WHITEFORD SCHOOLS
OTTAWA LAKE, MICHIGAN 49267

November 9, 2026

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 November 9, 2026. The Pledge of Allegiance was led by Mr. Hillard. Members present were Shane Hillard, Dave Dixon, Jeff Bunge, Janelle Hauser, Brandon Iott, and Tom Wenzel. Jason Vida was absent.

Also present were Superintendent Scott L. Huard, Director of Finance & Business Services Marisa Tebbe-Cousino, Director of Human Resources Cathy Machcinski, and Director of Transportation & Buildings and Grounds Charlie Butz. There were 6 visitors present.

Approval of Agenda

A motion was made by Dave Dixon, seconded by Tom Wenzel, to approve the November 9, 2026, Regular Meeting Agenda as presented. Motion approved – 6 yes (1 absent/Vida).

Strategic Plan Progress Monitoring

Superintendent Huard presented a brief recap of the Whiteford Schools Strategic Plan to ensure that the board's decision-making process continues to align with the school district's current values and goals.

Special Presentations

Student Participation – No student council representative was able to attend the meeting.

Leski Wittman Insurance Agency Staff Member of the Month – Mr. Greg Russell, Middle School Science Teacher, was recognized as Staff Member of the Month for October. Stephanie Stricklen from Leski Wittman Insurance Agency attended the meeting and presented Mr. Russell with a $100 gift card. Mr. Russell was nominated by Mr. RJ Rios who shared that Greg arrives to school every day with a smile on his face. He is always prepared, willing to help students, and overall, a great co-worker.

Whiteford Athletic Booster's Group Annual Report – No Athletic Boosters representatives attended the meeting or submitted their annual report to the Board of Education. This marks the second consecutive year that neither a representative has attended nor a report been provided, despite this being a requirement under Board Policy. Superintendent Huard will send a certified letter to the Athletic Boosters outlining the applicable Board Policy and the expectations for compliance. They will be given until December to fulfill this requirement and present their annual report to the Board. If no response is received by that time, Whiteford will have no choice but to disassociate from the Athletic Boosters.

Presentation of 2025-2026 Audit (Calkins, Hehl, & Rafko, CPA's, PLLC) – Sarah Rafko attended the meeting and presented the 2025-2026 audited financial statements. Ms. Rafko reviewed the presentation in where we had no findings which is the best audit opinion we could receive.

Public Comment

There were no public comments.

Correspondence

There was no correspondence.

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Consent Agenda

A motion was made by Tom Wenzel, seconded by Janelle Hauser, to approve the consent agenda items as presented.

- Minutes of October 12, 2026, Regular Meeting
- Treasurer's Report and Check Register (October 2026)

Motion approved – 6 yes (1 absent/Vida).

Administrative Reports

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

- New Accounting Assistant being trained which is not a fast process but a long learning curve. Currently been through two payroll cycles.

Director of Human Resources – Mrs. Cathy Machcinski:

- Registry of Educational Personnel (REP) Report: Working towards completion of this report prior to the December 1st deadline.
- Received three bids for MESSA Open Enrollment is currently underway and ends on November 15. Twenty three percent of the staff have completed it at this time.
- Working on options for the 2027-2028 and 2028-2029 calendars with the WEA.
- Completed the income verification process for the cafeteria for the 2026-2027 free/reduced-price meal applications.
- Seniority reports were distributed to union members for comment; no changes were required.
- Working with Red Rover on finalization of the set up for the HIRING module. Many thanks to Elaine Thieman for spearheading this project.

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

- Keeping the football stadium ready for the home game this week.
- Prepping ball and track fields for the winter, so they are ready for spring.
- Working on getting basketball hoop adjusters for the Middle School gym so the WRC can utilize the gym for games.
- Getting ready for Veterans Day event. The PE classes will be helping with set up and tear down.
- Working on outside leaves and grounds to keep them from getting out of control.
- Finalizing pricing for roof coatings at the Elementary and High School kitchen areas.
- Onboarding a new sub bus aide for the ISD bus run.
- Preparing for new bus leases coming up.
- Prepping for volleyball regionals at home this week.

Athletic Director – Ms. Mirandia Green:

- Cross Country – they had 3 state qualifiers; Breslin Wing, Braelynn Chiotti and Grant Rasor.
- Volleyball – CC league voting is not until November 9th.
- Football – 2026 Great lakes Conference Champions. Congratulations to Break Ruddy named Offensive Player of the Year, Caden Stewart named Defensive Player of the Year and Todd Thieken named Coach of the Year. Austin Bauman was awarded the Sportsmanship Award.
- Scholar Athletes are defined as a Varsity Athlete in grades 10th through 12th that have achieved a 3.5 cumulative GPA. For football there were 8 students, volleyball 8 students and cross country had 9 students who achieved this honor.

