

**WHITEFORD SCHOOLS
OTTAWA LAKE, MICHIGAN 49267**

February 10, 2025

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 February 10, 2025. The Pledge of Allegiance was led by Mr. Hillard. Present were Shane Hillard, Jeff Bunge, Janelle Young, Brandon Iott, Jason Vida and Tom Wenzel. Dave Dixon was 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, Director of Transportation & Buildings and Grounds Charlie Butz, and Elementary Principal Sam Marsh. There were 5 visitors present.

Approval of Agenda

A motion was made by Janelle Young, seconded by Tom Wenzel, to Approve the February 10, 2025, Regular Meeting Agenda as presented. Motion approved – 6 yes (1 absent/Dixon)

Public Comment

There were no public comments.

Special Presentations

Student Participation – A Student Council Representative was unable to attend the meeting. Mr. Huard reported the students had a blast at the Winterfest Dance.

Leski Wittman Insurance Agency Staff Member of the Month – Superintendent Huard recognized Jon Scheffer, HS Math Teacher, as January Staff Member of the Month. Mr. Scheffer was nominated by Jeremy Simmons for being someone that can relate to our students and the respect they have for Mr. Sheffer is genuine. Meghann Borgelt of the Leski Wittman Insurance Agency attended the meeting and presented Jon with a \$100 gift card. Superintendent Huard warmly congratulated Mr. Scheffer.

Elementary Picture Donation – Kevin McNulty presented to the Board a framed picture of the Elementary School building and Board resolution that was dedicated to his father, Owen V. McNulty, at his retirement party in 1985. Owen was a long-time Whiteford Superintendent and lifelong teacher.

Transitional Kindergarten Curriculum – Mrs. Anderson and TK Teacher Lainey Hillard made a presentation on the proposed Pre-K balanced and comprehensive curriculum, Savvas Learning Three Cheers. The curriculum provides an entire year's worth of materials with weekly/monthly themes for both classroom and at home use. The cost of the 6-year subscription for the curriculum will be around \$5,000.

Correspondence

There was no correspondence.

**Ottawa Lake, Michigan
Minutes continued
February 10, 2025**

Consent Agenda

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

- a. Minutes of the January 13, 2025, Organizational/Regular Meeting and January 29, 2025, Special Meeting
- b. Treasurer's Report (January 2025) and Check Register (January 2025)

Motion approved – 6 yes (1 absent/Dixon)

Administrative Reports

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

- Property and technology millage taxes are beginning to arrive in the district, with 25% of taxes collected so far and 50% of debt taxes collected.
- Cash flow is back to a healthy balance so looking to make a few investments.
- A memo will go out to select staff shortly regarding 147G (3% healthcare contributions to ORS), with reimbursements to begin with the 2nd pay in February for affected staff members.
- The district has purchased an oven, refrigerator, two coolers, a merchandizer and convection oven with the excess cafeteria funds. An estimate is being sought for a replacement walk-in freezer.

Director of Human Resources – Mrs. Cathy Machcinski:

- The Earned Sick Time Act (ESTA) goes into effect in its current form on 2/21/25, unless the State passes one of the two proposals to modify the Act prior to that date. It is a fluid situation as we near the effective date; however, we continue working towards its implementation beginning 2/21.
- The district's Civil Rights Data Collection Report was submitted prior to the deadline. Data from the staff side comes from the HR department, while data from the student side comes from the building offices. A special "thanks" to the building office administrative assistants for their assistance with this report, as well as Central Office Administrative Assistant Elaine Thieman who coordinates the data collection and submits this report for the district.
- The Employee Handbook has moved back to the front burner, along with the development of a Substitute Teacher Handbook. Looking to roll these two handbooks out for the 2025-2026 school year.
- Open Enrollment for health insurance concluded on 12/13/24 and staff received new ID cards from the new carrier beginning the first week in January. A big "thank you" to all staff – district and insurance broker/carrier – for their assistance in turning this change in insurance providers around so quickly.
- At the beginning of each calendar year we are required to update several sections of the website as they pertain to medical insurance - 41 documents to be exact. In addition, we made several changes to other Budget Transparency sections to remove all but the current year and two prior years of financial records required to be made public. We also streamlined the Employee Portal section of the website for ease in finding information.

