

**WHITEFORD SCHOOLS
OTTAWA LAKE, MICHIGAN 49267**

August 12, 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 August 12, 2024. The Pledge of Allegiance was led by Mr. Hillard. Members present were Shane Hillard, Dave Dixon (arrived at 6:05pm), Mike Iott, Jeff Bunge, Kristi Mock and Jason Vida. Janelle Young 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 Samuel Marsh, MS/HS Principal Jeremy Fielder (arrived at 6:52pm), Athletic Director Marcus Luzier, and Director of Transportation & Buildings and Grounds Charlie Butz. There were 4 visitors present.

Approval of Agenda

A motion was made by Kristi Mock, seconded by Mike Iott, to approve the August 12, 2024, Regular Meeting Agenda as presented. Motion approved – 5 yes, (2 absent-Dixon/Young)

Special Presentations

WPA Booster Group – WPA President Jackie Warren and Ali Houghtaling attended the meeting and reported the following to the Board:

- Mrs. Warren introduced Ali Houghtaling, new WPA President, to the Board
- They updated their mission statement this year and read it for the Board
- Went over their year ending annual report
- Reported that they are doing more for staff which included Staff Appreciation Week, purchased a new water cooler, MS/HS art supplies, bathroom cabinets and helped with 5th Grade. Nothing is too big or too small.
- Added more fundraisers this year. They introduced Dine and Donate which was a big hit. Read-a-Thon runs for the entire month of March with proceeds earmarked for bringing back Family Literacy Nights this upcoming school year. Their biggest fundraiser, the Ottis Spunkmeyer Cookie Dough Sale included the 6th Grade and had a record profit.
- Board member Mike Iott commented on how remarkable the cookie sale profits were
- Superintendent Huard added how much he appreciated them coming tonight and thanked Mrs. Warren for her service and leadership to the students and staff. Mr. Huard Welcomed Mrs. Houghtaling in her new role as WPA President and is looking forward to the continued partnership with the WPA.

Public Comment

There were no public comments.

Correspondence

There was no correspondence.

Consent Agenda

A motion was made by Dave Dixon, seconded by Jason Vida, to approve the consent agenda items as presented.

- Minutes of the July 23, 2024, Regular Meeting
- Treasurer's Report and Check Register (June 2024 and July 2024)

Motion approved – 6 yes, (1 absent-Young)

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Administrative Reports

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

- Business office is busy preparing for the September 9th audit
- The state budget was not as anticipated. Making budget adjustments now and will have it completed for the September board meeting.

Director of Human Resources – Mrs. Cathy Machcinski:

- 27k Student Loan Repayment Program. Have 8 eligible staff members. \$14,600 received as part of our July State Aid payment which included up to \$200 per eligible staff member for the months of October 2023-September 2024. They have until August 23, 2024, to show they used these funds for their student loan payments with one additional payment to eligible staff scheduled for September.
- Been a very busy summer with personnel. Have 13 staff members who are either new to the district or in a new role this year. Three new coaches have been hired as contractors through Edustaff since the June board meeting.
- Title IX / Sexual Harassment Regulations training for 6 staff members that participated in a 3-hour training session with Thrun Law Firm on August 8, 2024, on the new regulations that went into effect August 1, 2024
- We signed a contract with Document Storage Company to store our old paper payroll files which must be retained for 50 years per Michigan Record Retention Laws. We also signed a contract with DocumentLok for online document storage moving forward.
- Mandatory annual training assignments were rolled out on August 1, 2024

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

- All buses have passed inspection and are ready to go for the new year
- Full staffed for bus drivers this year
- Starting bus routes this week
- Moving classrooms and getting ready for new staff
- Construction on the new offices is almost complete and the new spaces are really nice
- Furniture comes Monday
- Lockers are on back order
- New boilers in and new pump in
- Generator done; power to main office area, server rooms, boiler room and cafeteria
- Next board meeting will be held in the new board room
- Elementary has new carpet in the vestibule area and middle hall where students come in from recess. This is going to help tremendously when it is wet outside.
- Getting the field ready for fall sports which started today
- Cleaned up the path and planted grass
- Board members commented on how nice the new bleachers look

