

**WHITEFORD SCHOOLS  
OTTAWA LAKE, MICHIGAN 49267**

**June 10, 2024**

**Call to Order / Pledge of Allegiance / Roll Call**

A meeting of the Whiteford Agricultural School Board of Education was called to order at 6:00 p.m. by Vice President Dave Dixon on June 10, 2024. The Pledge of Allegiance was led by Mr. Dixon. Members present were Dave Dixon, Mike Iott, Janelle Young, Jeff Bunge, Kristi Mock, and Jason Vida. Shane Hillard 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 Director of Transportation & Buildings and Grounds Charlie Butz. There were 6 visitors present.

**Approval of Agenda**

A motion was made by Mike Iott, seconded by Jason Vida, to amend the agenda to remove Item #9 (Recommendation for Probationary Status) and Item #10 (Recommendation for Tenure Status) under New Business, a. personnel and approve the June 10, 2024, Regular Meeting Agenda as amended. Motion approved – 6 yes, (1 absent-Hillard)

**Special Presentations**

Student Participation – Former Student Council President Aubrie Simmons attended her final meeting to introduce new Student Council President and Board Reporter, Alaina McClain. Miss McClain presented her first report to the board:

- They had one meeting on May 30<sup>th</sup> to discuss homecoming for the upcoming school year. Went over rules and guidelines.

Leski Wittman Insurance Agency Staff Member of the Month – Mr. Jake Gust, HS Ag/Science Teacher, was recognized as Staff Member of the Month for May. Mr. Gust was unable to attend the meeting. He will receive his \$100 gift card from the Leski Wittman Insurance Agency at another time. Superintendent Huard read highlights from Mrs. Ashley Vittore's nomination form.

Leski Wittman Insurance Agency Staff Member of the Year – A drawing was held for the 2023-2024 Staff Member of the Year whereby all the names of the Staff Member of the Month winners for this past year were placed in a container, and one name was randomly drawn to receive the yearly grand prize of \$500. Mrs. Linda Groch was the lucky grand prize winner. Mr. Chris MacMillan from Leski Wittman Insurance Agency presented the generous \$500 gift card to Mrs. Groch. Mr. Huard read Mrs. Elaine Thieman's nomination form from back in December of 2023.

MSAFE Award (Setseg) – Mr. Tony Spisak from Setseg attended the meeting to present Whiteford with the 2024 SET SEG Michigan Safety Awareness and Facilities Excellence (MSAFE) Award. The award is given to districts that strive to preserve the safety and security of district buildings and grounds to keep claims low and protect what matters most: students and employees. Whiteford has been a member for 37 years. Mr. Charlie Butz accepted the award and check in the amount of \$1,000.00 on Whiteford's behalf.

**Public Comment**

A Whiteford staff member expressed heartfelt feelings, gratitude, and admiration about another Whiteford employee along with unhappiness for the changes being made for that employee. The Board thanked her for her genuine words.

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**Correspondence**

There was no correspondence.

**Consent Agenda**

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

- Minutes of the May 13, 2024, Regular Meeting
- Treasurer's Report and Check Register (May 2024)
- Michigan High School Athletic Association Membership Resolution

Motion approved - 6 yes, (1 absent-Hillard)

**Administrative Reports**

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

- Working on budget adjustments and the new year budget
- Asking the Board later in the new business section for approval for the 2024-2025 school year food service contract be awarded to The Nutrition Group in the amount of \$363,236.00 for the first year of food service and can renew each year for up to four years annually
- Went over the budget adjustments
- Budget hearing will be at the end of June during the Special Board Meeting

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

- Busy summer with 10 plus new hires and medical leaves over the summer and at the start of the upcoming school year
- New Title IX regulations are going into effect this August. All individuals involved in the Title IX process will need to be trained/retrained on the new regulations.
- Local agency security officer and security awareness training for criminal history record information is now required to be done annually
- MEA PERA request fulfilled
- Met with ISD technology. Looking into electronic data storage for all items that must be retained. This would help reduce physical space on storage. ISD uses DocumentLOK.
- Still working on compliance forms for our therapy dog, RedRover automatic absence filling for substitutes for paraprofessionals and administrative assistants, completion of the employee handbook, and streamlining payroll reporting for the building offices.

