of Transportation & Buildings and Grounds Charlie Butz. There were 12 visitors present.

Approval of Agenda

A motion was made by Jeff Bunge, seconded by Mike Iott, to amend the agenda to table Item 12-a-4 - Recommendation to Hire JV Men's Basketball Coach and amend as presented. Motion approved – 5 yes (2 absent-Dixon/Young)

Janelle Young arrived at 6:06 p.m.

Special Presentations

Student Participation – Student Council Alaina McClain attended the meeting and presented the following to the board:

- This year's homecoming theme was destination locations around the world
- The homecoming dance had approximately 200 students attend
- Upcoming events are Thanksgiving/Friendsgiving, can food drive, and the Angel tree in which they receive donations for community members in need
- December 15th they will be doing Wreaths Across American
- Winterfest dance will be held January 18, 2025

Leski Wittman Insurance Agency Staff Member of the Month – Mrs. Corey Bruce, HS/Science Teacher, was recognized as Staff Member of the Month for September. Chris MacMillan from Leski Wittman Insurance Agency attended the meeting and presented Mrs. Bruce with a \$100 gift card. Corey was nominated by Mr. Greg Russell for going above and beyond in her role as a mentor teacher, science teacher, PLC leader, and role model.

WPA Booster Groups Annual Reports – Athletic Boosters President Mike Miller and Music Boosters President Juliane Consear attended the meeting. Mike Miller shared that he took over as president a little over a year ago. Mr. Miller highlighted some of their annual fundraisers including the golf outing, sports raffle and winter softball tournament. He also shared some items they were able to purchase from these fundraisers like a golf cart for the athletic trainer, team uniforms, wireless cameras for football, and wireless communication system for baseball. Athletic Director Marcus Luzier thanked Mr. Miller and the boosters for the support they give to athletics. Julie Consear introduced herself as the new Music Boosters president. Mrs. Consear presented last year's financials to the Board and shared they receive most of their funding from concessions sold at the games. Board Secretary Mike Iott stated that they do a really great job at concessions.

National Principals Month – Superintendent Huard presented Whiteford's two amazing Principals, (Elementary Principal Sam Marsh and Middle/High School Principal Jeremy Fielder) with a token of appreciation and shared how much he appreciated what they do each and every day in our buildings for our staff and students.

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FFA Field Trips – FFA President Alison Turvey and Vice President Garrett Schalmo were present and asked the Board to consider approving their three overnight and out of district field trips in the new business section of the meeting. These are traditional trips they take every year.

Bond Project Update – Brian Weber from Plante Moran Realpoint LLC and Rich Brienik from The Collaborative attended the meeting and updated the board on the bond projects. They presented a slideshow highlighting from where we started to completion over a 5-year period (Series I, II and III). Mr. Weber and Mr. Brienik both thanked us for the opportunity to work with us on this project. Superintendent Huard and Director of Transportation & Buildings and Grounds Charlie Butz expressed their gratitude for their hard work and appreciated their support throughout this project. Board Trustee Jeff Bunge also thanked them for “knocking it out of the park” and how proud he is of how our school looks now.

Public Comment

There were no public comments.

Correspondence

There was no correspondence.

Consent Agenda

A motion was made by Janelle Young, seconded by Jeff Bunge, to approve the consent agenda items as presented.

- Minutes of September 9, 2024, Regular Meeting and Closed Session Meeting and the September 16, 2024, Special Meeting
- Treasurer’s Report and Check Register (September 2024)
- Adoption of Resolution to Proclaim October as National Principals Month
- Adoption of Resolution to Proclaim October 21-25, 2024, as School Bus Safety Week

Motion approved – 6 yes (1 absent-Dixon)

Administrative Reports

Director of Finance and Business Services – Mrs. Marisa Tebbe-Cousino:

- Attended a two day conference for the upcoming café administrative review. Will be working with Karen from Nutrition Group on this.
- The auditors were here during the weeks of October 16th and October 23rd finalizing the audit. A few items will be addressed at a later time.
- Thanked the principals, athletic department, administrative assistants, and buildings and grounds for purchasing restrictions. We will be in good shape when the state aid comes on Monday.
- Presented a 457b Plan which is like a 403b plan (investment plan for our employees). Asking for approval later in the New Business section of the meeting.
- Upcoming 61c CTE Annual Report to the ISD due beginning of November, FID due November 1st, and Pupil Fall Count due November 13th

Director of Human Resources – Mrs. Cathy Machcinski:

- Another staff member has submitted paperwork for an FMLA-related absence
- Working with 2 new Edustaff coaches to get onboard as quickly as possible
- Still working with DocumentLok with the online storage system

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- Working with Superintendent Huard on a salary schedule for unaffiliated (non-union) staff members for the state. Will have to be board approved when completed.

Director of Data, Curriculum and Assessment – Mrs. Marcy Anderson:

- Processing through Spring testing data to identify areas of strengths and weaknesses
- Working on our central standards
- Working with the Transitional Kindergarten teacher on a New TK program and report card
- Working with the ISD in gathering standards for TK to keep the county all the same
- Working on standards-based report cards for 3rd through 5th grade. Kindergarten through 2nd grade already use standard-based report cards.
- She would like to add on our website a summary of what each grade is learning

Director of Transportation & Buildings and Grounds – Mr. Charlie Butz:

- In the process of training a new sub bus driver who is a parent with students here and would like to give back to the community and help out by picking up some bus routes when needed. She just started the driving portion of the training. The training process is about a month long (endorsements, class, drivers training and test).
- Getting the athletic fields ready for spring and the track as well
- Wrapping up Series III. Waiting on a few minor items to be completed.

Athletic Director – Mr. Marcus Luzier:

- Laney Pirrone and Cade Schober attended the meeting and talked about their experience at the TCC Leadership Summit at Lenawee Christian Schools (10 classmates attended). They learned so many things including communication skills and letting other people be in charge.
- Passed midway point of fall sports. Cross County Girls have a league championship meet on October 15, 2024.
- Preparing to host volleyball district here
- Still have no trainer from 3 Dimensional Physical Therapy (3DPT)
- Received invitation from TAAC (Toledo Area Athletic Conference) to join their football conference starting with the 2025-2026 school year. Recommended to the Board that Whiteford accept the invitation to join. A board motion is necessary.

Approval of Joining Toledo Area Athletic Conference (TAAC) 2025-2026 School Year

A motion was made by Jason Vida, seconded by Mike lott, to join TAAC football conference starting the 2025-2026 school year. Motion approved – 6 yes (1 absent-Dixon)

Middle/High School – Mr. Jeremy Fielder:

- Homecoming was well attended. The floats and hallways were awesome this year.
- Behavior incentive for middle school students is a Walleye Hockey game scheduled for December 4th
- Ms. Head and Mr. Groch are working with seniors and UT is coming in Friday, October 18th to help students who would like to apply for college at UT
- The Air National Guard will be on campus October 15th
- Conducted a Safety Drill last Wednesday, October 9th (Teach In Place). We used the lock out system. Will use this moving forward for teach in place. The K-9 narcotics dog and Sheriff were also on campus during this drill.
- Fall PSAT (8th and 9th grades) and NMSQT testing (10th and 11th grades) begin next week. NMSQT testing started last year. This data is used for growth testing (10th and 11th grades) and for teachers' evaluations in the fall and spring.
- November 1st PD Day will join Ida, Mason, and Summerfield to see a presentation by Gerry Brooks

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- November 8th is the Middle School dance
- Working with Deputy Benes to shift away from 7th Grade DARE and replace it with TEAM (Teaching Educating and Mentoring). TEAM is a state police program, covers more topics, and Deputy Benes can teach it.
- SPLT Red Ribbon Week is the last week of October to support kids in making positive decisions
- State Legislation MCL – Section 380.1508 that passed this spring states that schools must disseminate informational materials on sexual assault and sexual harassment to students in grades 6th through 12th. The plan is to share the materials with parents two weeks before sharing with students.
- Asking for board approval for this year's graduation date, time and venue

