

**WHITEFORD SCHOOLS
OTTAWA LAKE, MICHIGAN 49267**

June 9, 2025

Call to Order / Pledge of Allegiance / Roll Call

A meeting of the Whiteford Agricultural School Board of Education was called to order at 6:01 p.m. by President Shane Hillard on June 9, 2025. The Pledge of Allegiance was led by Mr. Hillard. Members 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, Athletic Director Marcus Luzier, and Elementary Principal Sam Marsh. There were 20 visitors present.

Approval of Agenda

A motion was made by Jason Vida, seconded by Janelle Young, to approve the June 9, 2025, Regular Meeting Agenda as presented. Motion approved – 6 yes (1-absent/Dixon)

Leski Wittman Insurance Agency Staff Member of the Month – Mrs. Monica Adams, HS Math Teacher, was recognized as Staff Member of the Month for May and was presented with a \$100 gift card by Meghann Borgelt from Leski Wittman Insurance Agency. Monica was nominated by Mr. Jon Scheffer who expressed that her classes are well run, hardworking and respectful. Monica has a great rapport with all of her students while also getting them to learn tons of math. Superintendent Huard read from Mr. Scheffer's nomination form and added what a phenomenal leader she is. Marcus Luzier and Marisa Tebbe-Cousino added from what they have observed we are lucky to have her.

Leski Wittman Insurance Agency Staff Member of the Year – A drawing was held for the 2024-2025 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. Deb Motyka-Iott was the lucky grand prize winner. Meghann Borgelt from Leski Wittman Insurance Agency presented the generous \$500 gift card to Mrs. Motyka-Iott. Superintendent Huard recapped Deb's nomination forms. Sam Marsh added he is amazed at how much she gets done daily. Deb never stops, brings joy to the office, and they are so lucky to have her. Superintendent Huard added Deb was the first person he met at the district. She made him feel comfortable and welcome.

Presentation of "Retirement Apples" – Mrs. Lisa Childers and Mrs. Marcy Anderson attended the meeting to receive the customary Golden Apple Award for their recent retirement from Whiteford. Mrs. Childers retired after 33 years of service at Whiteford as the MS/HS Art Teacher. Mrs. Anderson retired after 27 years of service at Whiteford where she wore many hats. She was a classroom teacher, an instructional coach, STEM teacher and Director of Data, Curriculum and Assessment. Superintendent Huard congratulated them both on their retirement and thanked them for their dedication, passion, and guidance in having shaped countless lives.

6th Through 8th Grade Science Curriculum Presentation – Mrs. Corey Bruce and Mr. Greg Russell attended the meeting and presented to the board what they learned from their science curriculum study. Mrs. Bruce stated they vetted four curriculums. They ultimately chose and are recommending TCI. It is teacher created, really intuitive and very versatile. It contains a really good mix to keep the student's attention. It was the student's favorite as well. Additionally, it would be beneficially since social studies is also going to TCI. Student's toggling between both subjects will adjust easier due to the familiarity of the system. We are currently still in negotiations for the cost. It is a five-year commitment and will be seeking board approval at the July Board meeting.

Minutes Continued
Ottawa Lake, Michigan
June 9, 2025

5th Grade Recommendation Presentation – Superintendent Huard presented to the board the recommendation to relocate the 5th grade to the middle/high school building beginning with the 2025-2026 school year based on considerations including space utilization, class size optimization, and enhanced opportunities for transitional support and academic programming; and the understanding the district will implement appropriate measures to ensure the developmental needs of 5th grade students are met, including designated learning spaces, dedicated staff, and age-appropriate scheduling and supervision.

Public Comment

Two Whiteford parents expressed their concerns regarding a 5th grade move to the middle/high school building.

Correspondence

There was no correspondence.

Consent Agenda

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

- Minutes of the May 12, 2025, Regular Meeting
- Treasurer's Report and Check Register (May 2025)
- Michigan High School Athletic Association Membership Resolution

Motion approved – 6 yes (1-absent/Dixon)

Administrative Reports

Business Office – Mrs. Marisa Tebbe-Cousino:

- Went over the current contract for the Nutrition Group to be our food service contractor. Asking for board approval in the new business section of the minutes. Reiterated we have up to five new renewals since last year we went out for bid.
- Presented the final budget for fiscal year 2024-2025.