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

- Wrapped up the end of the school year with Field/Carnival Day, 5<sup>th</sup> Grade Survivor Day, and end of the year classroom celebrations. Kindergarten celebration was on June 4<sup>th</sup> and 5<sup>th</sup> Grade Graduation was on June 6<sup>th</sup>. All other grades celebrated in their classrooms.
- Camp Invention is going on this week, June 10<sup>th</sup> – June 14<sup>th</sup>
- Interviewed great candidates for the open elementary teaching positions
- 5<sup>th</sup> Grade Camp Michindoh information was sent home with the 4<sup>th</sup> Grade students before leaving for the year
- Wrapped up NWEA testing

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**Administrative Reports continued...**

- MDE Testing – Tests only grade level standards for kindergarten, 1<sup>st</sup>, and 2<sup>nd</sup> Grades. Saw a great amount of growth which helps teachers identify what students need for intervention.
- K-2 MDE Testing – Early Literature and Math

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

- Smarter Balance testing for 6<sup>th</sup> Grade started this year
- Awards and ceremonies season
- Graduation ceremony was held on May 30<sup>th</sup> at Crossroads Church
- Finished up exams
- Finishing up grades and transcripts
- Finalizing staff and student schedules for next year
- Renovations started early – Had to move some offices for the construction
- Working on interviews for MS/HS Science Teacher
- Asking for approval to hire new Spanish Teacher and Athletic Director later in the new business section of tonight's meeting
- Malinda Luzier will transition to MS/HS Administrative Assistant position
- Athletic Director Administrative Assistant position has been posted

**Assistant Principal/Athletic Director:**

- Superintendent Huard presented
- Working on the transitioning of the new Athletic Director
- The baseball team lost 7-4 at their last game and will not be moving on
- The softball quarter final game is at Wayne State on Tuesday, June 11<sup>th</sup> at 4pm
- Track competed at the MHSAA
- The boys' golf team is completing their first season. Girls' season will be in the fall. Hoping to have a girls' team by then.
- TCC – Memo regarding ticket price increases to offset the rising costs of officials
- All fall events and officials have been scheduled and have a great start to the winter
- Volleyball - JV having a third team this year
- Good shape to start with new Athletic Director

**Transportation & Buildings and Grounds – Mr. Charlie Butz:**

- Summer work commenced on Friday
- Moving classroom furniture for cleaning
- Summer mass cleaning will start in two weeks
- Construction started a little earlier on new office spaces/renovations. Hoping to move into these spaces in July or early August.
- Remainder of bus inspections will be completed this Friday – Going good
- Football bleacher pad and surround has been poured – needs to sit for three weeks
- Replacement of the roof starts next week – less than a month hopefully to complete

**Superintendent's Report**

1. Resignations – Mrs. Ashley Vittore resigned from her position as MS/HS Science teacher effective August 19, 2024. She has accepted a similar position at Blissfield Schools where she will oversee the FFA Department. Mrs. Vittore genuinely enjoyed these past five years here

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**Superintendent's Report continued...**

at Whiteford as she watched students grow and develop into amazing and talented young people. We wish her the best with her new position and future endeavors. Ms. Lauren Ehman resigned her position as Elementary School Counselor effective August 23, 2024. Ms. Ehman has worked for Whiteford for four years. She has immense gratitude for the Whiteford staff, students, and community for welcoming her and allowing her the opportunity to learn and grow, both personally and professionally. We wish her well on her new journey.