Approval of 2025 Commencement Date/Time

A motion was made by Mike Iott, seconded by Kristi Mock, to approve Thursday, May 29, 2025, at 7:00 p.m. as this year's commencement date and time. Motion approved – 6 yes (1 absent-Dixon)

Approval of 2025 Commencement Location

A motion was made by Jeff Bunge, seconded by Janelle Young, to approve Crossroads Community Church as this year's commencement venue. Motion approved – 6 yes (1 absent-Dixon)

Elementary School – Mr. Samuel Marsh:

- September was Kindness Month and October is Respect Month
- Celebrated September Kindness students October 1st and had fun with homecoming spirit week
- TK and Kindergarten had a field trip to Gust Brothers Farm
- 3rd grade went to see the movie Wild Robot at the Phoenix Theatre. They have been reading the Wild Robot book.
- 4th grade will be having Adventure Camp hosted through the ISD – ISD Staff come every Friday to lead team activities
- 5th Grade Camp Michindoh is coming up at the end of the month
- This year's book fair will be held November 4th through November 8th
- Ottawa Lake Fire Department came and did a fire safety presentation for TK and Kindergarten
- Had an unannounced fire drill the second week of school due to a faulty sensor
- Deputy Benes is more visible in the elementary this year, building relationships with the littles
- Thanked the WPA for two Dine and Donate fundraisers this fall
- The WPA Cookie Dough fundraiser is complete and appears it was another huge success
- The Elementary Halloween parade will be held on October 31st at 2 p.m.
- Every class is finished with all standardized testing
- Thanked everyone at the board meeting for all of the support he has received

Superintendent's Report

National Principals Month – October is National Principals Month. Whiteford Agricultural School District is blessed to have two exceptional principals, and we have the entire month of October to celebrate them. Our principals oversee the day-to-day operations of the school, manage staff, make important decisions regarding curriculum and student discipline, and foster a positive and productive learning environment. They are instrumental in shaping the quality of education that students receive and play a critical role in shaping the future of young people. Please consider taking a moment this month to recognize their hard work. Here are some ways you can recognize our principals: Write a thank you note or complete a Celebrate Whiteford Card, give a little gift of appreciation, or simply tell them you appreciate them. Let's make sure Sam Marsh and Jeremy Fielder are celebrated this month.

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1. Student Count – The 2024 fall student head count is 832. Last year at this time, we were at 825.

	In-Person	Virtual	Total	Middle College	CTE	Dual Enrollment/DC	Work Based	AP Chem	AP Calculus	AP History	
Transitional Kindergarten	16		16								
Kindergarten	48		48								
1st Grade	65		65								
2nd Grade	73		73								
3rd Grade	56		56								
4th Grade	66		66								
5th Grade	56		56								
6th Grade	57		57								
7th Grade	57		57								
8th Grade	74		74								
9th Grade	69		69		43						
10th Grade	71		71	0	39	13	0	0	0	3	
11th Grade	64	1	65	0	34	19	0	11	1	6	
12th Grade	58	1PT	59	1	17	32	4	5	4	3	
			832		Students are counted 2 x's if they are in 2 courses						

2. Resignations – Mr. Nick Welch resigned his position as the Boy's JV Basketball Coach effective September 12, 2024, for personal reasons. He will do his best to assist in the transition process. Ms. Kaileah Sweet resigned her position as Varsity Cheer Coach effective immediately for personal reasons. Mr. Chris Owens resigned his position as JV Baseball Coach effective immediately to serve as the Varsity Baseball Coach at Evergreen.
3. Superintendent Evaluation Goals 24-25 – Drafted a set of evaluation goals for the 24-25 school year and presented it to the board. Reminded the board that the Professional Practice (rubric) accounted for 65% of his evaluation, while 35% is based upon Student Growth and District-Wide goals. The goals address the Student Growth and Assessment Data of SLO Metrics (20%) and Progress Towards District-Wide Goals (15%). After discussion with the Board, he and the board will agree on a set of goals for him to be carried out during the 24-25 school year. A mid-year review will be scheduled in December 2024 outlining his progress, and a final review in June 2025.
4. Volunteer Coach Appointments – The following have been appointed as volunteer coaches:
 CheerleadingKendra Swy..... Assistant Coach, MS
 CheerleadingRylie DeSilvis..... Assistant Coach, HS
5. Gifts/Donations – Recent donations to the district include:
 There were no gifts/donations received since the last board meeting.