Ottawa Lake, Michigan
Minutes continued
February 10, 2025

- We have been very pleased with the new DocumentLOK Software for online storage of accounts payable records. Looking forward to working with the Director of Finance & Business Services and Accounting Assistant to determine our next steps for migrating those records to this software, as well as the building office staff to determine long-term filing needs for the student side of operations (i.e., transcripts and IEPs) as we continue to look for ways to eliminate the paper storage of documents.

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

- Shared 35a Grant After School Program Data - A 4-week program in November and December with 8 teachers and 32 students. They spent one-hour in small groups after school three or four times a week focused on literacy instruction.
- Three Cheers for Pre-k curriculum - Seeking approval for this balanced pre-kindergarten curriculum where learning is initiated through skills-based experiences and purposeful play structured around quality children's literature.
- **6-12 Social studies** narrowed down to 2 different curriculums. Currently teaching lessons from TCI and McGraw Hill and will come to a decision in April
- **6-8 Science** is beginning to receive their samples. We will have a vendor presentation day in March
- **7-12 Math** Shared the math data with the MS/HS team. They have decided to stick with the curriculum they are currently using. They are going to focus on instructional strategies and getting training on Desmos so they can teach the students solely how to use this tool instead of calculators. We are having the math coach from the ISD come out on March 10th to guide teachers through that training. This should provide the teachers with time to work with their students before the PSAT/SAT testing day.
- **K-6 Math** will be staying with Everyday Math. We had a presentation on 2/10 from the company to review what is available. We have completed an inventory and will get a quote from them for materials needed. We will then set up teacher training so we can use the curriculum to its fullest.
- **K-5 ELA** will have Amplify training again on Friday, February 14th for half of the PD Day. This is our second year of implementation, and we are committed to continue to offer training as teachers learn this new curriculum and all of its components. This training will focus on the writing portion of the curriculum.

Transportation & Buildings and Grounds – Mr. Charlie Butz:

- Working on the MS gym old sign removal and painting. Also, the HS south entrance show case removal and painting.
- They are preparing for the stage naming in honor of Todd R. Schreiber.
- Working in the courtyard removing old bushes and the pergola in preparation for the new courtyard construction.
- Moving kitchen equipment for the new additional ovens in the cafeteria.
- Working on organizing the storage areas.
- Cleaning and painting the boiler rooms.
- Working on new Bond items with the Architects.
- Getting everything around for Spring sports to start next month.

Ottawa Lake, Michigan
Minutes continued
February 10, 2025

Athletic Director – Mr. Marcus Luzier:

- MS Boys basketball finished up before Christmas, 7th and 8th grade both won the league tournament.
- MS Girls basketball started after break; tonight is their second home game of the season.
- Varsity Boys and Girls basketball are both battling to finish in the top 3 of the league standings.
- There will be a large jump in pay for volleyball officials over the next two years, we will see an increase from \$95 to \$115 in 2025/26 and up to \$130 in 2026/27. The justification for this being that volleyball officials are actually working longer than basketball officials but making less money.
- The trend in officials' pay seems to be that conferences with higher enrollment schools agree to increase pay and that trickles down, regardless of previous agreements.
- This may ultimately affect our pay to participate rates, which are currently HS/MS \$100 per season, HS/MS individual cap \$250, HS/MS family cap \$450.

Middle/High School – Mr. Jeremy Fielder:

- Though we are saddened to lose Malinda Luzier, we are extremely grateful to welcome Savana LeFevre as our new MS/HS Administrator Assistant, with hopes that she can begin work this week.
- Ms. Head has met with most students grades 9-11 to explain and distribute course selection sheets for the 25-26 school year. She will meet with 8th grade students this week. In this class-wide discussion, Ms. Head is leading students through tracking their credits while thoroughly explaining graduation requirements under the Michigan Merit Curriculum. We will be seeking board approval for a few new social studies electives and a LINKS Peer to Peer mentoring program at the March Board of Education meeting.
- Forty students in grades 10-12 were inducted into the Whiteford National Honor Society on Wednesday, February 5th. Mr. Truna, staff advisor, chose to open membership to sophomores this year to increase the service capacity of the organization, and to recognize younger students for their continued hard work.
- For the February 14th PD, MS/HS staff will learn more about the classroom monitor feature of our Lightspeed Data filtering system, as well as diving into student achievement data while formulating a plan to improve student learning and spring test preparation. We'll also participate in an ALICE safety refresher with Deputy Benes.
- Mrs. Anderson continues to lead our Science and Social Studies departments in the exploration and vetting of new curriculums. We are extremely appreciative of her work on this!
- As part of their reading of the Diary of Anne Frank, 8th grade students visited the Zekelman Holocaust Memorial center in Farmington Hills on Friday, February 7th. In the next week they will be painting ceramic butterflies to help memorialize the 1.5 million children killed in the Holocaust. These butterflies are made available through "The Butterfly Project," a grass roots arts and education initiative that strives to teach students dangers of hatred and bigotry to cultivate empathy and social responsibility. Thanks to Charlie Butz, the butterflies from last year's class are on display on the MS hallway ceiling. We hope to add to the butterfly collection each year. A huge thanks to Michelle Delmotte and Mark Truna for arranging and securing a grant for the Holocaust Museum trip, as well as LeeAnn Thomas for leading the "Butterfly Project" initiative here at Whiteford.

Offawa Lake, Michigan
Minutes continued
February 10, 2025

- FFA is planning a spirit week to both celebrate and promote our Agricultural Program. This will most likely take place from Feb 24th-28th, and will consist of staff appreciation breakfasts, spirit days, and an agricultural-themed Pep Assembly. Allison Turvey is doing an outstanding job as an FFA student-leader and is the point-person for this week!

Elementary School – Mr. Sam Marsh:

- The Mid-year testing is complete.
- Marking period grade cards were sent home last week.
- They are currently looking to adopt Everyday Math curriculum in every grade.
- February is Inclusion Month.
- Parent Teacher Conferences will be held on February 20.
- March is Reading Month. Thanked Shelly DeVantier. They have 4 authors coming in and a whole school field trip scheduled to Croswell House to see Cat in the Hat.
- Thanked the WPA for helping them with transportation to Croswell and allowing them the ability to schedule author Sarah Weeks.

Superintendent's Report

1. 2025 Capital Bond Campaign – With the Board's approval at the January 13, 2025, Board of Education Meeting to be on the May 6, 2025, ballot, the district's website has been updated under "Bond Projects" outlining the details of both proposals and resolutions which also included the Bond Proposal Financial Summary FAQs supplied by our bond counsel, Baker Tilly Municipal Advisors. They also provided a chart outlining costs associated with the passage of either or both proposals for a resident taxpayer per month or annually. As an example, a \$300,000 home would have a taxable value of \$150,000 for an annual cost of \$238.50 and \$19.88 monthly. The bond proposals are a bond extension, so we are not asking for a bond millage increase. We would stay at our current 4.93 millage with a 6-year extension to the life of the bond. Community members can also access the Community Survey Results from October as well as see renderings of the proposed work at the elementary school and athletic fields.
2. 2019 Capital Bond Campaign – Our Owners Representative with Plante Moran, Brian Weber, sent a notification letter and a final dashboard update that brings an end to our engagement for the 2019 Bond Program. The final dashboard update has been posted to our district website under "Bond Projects" and "2019 Capital Bond Project". With in the final letter, Mr. Weber makes light of the remaining unallocated reserve from the project. The unallocated reserve was from unused contingencies, earned interest, and underwriter's fees that were able to be funded with bond premium upon the sale of each Series. Our financial advisor, Baker Tilly, was contacted to confirm there are no potential positive arbitrage fees due, and our bond counsel, Thrun Law, was contacted to confirm our next steps with future purchases and/or projects that are eligible for the bond program. Hoping to have more details for the March 3, 2025, Board of Education Meeting after submitting the necessary paperwork to the Department of Treasury.

**Ottawa Lake, Michigan
Minutes continued
February 10, 2025**

3. Volunteer Coach Appointments – The following have been appointed as volunteer coaches:

HS Robotics Randy PitneyAssistant Coach, HS
 HS Track..... Mark JohnsonAssistant Coach, HS
 MS Basketball Brenda WolniewiczAssistant Coach, MS
 MS Softball.....Brandon Knaggs.....Assistant Coach, MS

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

Shawn Emerson..... \$1,000.....Courtyard Landscaping

5. MASB Board of Directors Vote – Enclosed in your board packet are informational sheets provided by MASB (Michigan Association of School Boards) regarding the candidates who are up for election to the MASB Board of Directors in our region, (Region 7). After you discuss the candidates and come to a consensus, the Superintendent's offices will vote electronically the next day for the candidate chosen at the Monday night board meeting. A board motion is necessary.