2. Position Transfers – With the presupposition that Mr. Marcus Luzier will be approved by the Board tonight as the new Athletic Director, Mrs. Malinda Luzier will be moving into the MS/HS office to support the MS/HS building principal. Per Board Policy 4120, relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which she/he would be supervised directly by the relative staff member. Mrs. Luzier's current position reporting to the Athletic Director has been posted. Later in the new business portion of the agenda is a request for the creation of a Director of Data, Curriculum and Assessment position.
3. Unpaid Leave of Absence – An elementary paraprofessional is requesting an unpaid leave of absence for up to fifty school days (10 weeks) for childcare. This unpaid leave time frame will start at the beginning of the 2024-2025 school year. I will be asking for board approval during the New Business portion of tonight's meeting.
4. Staffing Update – We currently have the following open staff positions for the 2024-2025 school year, and we are actively interviewing candidates:
  - 2nd Grade Teacher (New) - Pending TK/KG Enrollment
  - Elementary Guidance Counselor (Ehman) - Posting Deadline June 14
  - MS/HS Administrative Assistant to Athletic Director - Posting Deadline June 10
  - MS/HS Science Teacher (Vittore) - Posting closed June 4; Interviews Pending
  - MS/HS Fall Sideline/Winter Competitive Cheer Coach - Posting Deadline Until Filled
  - HS JV Volleyball Coach – Posting Deadline Until Filled
  - Elementary Principal (Anderson) - Posting Deadline June 16
5. Superintendent Evaluation Evidence Presentation – We continue to use the Michigan Association of School Board (MASB) Superintendent Evaluation instrument for my annual evaluation. I will be presenting to the Board my evaluation evidence: EOY Self-Assessment (Professional Practice), associated data, and Progress Toward District-Wide Goals (Strategic Plan).
6. Bond Series III Update – The final Series III Bond Project has begun that will see new renovated spaces at the MS/HS. The old weight room will be renovated to two (2) special education classrooms and three (3) staff offices. The home economics room will become an additional science classroom. The Bobcat Den will be transitioned into six (6) offices, a receptionist area, and some storage space to create a central office. The Robotics room will become the temporary home of elementary art. Lastly, the home football bleachers have been demolished, removed, and will be replaced with roughly a 1100 seating area, which is almost double the capacity we currently have.
7. Staff Member of the Month – Honorable Mention – Acknowledging staff members receiving nominations for the 23-24 school year but were not chosen as a Staff Member of the Month.

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**Superintendent's Report continued...**

- Shelly DeVantier (Teacher) nominated by Linda Groch (Teacher)
  - Jim DeSilvis (Teacher) was nominated by Ben Avis (Teacher)
  - Tim Hildebrand (Maintenance) nominated by Debra Keefe (Bus Driver) and Misti Burtscher (Bus Driver)
  - LeeAnn Thomas (Teacher) nominated by Jeff Thomas (Teacher) and Shelia Smiddy (Building Sub)
  - Katie Brunt (Teacher) nominated by Katie Tabbert (Teacher)
  - Kim DeSilvis (Teacher) nominated by Jim DeSilvis (Teacher)
  - David Welling (Teacher) nominated by Malinda Luzier (Administrative Assistant) and Laura Cruz-Hartland (Payroll)
  - Danelle Cisek (Teacher) nominated by Jamie Bischoff (Teacher)
  - Jim Ross (Teacher) nominated by Jim DeSilvis (Teacher) and Kim DeSilvis (Teacher)
  - RJ Rios (Teacher) nominated by Jay Yockey (Teacher)
  - Chris Andrews (Virtual Support) nominated by Matt VanBrandt (Teacher)
  - Kim DeSilvis (Teacher) nominated by Jay Yockey (Teacher)
  - Mindy Ovall (Teacher) nominated by Angela Madalinski (LRE Aide)
  - Corey Mills (Technology) nominated by Jared Leffel (MCISD Technology Support)
8. Volunteer Coaching Appointments – Listed below are the additional volunteer coaching appointments for the 2024 spring sport season:
- Alyssa VanBrandt.....MS/HS Softball and Weight Training
9. Acknowledgement of Gifts/Donations – Donations were received from the following individuals/organizations:
- Crossroads Community Church... Time & Hard Work....District Beautification
  - Sandman Sales Yd. Holland, OH.. Hardwood Mulch.... District Beautification
  - Gary & Mary King..... \$1,000.....Class of 2024 Scholarship
  - Nick & Chelsea Abalos ..... \$250.....Whiteford Golf Program
  - Andy & Christy Schober ..... \$200.....Whiteford Golf Program
  - Janet Weygand ..... \$1,000.....Class of 2024 Scholarship
  - Anonymous..... \$1,500.....Whiteford Golf Program
10. Announcements / Reminders / Informational Items
- June 10-14.....Camp Invention (Incoming KG-6<sup>th</sup> Grade)
  - June 10-12.....Baseball Camp (Entering 2<sup>nd</sup>-8<sup>th</sup> Grades) 9-11 am
  - June 13.....Special Board of Education Meeting 6:00pm Elem. Café
  - June 18-20.....Boys Basketball Camp (Entering 3<sup>rd</sup>-8<sup>th</sup> Grades) 9-noon
  - June 25.....Special Board of Education Meeting 6:00pm Elem. Café
  - July 8 .....Board of Education Meeting 6:00pm Elementary Cafeteria
  - August 6 .....Special School Election – Zero Millage Bond
  - August 12 .....Board of Education Meeting 6:00pm Elementary Cafeteria
  - August 19 .....Fall Athletic Parent Orientation Night
  - August 27 .....Kindergarten Open House 5-6:30pm
  - August 28 .....1-12 Open House 5-6:30pm
  - September 2.....Labor Day
  - September 3 .....First Day of School (12pm Start)