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6. Announcements / Reminders / Informational Items

- October 28 MS/HS Picture Retake Day
- October 28-31 5th Grade Field Trip: Camp Michindoh
- November 1 End of 1st Marking Period
- November 1 No School – Staff Professional Development
- November 6 Elementary Picture Retake Day
- November 11 Board of Education Meeting
- November 14 WPA Cookie Dough Pick-Up
- November 14 Early Dismissal (Elem-10:55) (MS/HS-11:05)
- November 14 Parent-Teacher Conferences 12:00-3:00 p.m.
- November 18 American Red Cross Blood Drive
- November 19 WPA Limo Ride (Cookie Dough Winners)
- November 27 Early Dismissal (Elem-10:55) (MS/HS-11:05) - Thanksgiving Break
- November 28-29 No School – Thanksgiving Break

Capital Bond Campaign

Superintendent Huard updated the Board on the latest Capital Bond details along with a presentation with the data of the Community Survey that was sent out to the community six or seven times through different venues.

Kristi Mock left at 8:46 p.m.

Approve of Request for Unpaid Leave of Absence

A motion was made by Janelle Young, and seconded by Jason Vida, to approve an unpaid leave of absence for a 5th grade teacher for the last few months of the 2024-2025 school year following their 12 weeks of Family and Medical Leave 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/Mock)

Recommendation to Hire MS Winter Competitive Cheer Coach

A motion was made by Jeff Bunge, seconded by Shane Hillard, to contract with Edustaff and hire Leslie Lehberger as the new Middle School Winter Competitive Cheer Coach to be paid at the rate of \$1,600 per the terms of the 2023-2025 WEA Master Agreement and contingent upon favorable previous employer conduct and FBI/State of Michigan background checks. Motion approved – 5 yes (2 absent-Dixon/Mock)

Recommendation to Hire HS Fall Sideline Cheer Coach

A motion was made by Jeff Bunge, seconded by Mike Iott, to contract with Edustaff and hire Kim DeSilvis as the new Varsity Fall Sideline Cheer Coach. Mrs. DeSilvis will be paid at 8% of Step 5-BA of the Schedule A pay scale prorated (remainder of the fall season) based on 64 of 106 days (\$2,107.65) per the 2023-2025 WEA Master Agreement and contingent upon favorable previous employer conduct and FBI/State of Michigan background checks. Motion approved – 5 yes (2 absent-Dixon/Mock)

Recommendation to Hire HS Winter Competitive Cheer Coach

A motion was made by Mike Iott, seconded by Jeff Bunge, to contract with Edustaff and hire Jordan Younglove as the new Varsity Winter Competitive Cheer Coach to be paid at 8% of Step 1-BA of the Schedule A pay scale (\$3,298.72) per the terms of the 2023-2025 WEA Master Agreement and

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contingent upon favorable previous employer conduct and FBI/State of Michigan background checks. Motion approved – Motion approved – 5 yes (2 absent-Dixon/Mock)

Approve National FFA Convention Field Trip

A motion was made by Jason Vida, seconded by Shane Hillard, to approve the overnight and out of district National FFA Convention field trip to Indianapolis, Indiana from Tuesday, October 22, 2024, through Friday, October 25, 2024. Motion approved – 5 yes (2 absent-Dixon/Mock)

Approve State FFA Convention Field Trip

A motion was made by Shane Hillard, seconded by Jason Vida, to approve the overnight and out of district State FFA Convention field trip to East Lansing, Michigan from Wednesday, March 5, 2025, through Friday, March 7, 2025. Motion approved – 5 yes (2 absent-Dixon/Mock)