Director of Human Resources – Mrs. Cathy Machcinski:

- Continuing detailed work for negotiations with the WEA and WESPA unions.
- Seven staff members recently received CPR training and 13 more are scheduled for training this week due to positions held in the district (i.e., coaches, MERT team members).
- Four teachers received their annual Crisis Prevention Institute (CPI) training last week, one this week and a few more scheduled for training in the fall.
- Held a training workshop with the building office Administrative Assistants to go over entering requisitions for the new school year. Looking to conduct several 1-hour training sessions throughout the year to help these individuals who are new to their positions be successful.
- Final touches have begun on the Registry of Educational Personnel (REP) report, which is certified twice annually.

Minutes Continued
Ottawa Lake, Michigan
June 9, 2025

Transportation & Buildings and Grounds – Mr. Charlie Butz:

- The new softball scoreboard has been installed.
- They are finishing up spring sports fields.
- Setting up summer custodial work.
- Worked with Cathy and Scott to finalize the new custodial contract.
- Lining up supplies for the new year requisitions for the next Fiscal year that begins on July 1st.
- Have been working on the Collin Emerson court yard which is 95% done. Jake Gust and the students did a great job on it. Will schedule the dedication soon.
- Collecting information from teachers for summer room maintenance.
- Prepping for summer projects for both buildings and all over campus.
- Collecting information for possible athletic field upgrades.
- Preparing for summer athletics to begin.
- Collecting transportation forms for next year student bussing.
- Getting all buses ready for State bus inspections.

Athletic Director – Mr. Marcus Luzier:

- Spring sports are over. Boys baseball and girls softball both won the league.
- Girls' softball was named academic all-state.
- Summer leagues and scrimmage in full swing.
- Need girls varsity basketball coach. The job has been posted.
- Fall sports schedules are complete. There will be 4 home and 4 away football games. Will play 3 out of the 4 games on Friday night with Varsity on Saturday night October 11th due to not being able to get officials. Will have youth football night and encourage some tailgating. Games will still be at 7 pm.

Middle/High School – Mr. Jeremy Fielder:

- Reported that graduation at Crossroads was a big success. Grateful for the continued partnership. Thanked Shane Hillard for presenting diplomas.
- Very grateful for Mr. Simmons and his work as the senior advisor, as the end of year senior events were smooth in nature (Senior Sunday, Senior Parade, Senior Sunset).
- The B#4 Foundation for students in grades 8-12 was a big success. There has been a good amount of positive feedback from staff regarding the impact of Terry Hessbrook's message.
- The middle school Mud Hens game on May 21st was also a success, despite the rain.
- Student Council adjusted their "Field Day" to indoors/the HS gym on May 21st as well, but students enjoyed the event.
- Working towards a decision for MS Science Curriculum (grades 6-8) for the 25-26 school year.
- Working towards finishing staff evaluations as we close out the 24-25 school year.
- Deputy Benes has finished his TEAMS (Teaching Educating and Mentoring) program for 7th grade students. He added a lesson from the Michigan State Police on the harmful effects of Vaping.
- Congratulated Lisa Childers on her retirement after 33 years of teaching. She will be missed at the MS/HS.

Elementary School – Mr. Sam Marsh:

- Testing is complete. Scores at all levels are looking good.
- Thanked Mr. Hubbard and the WPA for a great field day.
- Also thanked the FFA for a fun and educational Ag Day.

Minutes Continued
Ottawa Lake, Michigan
June 9, 2025

- Reported they are currently wrapping up all of their end of year festivities.
- *Today was Kindergarten celebration.*
- Last Value Assembly was this past Thursday. Simon Wright was awarded the Whiteford Elementary Principals award.
- 5th Grade Graduation tomorrow.
- 6th Grade orientation was last week (Thanked the 6th grade team)
- They had a good amount of field trips last month, and all were a success.
- Thanked Charlie, the bus drives and Tim and Tony for all their help.
- Teachers are busy getting grades finalized, and will start preparing rooms for summer.
- Working on finalizing evaluations and schedules for next year.