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**Approval of NEOLA Board Policy Updates (Second Reading)**

Superintendent Huard reviewed Board Policy Updates as noted below and recommended board action as this is the second reading of the updated policies:

- 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)~~
- 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)

A motion was made by Mike lott, seconded by Janelle Young, to approve the NEOLA Board Policy Updates Numbers 1, 5, 6, 7, 8, 9, 10, 11 and 12 as presented. Motion approved – 6 yes, (1 absent-Hillard)

Note: Policy Numbers 2-4 have been tabled until the July Board of Education Meeting.

**Recommendation to Hire MS/HS Spanish Teacher**

A motion was made by Janelle Young, seconded by Jeff Bunge, to hire Angela Moore as the new MS/HS Spanish Teacher at Step 19-MA of the current WEA Master Agreement (76,761.00, plus 250 for MA+15) with an effective start date of August 28, 2024, contingent upon favorable previous employer conduct and FBI/State of Michigan background checks. Motion approved - 6 yes, (1 absent-Hillard)

**Recommendation to Hire MS/HS Athletic Director**

A motion was made by Jason Vida, seconded by Mike lott, to hire Marcus Luzier as the new MS/HS Athletic Director, contingent upon favorable previous employer conduct and FBI/State of Michigan background checks, and approve the contract as presented. Contract length would be one year beginning July 1, 2024 – June 30, 2025, at the salary of \$62,500.00. Motion approved - 6 yes, (1 absent-Hillard)

**Recommendation to Hire a Regular Route Bus Driver**

A motion was made by Janelle Young, seconded by Kristi Mock, to hire Julie Harsh as a regular route bus driver effective the beginning of the 2024-2025 school year per the terms of the current WESPA 2023-2025 Master Agreement. Motion approved – 6 yes, (1-absent/Hillard)

Note: Ms. Harsh is currently employed as a sub-bus driver with Whiteford and has already completed the required background checks.

**Recommendation to Hire Elementary Transitional Kindergarten Teacher**

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A motion was made by Janelle Young, seconded by Jeff Bunge, to hire Lainey Hillard as the new Elementary School Transitional Kindergarten Teacher at Step 1-BA of the current 2023-2025 WEA Master Agreement (at no less than \$41,234.00) with an effective start date of August 28, 2024, contingent upon favorable previous employer conduct and FBI/State of Michigan background checks. Motion approved – 6 yes, (1 absent-Hillard)

**Recommendation to Hire Elementary 4<sup>th</sup> Grade Teacher**

A motion was made by Mike Iott, seconded by Kristi Mock, to hire Breann Teszner as the new Elementary School 4th Grade Teacher at Step 1-BA of the current 2023-2025 WEA Master Agreement (at no less than \$41,234.00) with an effective start date of August 28, 2024, contingent upon favorable previous employer conduct and FBI/State of Michigan background checks. Motion approved – 6 yes, (1 absent-Hillard)

**Approval of Request for Unpaid Leave of Absence**

A motion was made by Janelle Young, seconded by Jeff Bunge, to approve an unpaid leave of absence for up to 50 school days for an elementary paraprofessional beginning September 3, 2024. Motion approved – 6 yes, (1 absent-Hillard)

**Approval of Part-Time Administrative Assistant Position**

A motion was made by Mike Iott, seconded by Dave Dixon, to approve a part-time administrative assistant position to help support the building offices. This position is currently part of the 2023-2025 WESPA Master Agreement. Motion approved – 6 yes, (1 absent-Hillard)

**Approval of Director of Data, Curriculum and Assessment Position**

A motion was made by Jason Vida, seconded by Mike Iott, to approve a Director of Data, Curriculum and Assessment position for a one-year term (2024-2025 school year). Motion approved – 6 yes, (1 absent-Hillard)