Athletic Director – Mr. Marcus Luzier:

- Thanked Superintendent Huard and the board for hiring him as the Athletic Director
- Gearing up for the fall seasons
- Fall season participation looks great
- Sideline cheer will have a nice squad with 12 participants
- Cross county is going to field a team with both boys and girls
- Volleyball has so much interest we have 2 JV squads this year
- Football has 47 participating at the JV and Varsity level
- MS football has enough for a team in both 7-8th Grade and will be our first ever to compete in the LCAA schedule. Hopefully in two years JV and Varsity will be playing in this as well.

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Administrative Reports Continued...

- Do not have an athletic trainer as 3dpt was unable to fill our opening. Have exhausted all avenues contacting possible providers.
- UT interviewing candidates today and hoping they can find a certified trainer to split the candidate between two schools
- All paid coaches for fall have completed CPR training and emergency action plans were put on outside facilities for 911 emergencies and also the location of the AED for practices and games
- Reiterated the TCC game price increases

Middle/High School – Mr. Jeremy Fielder:

- MS/HS recommending Gregory Russell for MS/HS science teacher
- Part time administrative assistant, Sheila Smiddy, recommendation for hire tonight
- Undergoing room switches – getting younger students all in the Middle School end
- Handbook changes – cell phones and grading scale
- Back to school flier and school supply list complete and posted to on our website and Facebook pages

Elementary School – Mr. Samuel Marsh:

- Thanked Mr. Huard and the Board for the opportunity to be the elementary principal
- Enrolling students yet
- Good interviews for the open positions we had
- Completely staffed for this year except for the open elementary counselor position
- August 21, 2024, is Playdates with Principals hosted by the MISD for children ages 0-5, 1-2:00pm
- August 21, 2024, is the WPA Back to School Picnic, 5-6:30pm. Students get to find out who their teacher is.
- August 28, 2024, is Open House for grades 1st – 5th, 5-6:30pm
- August 29, 2024, is Open House for Transitional Kindergarten and Kindergarten students, 5-6:30pm

Superintendent's Report

1. Staffing Update – In the elementary building, Mrs. Emily Nagel will be moving from Kindergarten to 2nd Grade due to current Kindergarten enrollment numbers. By adding a Transitional Kindergarten class, we have 47 students enrolled in KG and 15 students in TK for a total of 62. This is about our normal KG enrollment figure, but we anticipate a few more to enroll prior to the start of school. Mrs. Andrea Young will be moving from 3rd Grade to 5th Grade. Currently, we have an Elementary School Counselor position that is not filled with no qualified applicants.
2. Volunteer Coach Appointments – The following have been appointed as volunteer coaches:

Football.....	Robert Ondrovick.....	Assistant Coach, HS
Football.....	Troy Phalen.....	Assistant Coach, HS
Football.....	Todd Thieken.....	Assistant Coach, HS
Track/Cross Country....	Renee Oberle.....	Assistant Coach, MS/HS
Track/Cross Country....	Steven Oberle.....	Assistant Coach, MS/HS
3. 2024 Capital Bond Project Proposals - On Tuesday, August 6, 2024, Whiteford Agricultural Schools asked voters to consider two proposals for capital improvements that would provide updates to the elementary school and athletic fields. The proposals were estimated to be a Zero Net Increase estimated from the current levy of 4.93 mills. If passed, the proposals would have generated \$10 million dollars in capital improvements. Both proposals were not passed by voters. We will begin the process of identifying our next steps to address these needs of the district.

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Superintendent's Report continued...