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Elementary School – Mr. Samuel Marsh:

- They had a great October. Big thank you to Mrs. Brossia for organizing a great Unity Day and healthy Choices Week.
- Had a great Halloween Parade, with an awesome community turnout.
- Marking Period 1 is over and they are on to Marking Period 2. Grade cards were sent home on November 3.
- November is Responsibility Month.
- November events include the Scholastic Book Fair November 9 through November 13. Thanked Erin Tyrrell for leading this again this year.
- Parent Teacher Conferences and the WPA Cookie Dough Fundraiser pick-up are on November 12.

Middle School – Mrs. Alicia Flynn-Bollin:

- Loves seeing the MS/HS student-athletes having fun and succeeding.
- Their PSAT/NMSQT testing went well. Grateful for Corey Mills and her help.
- Their Whiteford Value for October was Inclusion. Each grade-level chose one student to recognize. They honored them with certificates and will have a breakfast in December.
- Congratulated the student of the month recipients for 5th grade, Josh Gust, 6th grade, Aubrieana Butler, 7th grade, Bowen Keeney and 8th grade, Greyson Reed.
- The Whiteford value for the month for November is Responsibility. They are working hard to build a middle school culture and are really focusing on the Whiteford Values. Their middle school motto for the 26-27 school year is "United We Stand."
- Middle school Spanish classes studied and celebrated Dia De Los Muertos (day of the dead) by decorating the hallways with papel picado and flowers. They also spread their knowledge to the elementary and painted faces in celebration of the holiday.
- PTC Conferences are November 12 from 12pm-3pm and 4pm-7pm. Their 5th grade teachers are using sign-up genius whereas the 6th-12th grade teachers are doing walk-ins only. All information has been shared with families in their weekly smore newsletter.
- Marking Period 2 begins a fresh start with grades and tardies. Proud of their middle school students.
- Their PBIS 'Bobcat Bucks' reward system is going great. Students are doing the right thing and showing safety, respect and responsibility.
- Deputy Orr has done an outstanding job getting 'Go Buckets' for all of the classrooms district-wide. The buckets have arrived from generous donations from TSC (Lambertville and Dundee) as well as ACE Hardware of Dundee. Ottawa Lake Fire Department plans on donating $500 and assisted with ordering Emergency Blankets, CPR Masks, and sanitizer. Classroom numbers have been added and they are close to having buckets ready for all staff. This will be explained to the middle school and high school staff at their November 10 staff meeting.

High School – Mr. Josh Kirby:

- They had Testing for PSAT 8th-9th grade and NMSPT 10th-11th on October 28 and October 29. Huge thank you to Corey Mills for coordinating testing and ensuring they had everything they needed to test. Also, thanked the wonderful staff who helped setup, take down, proctor, and monitor the halls. It truly takes a village to do testing.
- FFA students got to attend the National Convention on October 20-23 in Indianapolis, Indiana.
- The new UT Professor Ms. Malaika Bell is working out great. Has spoken with a variety of students about how the class is going and received a lot of positive feedback.
- He finished up 5D+ Training. The last dates were October 27-28.
- Reiterated what Middle School Principal Mrs. Flynn-Bollin stated regarding Deputy Orr and the 'Go Buckets'.
- Celebrated their October Students of the Month (Inclusion) who were Ava S., Jordan O., Kinlsey A., and Alexis O.

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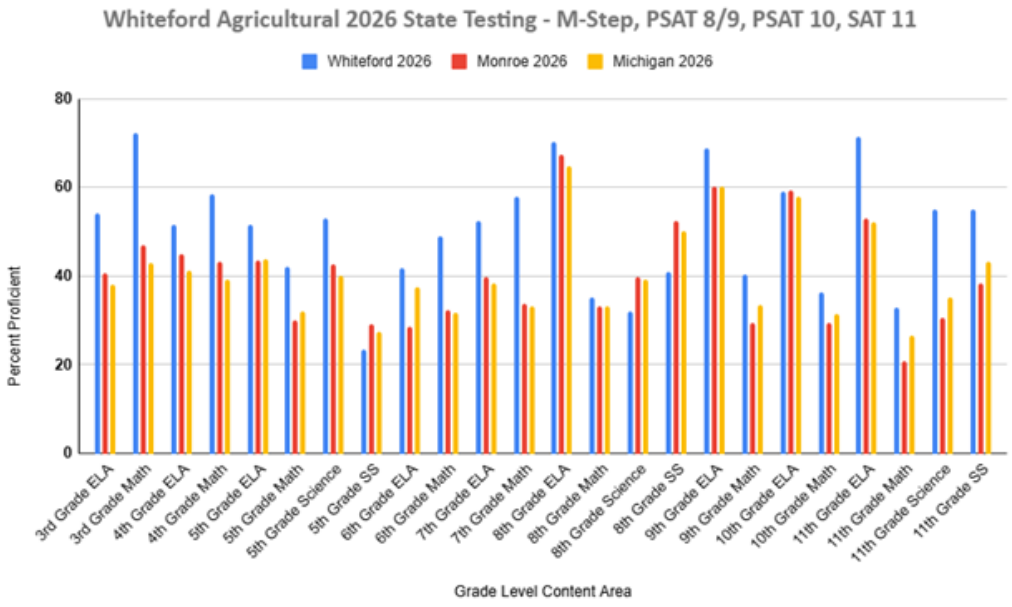
- Still recognizing students each week through their PBIS Raffles for following the School-Wide Expectations for being Safe, Respectful, and Responsible. Working with the WPA to purchase snacks and candy bars as incentives for the students. They will be doing bigger prize drawings at the end of each month and at the end of each quarter.
- Completed a successful Tornado Drill on November 4. The staff and students did an amazing job.
- Tardies will reset for MP 2. Students earn a lunch detention when they receive 3+ tardies in a class.
- The National Honor Society students sponsored a Blood Drive on November 5.
- Parent Teacher Conferences are scheduled for November 12 (12pm-3pm and 4pm-7pm).