**Approval of Teacher Merit Pay**

Pursuant to Board Policy 3124.01 – Performance Based Compensation – if a teacher receives an "effective" or "highly effective" rating on their annual year-end evaluation or was not required to be evaluated due to three (3) consecutive years of "highly effective" ratings, along with other factors, then they may be eligible for additional compensation. A motion was made by Janelle Young, seconded by Kristi Mock, that those individuals receiving an effective or highly effective rating for the 2023-2024 school year receive performance-based merit pay of \$100.00. Motion approved – 4 yes, (1 absent-Hillard) (2 abstained-Iott/Bunge)

**Approval of Varsity Volleyball Overnight Field Trip**

A motion was made by Kristi Mock, seconded by Janelle Young, to approve the Varsity Volleyball Overnight Field Trip to the Bunge Family Cottage in Mears, Michigan from Friday, August 16th to Sunday, August 18th, 2024, at no cost to the district. Motion approved – 5 yes, (1 absent-Hillard) (1 abstained-Bunge)

**Approve School Resource Officer (SRO) Contract**

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A motion was made by Mike Iott, seconded by Jeff Bunge, to approve the contract between the Whiteford Agricultural School District and Whiteford Township for the School Resource Officer (SRO), whereby both parties agree that Whiteford Township shall pay the amount of \$45,000 per year to the District in quarterly payments to offset the cost of the SRO, and the District shall be responsible for all other costs associated with the SRO, including but not limited to overtime, administrative costs, and fringe benefits, as presented. Motion approved – 6 yes, (1 absent-Hillard)

**Award Contract for Food Service Provider / The Nutrition Group**

A motion was made by Jason Vida, seconded by Janelle Young, to approve The Nutrition Group as the district's food service management company for the 2024-2025 school year at the cost of \$363,236.00, for an initial term of one-year effective July 1, 2024 – June 30, 2025, with up to four one-year renewals, as presented. Motion approved – 6 yes, (1 absent-Hillard)

**Adopt Resolution – Amendments to 2023-2024 Budget**

Mrs. Marisa Tebbe-Cousino presented the 2023–2024-year end budget and reviewed line item changes exceeding \$5,000.

A motion was made by Jeff Bunge, seconded by Mike Iott, to approve the 2023-2024 budget amendments as presented. Motion approved – 6 yes, (1 absent-Hillard)

**Approve Athletic Ticket Prices / Participation Fees for 2024-2025**

A motion was made by Mike Iott, seconded by Dave Dixon, to adopt the following athletic ticket prices for the 2024-2025 school year. Motion approved – 6 yes, (1 absent-Hillard)

Any MHSAA tournament (districts, regionals, quarterfinals, semi-finals, finals) ticket prices will be determined by the MHSAA. All MHSAA tickets will be sold through GO FAN (the online, mobile app) which has been the provider of all MHSAA tickets post Covid-19 2020 season.

**Ticket Prices:**

- All Fall/ Winter/ Spring HIGH SCHOOL Sports ..... \$7.00
- All MIDDLE SCHOOL Sports..... \$7.00
- Senior Citizens (Age 62 and up) ..... \$7.00

**Athletic Passes**

Family Pass (entire year, all sports EXCLUDING MHSAA tournaments) .... \$150

Senior Pass (entire year, all sports EXCLUDING MHSAA tournaments) .... \$35/ per senior

*The senior pass will be valid to attend any game within the TCC (Summerfield, Britton-Deerfield, Sand Creek, Erie Mason, Lenawee Christian, Morenci, and Whiteford).*

Student Pass (entire year, all sports EXCLUDING MHSAA tournaments) .... \$35

**Pay-to-Participate Fees:**



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HIGH SCHOOL SPORTS (per season fee) .....\$100

MIDDLE SCHOOL SPORTS (per season fee) .....\$100

**Caps**

Family Cap.....\$450

Individual Cap.....\$250

A point of clarification, if a student purchases a season pass during the fall or winter season and subsequently participates in a winter or spring sport, the \$35.00 fee will be deducted from the balance due for their pay-to-participate fee as the cost of the pass is built into the annual participation fee.

**Other Board Concerns/Reports**

There were no Board of Education concerns.

**Regular Meeting Adjourned**

The regular meeting adjourned at 8:24 p.m.

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

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