Approve Region 2 FFA Officer Camp Field Trip

A motion was made by Jason Vida, seconded by Janelle Young, to approve the overnight and out of district Region 2 FFA Officer Camp field trip to Camp Michindoh in Hillsdale, Michigan from Sunday, April 27, 2025, to Monday, April 28, 2025. Motion approved – 5 yes (2 absent-Dixon/Mock)

Approve Athletic Participation Agreement Updates

A motion was made by Mike Iott, seconded by Shane Hillard, to approve the language changes noted in red under Section "Participation Fee" and Section "Conduct Penalties" as presented. Motion approved – 5 yes (2 absent-Dixon/Mock)

Approve Whiteford 5D+ Teacher Evaluation Handbook 24/25

A motion was made by Jason Vida, seconded by Mike Iott, to approve the Whiteford 5D+ Teacher Evaluation Handbook 24/25 as presented. Motion approved – 5 yes (2 absent-Dixon/Mock)

Approve 457(b) Plan Documents (Nonqualified Deferred Compensation Plan)

A motion was made by Shane Hillard, seconded by Mike Iott, to approve the 457(b) Plan Resolution and accompanying documents as presented. Motion approved – 5 yes (2 absent-Dixon/Mock)

Approve The Lockout LLC Quote-SmartBoot/SmartLight System

A motion was made by Mike Iott, seconded by Jeff Bunge, to approve The Lockout LLC SmartBoot/SmartLight System quote (costs to be covered in full by 31aa grant money for safety) to update the bond construction areas from this past summer as well as a few additional needs addressed in the initial installation as presented. Motion approved – 5 yes (2 absent-Dixon/Mock)

Other Board Concerns/Reports

Jason Vida inquired about the possibility of hiring our own trainer since 3DPT has been unable to find one for the district. Mr. Huard indicated he would work with Mrs. Tebbe-Cousino to develop a proposal to bring to the next board meeting.

Jeff Bunge inquired about naming the courtyard in Collin Emerson's honor. Jeff suggested two people that might be helpful: Amy Stone and Nick Guthrie. He also inquired about possibly doing something in Jack Luetke's memory and noted Kevin McNulty (son of former superintendent Owen V. McNulty) had a photo of the old elementary school before all the renovations were made and is willing to donate it to

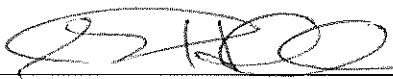
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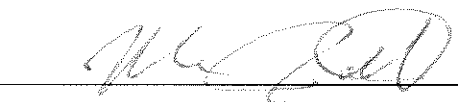
the district. Mr. Marsh indicated he would love to have it and would display it somewhere in the building.

Mike Iott indicated he had spoken with Mike Jones (Michigan Technical Resource Park) about an intern from our school for a work-based program at MITRP. Mr. Fielder said that Matt VanBrandt would be the district contact for work-based learning programs.

Adjournment

The regular meeting adjourned at 9:16 p.m.

Minutes approved , President

Minutes approved , Secretary

National Principals Month Resolution

It is recommended that the Board of Education approve the following resolution in recognition and support of National Principals Month, October 2024.

WHEREAS October 2024 is declared National Principals Month; in coordination with the efforts of the National Association of Elementary School Principals, the American Federation of School Administrators, and the National Association of Secondary School Principals, working with the U.S. Congress, to designate "National Principals Month" and resolutions thereof;

WHEREAS the vision, dedication, and determination of a principal provides the mobilizing force behind any school reform effort; and

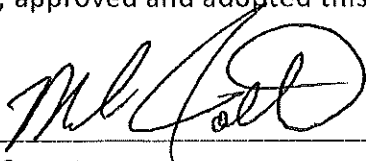
WHEREAS principals are expected to be educational visionaries, instructional leaders, assessment experts, disciplinarians, community builders, public relations experts, budget analysts, facility managers, special programs administrators, and guardians of various legal, contractual, and policy mandates and initiatives, as well as being entrusted with the education and development of young people, the most valuable resource; and

WHEREAS principals set the academic tone for their schools and work collaboratively with teachers to develop and maintain high curriculum standards, develop mission statements, and set performance goals and objectives for schools to achieve educational excellence; and

WHEREAS to honor and recognize the contribution of all school principals and assistant principals at all grade levels to the success of students in Whiteford Agricultural School District; and to encourage residents to observe "National Principals Month" with appropriate ceremonies and activities that promote awareness of school leadership's role in ensuring that every child has access to a high-quality education.