6. Announcements/Reminders/Informational Items:

- February 12 Spring Count Day
- February 14 No School - Teacher Professional Development
- February 17 No School - Presidents Day
- February 18 WPA Meeting 6pm Elementary Cafeteria
- February 20 Parent-Teacher Conferences 4-7pm
- February 21 Early Release Elementary 10:55am; MS/HS 11:05am
- February 26 Elementary Author Presentation
- February 27 5th Grade Mini Society
- March 3 Elementary WPA Read-a-Thon Starts
- March 3 Board of Education Meeting 6pm Board Room
- March 4 Whiteford Recreation Meeting 7 pm MS/HS Media Center
- March 5-7 FFA State Convention – Michigan State University
- March 6-7 MS District 12 Choral Festival – Dexter High School
- March 6 Kindergarten Round-Up 1-7pm
- April 1 No School - Easter Break
- April 2 Whiteford Recreation Meeting 7 pm MS/HS Media Center
- April 10 State Testing Day

Capital Bond Campaign

Superintendent Huard updated the Board on the latest Capital Bond details.

Recommendation to Hire Assistant Varsity Track Coach

A motion was made by Janelle Young, seconded by Brandon Iott, to contract with Edustaff to hire Michael Vorpahl as the new Assistant Varsity Track Coach to be paid at the rate of \$1,600 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 – 6 yes (1 absent/Dixon)

**Ottawa Lake, Michigan
Minutes continued
February 10, 2025**

Recommendation to Hire Middle School/High School Administrative Assistant

A motion was made by Janelle Young, seconded by Jason Vida, to hire Savana LeFevre as the new Middle School/High School Administrative Assistant effective 2/10/25 per the terms of the 2023-2025 WESPA Master Agreement and contingent upon favorable previous employer conduct and FBI/State of Michigan background checks. Motion approved – 6 yes (1 absent/Dixon)

Proposed Substitute Hourly Rate Increase

A motion was made by Jason Vida, seconded by Janelle Young, to approve the proposed hourly rate of pay from \$11.89 to \$13.00 an hour for substitute bus aides and bus drivers in training, effective 2/11/25, as presented. Motion approved – 6 yes (1 absent/Dixon)

Retirement Incentive

A motion was made by Jason Vida, seconded by Brandon Iott, to offer a retirement incentive to teachers (with no restriction on years of service to the district), as presented. Motion approved – 6 yes (1 absent/Dixon)

MASB Board of Directors Vote

A motion was made by Janelle Young, seconded by Tom Wenzel, to vote for candidate Cory McLaughlin for the MASB Board of Directors for Region 7. Motion approved – 6 yes (1 absent/Dixon)

Adopt Curriculum (Three Cheers for Pre-K) for the Transitional Kindergarten Program

A motion was made by Janelle Young, seconded by Tom Wenzel, to adopt the Three Cheers for Pre-K curriculum for the Transitional Kindergarten program as presented. Motion approved – 6 yes (1 absent/Dixon)

Approval of HS Robotics Team Overnight Field Trip

A motion was made by Jeff Bunge, seconded by Janelle Young, to approve the overnight, out-of-district field trip for the High School Robotics Team to St. Joseph, Michigan from March 6-8, 2025, as presented. Motion approved – 6 yes (1 absent/Dixon)

Any Future Board Calendar Items

Tom Wenzel inquired about the Annual Education Report and how to dissect the data trends for the building data. Mr. Marsh noted the district works off a template provided by the State and expressed his willingness to meet with Mr. Wenzel to discuss in greater detail the data being reported.

Jeff Bunge thanked Mr. Huard for giving a building tour to Kevin and Lea McNulty prior to the meeting, showing him the many updates that have occurred over the year since his graduation in 1975.

Ottawa Lake, Michigan
Minutes continued
February 10, 2025

Adjournment

The meeting adjourned at 8:08 p.m.

Minutes approved _____, President

Minutes approved _____, Secretary

DRAFT