Superintendent's Report

1. Veterans Day Program – The Whiteford students will be honoring our veterans and current service personnel with a special program on Tuesday, November 10th at 8:30am in the high school gymnasium. Invitations were extended to all service personnel to attend, so they can be recognized for their service. Parents and members of the community are welcome to attend. Since seating will be limited, this event will be live streamed on our Hudl page. The live stream link will be shared the morning of the event via Infinite Campus Messenger and Whiteford's Facebook social media page.

2. Strategic Plan 2027-2032 – As the current Strategic Plan 2022-2027 ends, we will be working with the Michigan Association of School Boards (MASB) to create a new 5-year strategic plan. Our MASB facilitator, Julie Kaminski, will be running the process with students, parents, staff, and community surveys (December 2026/January 2027), listening sessions (January 27, 2027), and retreat (February 27, 2027). As we get closer to the start of the process, details will be sent to all stakeholders regarding important meeting dates, times, and details in how they can be involved.

3. Spring 2026 State Assessment Comparison – Received the student assessment scores from Spring 2026. Whiteford students continue to outperform 20 of 24 grade-level and content areas for Michigan and Monroe County averages with regards to M-STEP, PSAT 8/9, PSAT 10, and SAT 11 assessments. Will be giving a more in-depth presentation at the December 14 BOE Meeting that shows our testing trend data, student growth data, building scores, and comparison to districts similar to Whiteford's demographics. The students, teachers, support staff, and administrators should be commended for their continue work and efforts in the classroom to engage students in purposeful and engaging learning that carries-out our mission.



4. Resignations – Mr. Luke Masserant resigned his position as the Middle School (8th) Men's Basketball coach effective immediately for personal reasons. We appreciate his service to the district for the past three seasons and wish him well.

5. Gifts/Donations – Recent donations to the district include:

   - Letterman ..... $605.00 ..... Sideline Cheer Program

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

   - Johnson, Mark..... Varsity Track & Field
   - Plum, Jason ..... 7th Grade and Varsity Basketball

7. Announcements / Reminders / Informational Items

   - November 9-13..... Elementary Scholastic Book Fair
   - November 10 ..... Veterans Day Program 8:30-9:30am
   - November 11 ..... Veterans Day
   - November 11 ..... Elementary Picture Retake Day
   - November 12 ..... WPA Meeting Elementary Cafe' 6-8:30pm
   - November 12 ..... Early Dismissal (Elem-10:55) (MS/HS-11:05) - PTC
   - November 12 ..... Parent-Teacher Conferences 12:00-3:00pm; 4:00-7:00pm
   - November 12 ..... Cookie Dough Fundraiser Pick Up
   - November 18 ..... 4th – 8th Grade Field Trip: (Toledo Walleye Game)
   - November 19 ..... 3rd Grade Field Trip: (Michigan DNR Center)
   - November 25 ..... Early Dismissal (Elem-10:55) (MS/HS-11:05) - Thanksgiving Break
   - November 26-27 ..... No School – Thanksgiving Break
   - November 30 ..... 3rd Grade Field Trip: Bedford Library
   - December 1..... WRC Meeting HS Media Center 7-9:00pm
   - December 7-11..... WPA Santa's Workshop (Elementary)
   - December 10..... Christmas Concert 1st-2nd (6-7:00pm) 3-4th (7:15-8:15pm
   - December 13..... HS Band/Choir Christmas Concert 3-4:00pm
   - December 14..... Board of Education Meeting 6pm
   - December 15..... MS Band/Choir Christmas Concert 7-8:00pm
   - December 17..... Early Release (Elem-10:55) (MS/HS-11:05)- MS/HS Exams
   - December 18..... Early Dismissal (Elem-10:55) (MS/HS-11:05) - MS/HS Exams
   - December 21-January 1 ..... No School - Christmas Break