BE IT RESOLVED, in honor of the service of all elementary, middle and high school principals, and to recognize the importance of their school leadership so that every child has access to a high-quality education, and to celebrate school leader accomplishments, the month of October 2024 is hereby recognized as "National Principals Month."

Presented, approved and adopted this 14th day of October, 2024.



Mike Iott, Secretary

Whiteford Board of Education

National School Bus Safety Week Resolution

It is recommended that the Board of Education approve the following resolution in recognition and support of School Bus Safety Week, October 21-25, 2024.

WHEREAS, the Whiteford Agricultural Board of Education recognizes that the importance of protecting the safety of Whiteford's school children extends beyond the classroom walls and the school building; and

WHEREAS, the Board has great respect for the accomplishments of school bus drivers, supervisors, and all school transportation personnel in providing the safest transportation possible for children to and from school and home; and

WHEREAS, coordinating the countless routes over so many miles and supervising the dozens of students on each vehicle, requires an outstanding effort put forth by these exemplary professionals who have devoted their careers to transporting our children safely; and

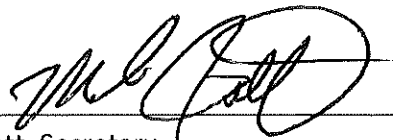
WHEREAS, the Board continues to recognize and to take great pleasure in commending the men and women who accept and meet the challenge of school transportation; now therefore, be it

RESOLVED, that the week of October 21-25, 2024, is recognized as National School Bus Safety Week; and be it further

RESOLVED, that this week be devoted to the recognition of everyone who contributes to the successful operation of our nation's school buses; and be it finally

RESOLVED, that this special week serves as a fitting time to urge all Whiteford drivers to become more aware of school bus safety regulations and encourage all citizens to be alert and drive carefully near school buses.

Presented, approved and adopted this 14th day of October, 2024.

A handwritten signature in black ink, appearing to read "Mike Lott", written over a horizontal line.

Mike Lott, Secretary

Whiteford Board of Education

Whiteford Agricultural Schools, MI

Board Resolution: Adopting a 457(b) Plan Document

Whereas, Whiteford Agricultural Schools, MI (the "Employer"), wishes to adopt a nonqualified deferred compensation plan that qualifies under Section 457 (b) of the Code.

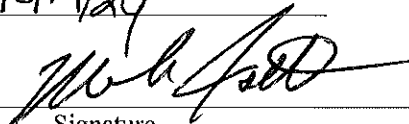
Whereas, the Employer wishes to offer eligible employees an opportunity to enhance their personal retirement savings by deferring receipt of current compensation.

BE IT RESOLVED that the Board does hereby adopt the 457 (b) Plan which will, at all times, conform to the requirements of Section 457(b) of the Internal Revenue Code and applicable regulations.

FURTHER RESOLVED that it is the intention of the Board that the 457(b) program will conform with all federal and state statutory and regulatory requirements applicable to 457(b) plans, except that the program set forth above shall not be subject to the requirements of Title I of ERISA because the employer is exempted from such requirements.

FURTHER RESOLVED that the Board authorizes the Business Office, Director of Finance & Business Services, to act on the Board's behalf with respect to this plan, and to take any and all actions necessary or desirable to implement, maintain and administer the plan set forth above in accordance with the Board's intentions, and all applicable state and federal laws.

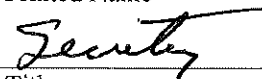
Dated: 10/14/24



Signature



Printed Name



Title