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

- There are no donations to report at this time

5. Announcements / Reminders / Informational Items

- August 19Fall Athletic Parent Orientation Night 5:30pm
- August 21Playdates with Principals 1pm
- August 21WPA Elementary Back to School Picnic 5-6:30pm
- August 281-12 Open House 5-6:30pm
- August 29TK/Kindergarten Open House 5-6:30pm
- September 2.....Labor Day
- September 3First Day of School (12pm Start)
- September 9.....Board of Education Meeting 6pm Board Rm
- September 17.....Constitution Day

Approval of NEOLA Policy Updates (Second Reading)

Superintendent Huard reviewed Board Policy updates as noted below:

1. Policy 2410Prohibition of Referral or Assistance (Rescind-Effective Immediately)
2. Policy 2414Reproductive Health and Family Planning (Update)
3. Policy 2418Sex Education (**New**)

A motion was made by Mike Iott, seconded by Dave Dixon, to approve the revisions to the NEOLA Board policies as presented. Motion approved – 6 yes, (1 absent-Young)

Capital Bond

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

Approve 2024-2025 Elementary Student Handbook

A motion was made by Jeff Bunge, seconded by Kristi Mock, to approve the 2024-2025 Elementary Student Handbook as presented, (with the understanding that minor changes/additions will occur as new information is received). Motion approved – 6 yes, (1 absent-Young)

Approve 2024-2025 MS/HS Student Handbook

A motion was made by Kristi Mock, seconded by Dave Dixon, to approve the 2024-2025 MS/HS Student Handbook as presented, (with the understanding that minor changes/additions will occur as new information is received). Motion approved – 6 yes, (1 absent-Young)

Approve the Emergency Operations Plan

A motion was made by Jeff Bunge, seconded by Mike Iott, to approve the Emergency Operations Plan as presented. Motion approved – 6 yes, (1 absent-Young)

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Recommendation to Hire Elementary LRE Aide

A motion was made by Dave Dixon, seconded by Kristi Mock, to hire Terah Milot as an Elementary Aide per the terms of the work agreement for Aides/Paraprofessionals and contingent upon favorable previous employer conduct and FBI/State of Michigan background checks. Motion approved – 6 yes, (1 absent-Young)

Recommendation to Hire Part Time Administrative Assistant

A motion was made by Jeff Bunge, seconded by Mike Iott, to hire Sheila Smiddy as a Part Time Administrative Assistant to the Elementary and Middle School/High School Building offices 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-Young)

Recommendation to Hire 4th Grade Elementary School Teacher

A motion was made by Kristi Mock, seconded by Dave Dixon, to hire Tracy Papenhagen as a new 4th Grade Elementary Teacher at Step 15-MA of the Schedule A pay scale (\$73,492.00) of the 2023-2025 WEA Master Agreement and contingent upon favorable previous employer conduct and FBI/State of Michigan background checks. Start date will be August 28, 2024. Motion approved – 6 yes, (1 absent-Young)

Recommendation to Hire MS/HS Science Teacher

A motion was made by Mike Iott, seconded by Jason Vida, to hire Gregory Russell as the new MS/HS Science Teacher at Step 1-BA of the Schedule A pay scale (\$41,234.00) of the 2023-2025 WEA Master Agreement and contingent upon favorable previous employer conduct and FBI/State of Michigan background checks. Start date will be August 28, 2024. Motion approved – 6 yes, (1 absent-Young)

Proposed Substitute Hourly Rate Increase


A motion was made by Dave Dixon, seconded by Jason Vida, to approve the proposed substitute hourly rate increase for substitute bus drivers from \$19.63 to \$20.25 an hour effective 9/1/24, as presented. Motion approved – 6 yes, (1 absent-Young)

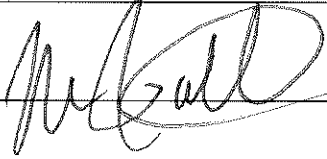
Other Board Concerns/Reports

There were no Board of Education concerns.

Adjournment

The regular meeting adjourned at 7:28 p.m.

Minutes approved  _____, President

Minutes approved  _____, Secretary