Old Business

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 0100..... Definitions **(Revised)**
2. Policy 0154..... Organizational Meeting Actions **(Replacement)**
3. Policy 0164.1..... Meetings **(Revised)**
4. Policy 0164.2..... Special Meetings **(Rescind)**
5. Policy 0164.3..... Emergency Meetings **(Rescind)**
6. Policy 0165.1..... Regular Meetings **(Rescind)**
7. Policy 0165.2..... Change of Regular Meetings **(Rescind)**
8. Policy 0165.3..... Special Meetings **(Rescind)**
9. Policy 0165.4..... Emergency Meetings **(Rescind)**
10. Policy 0165.5..... Recess **(Rescind)**
11. Policy 0165.6..... Cancellation **(Rescind)**

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12. Policy 2370.02..... Virtual Instruction Days **(New)**
13. Policy 2623..... Student Assessment **(Revised)**
14. Policy 3310..... Freedom of Speech in Non-Official Duty Settings **(Revised)**
15. Policy 4120..... Employment of Support Staff **(Revised)**
16. Policy 4310..... Freedom of Speech in Non-Official Duty Setting **(Revised)**
17. Policy 5111.01..... Homeless Students **(Revised)**
18. Policy 5330..... Use of Medications **(Revised)**
19. Policy 5330.01..... Epinephrine Delivery Systems **(Revised)**
20. Policy 5460..... Graduation Requirements **(Revised)**
21. Policy 5517..... Anti-Harassment **(Revised)**
22. Policy 5830..... Student Fundraising **(Revised)**
23. Policy 6605..... Crowdfunding **(Revised)**
24. Policy 6700..... Fair Labor Standards Act (FLSA) **(Revised)**
25. Policy 7230..... Gifts, Grants, and Bequests **(Revised)**
26. Policy 7540.03..... Student Technology Acceptable Use and Safety **(Revised)**
27. Policy 7540.04..... Staff Technology Acceptable Use and Safety **(Revised)**
28. Policy 7540.09..... Artificial Intelligence ("AI") **(Revised)**
29. Policy 8310..... Public Records **(Revised)**
30. Policy 8320..... Personnel Files **(Revised)**
31. Policy 8321..... Criminal Justice Information Security (Non-Criminal Justice Agency) **(Revised)**
32. Policy 8330..... Student Records **(Revised)**
33. Policy 8420..... Emergency Situations at School **(Revised)**
34. Policy 8510..... Wellness **(Revised)**
35. Policy 9211..... District Support Organizations **(Rescind)**
36. Policy 9215..... School Support Organizations (SSOs)**(Renumbered/Replacement)**

A motion was made by Janelle Hauser, seconded by Shane Hillard, to approve the NEOLA Board Policy Updates as presented. Motion approved – 6 yes (1 absent/Vida).

New Business

Recommendation to Hire Middle School (8th Grade) Men's Basketball Coach

A motion was made by Jeff Bunge, seconded by Brandon Iott, to contract with Edustaff and hire Kurt Huss as the new Middle School (8th Grade) Men's Basketball Coach at the rate of $2,000 per the terms of the 2026-2029 WEA Master Agreement and contingent upon favorable previous employer conduct and FBI/State of Michigan background checks. Motion approved – 6 yes (1 absent/Vida).

Approval of Two-Year Snow Removal Contract Extension

A motion was made by Dave Dixon, seconded by Janelle Hauser, to approve the two-year snow removal contract extension with MLS Property Maintenance (Steinman Family Services) for the 2026-2027 and 2027-2028 seasons as presented. Motion approved – 6 yes (1 absent/Vida).

Presentation of 2025-2026 Audit (Callkins, Hehl, & Rafko, CPA's, PLLC)

A motion was made by Tom Wenzel, seconded by Dave Dixon, to approve the 2025-2026 fiscal year audit as presented. Motion approved – 6 yes (1 absent/Vida).

Approval of 2019 Capital Bond Campaign Excess Bonds

A motion was made by Dave Dixon, seconded by Brandon Iott, to approve the purchase of two basketball hoop adjusters from Draper that will be installed in the Middle School gym at the estimated

cost of $3,000.00 as presented. Cost will be paid for through 2019 Capital Bond Campaign Excess Bonds. Motion approved – 6 yes (1 absent/Vida).

Any Future Board Calendar Items

There were no future board calendar items.

Adjournment

The regular meeting adjourned at 7:20 p.m.

Minutes approved _____, President

Minutes approved _____, Secretary

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