Superintendent's Report

1. Resignations – Ms. Jessica Waganfeald resigned from her position as assistant volleyball coach effective immediately to focus on her new baby. It was a difficult decision to make but this exciting new chapter in her life requires her full attention. She wishes the team well and continued success. Mr. John Nagle resigned his position as assistant football coach effective immediately. We wish him well on his future endeavors. Mr. Nick Brillhart resigned from his position as head girls' basketball coach effective immediately due to accepting the position as head varsity boys' basketball coach at Bedford. Mr. Troy Giesige resigned his position as 8th grade girls' basketball coach effective immediately. Troy expressed that it has been a blessing to be a part of the Whiteford family of coaches. Mr. Bailey Tear resigned his position as JV boys' basketball coach effective immediately. We wish him success and happiness in his next chapter. Mrs. Tori Edmonds resigned her position as JV girls' basketball coach effective immediately to take the position of middle school 8th grade girls' basketball coach. Mr. Nathan Bauman resigned his position as assistant football coach due to his day job taking up too much of his time which limits his availability. Mr. Mark Keeling resigned his position as assistant boys' basketball coach. Mr. Scott Huard resigned his position as the JV boys' baseball coach. He filled a vacancy that was needed in the spring.
2. Staffing Update – Reported the following open staff positions for the 2025-2026 school year, and are actively interviewing candidates:
 - Assistant Boys' Basketball Coach
 - Head Women's Basketball Coach
 - Assistant Volleyball Coach
 - Assistant Football Coach (2 positions)
 - JV Girls' Basketball Coach
 - JV Boys' Basketball Coach
 - MS 7th Grade Girls' Basketball Coach
 - Athletic Trainer
 - JV Boy's Baseball Coach
3. Superintendent Evaluation Evidence Presentation – Continuing to use the Michigan Association of School Board (MASB) Superintendent Evaluation instrument for his annual evaluation which he will be presenting to the Board his evaluation evidence: EOY Self-Assessment (Professional Practice), associated data, and Progress Toward District-Wide Goals (Strategic Plan).

Minutes Continued
Ottawa Lake, Michigan
June 9, 2025

4. Recognition for Probationary Status/Tenure:

2nd Year:

Lainey Hillard (Transitional Kindergarten)
Angela Moore (MS/HS Spanish Teacher)
Tracy Papenhagen (4th Grade)
Greg Russell (MS/HS Science)

3rd Year:

Jamie Bischoff (1st Grade)
Erin Cousino (Elementary Special Education)
Milanya Floyd (4th Grade)

4th Year:

Amanda Diesing (6th Grade)
Tori Edmonds (6th Grade)

5th Year:

Erika Biddle (5th Grade)
Janie Valdez (HS Special Education)
Peyton Shepherd (5th Grade)

Tenure:

Monica Laughlin (MS Special Education)

5. Staff Member of the Month – Honorable Mention:

I would like to recognize those staff members receiving nominations for the 24-25 school year, but were not chosen as a Staff Member of the Month.

- Jim Ross (Teacher) nominated by Ben Avis (Teacher)
- LeeAnn Thomas (Teacher) was nominated by Jeff Thomas (Teacher)
- Lisa Childers (Teacher) nominated by Ken Groch (Dean of Student Services)
- Angela Moore (Teacher) nominated by Jeremy Simmons (Teacher)
- Sarah Cross (LRE Aide) nominated by Sarah Bowen (Teacher)
- Erin Tyrrell (Title Aide) nominated by Kaitlin Zimmerman (Substitute Teacher)
- Erika Biddle (Teacher) nominated by Andrea Young (Teacher)
- Terah Milot (LRE Aide) nominated by Jen Floyd (Teacher) and Chelsea Iffland (MCISD)
- Chris Andrews (Virtual Teaching Assistant) nominated by Jay Yockey (Teacher)

6. Volunteer Coaching Appointments – Listed below are the additional volunteer coaching appointments for the 2025 spring sport season:

- Travis Pant Varsity Baseball

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

- Sally Wing \$5,000 Class of 2025 Scholarship
- Janet Weygand \$1,000 Weygand Science Scholarship
- Madie's Clovers Foundation \$500 After Prom
- Garst LP Gas Inc. \$200 After Prom

**Minutes Continued
Ottawa Lake, Michigan
June 9, 2025**

- Nick Puhl..... \$423.90.....Staff Appreciation Week
- American Red Cross \$500.....Class of 2025 Scholarship
- Whiteford Township \$566.....HS Track Program

8. Announcements / Reminders / Informational Items

- June 10.....5th Grade Graduation 9-10am
- June 10.....Half Day Early Release – Elem. 10:55am – MS/HS 11:05am
- June 11Last Day of School – Early Release – Elem. 10:55am – MS/HS 11:05am
- June 16-20.....Camp Invention Grades K-6 8:30am – 3:00pm
- June 17-18.....Girls Basketball Camp 4-6pm
- June 17Special Board of Education Meeting 6:00pm Board Room
- July 14Board of Education Meeting 6:00pm Board Room
- July 14, 16, 17.....Youth/Volleytotz Volleyball Camp
- August 11Board of Education Meeting 6:00pm Board Room
- August 271-12 Open House 5-6:30pm
- August 28TK-Kindergarten Open House 5-6:30pm
- September 1Labor Day
- September 2.....First Day of School (12pm Start)

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 3370Tenure (Update)

A motion was made by Janelle Young, seconded by Tom Wenzel, to approve the NEOLA Board Policy Updates as presented. Motion approved – 6 yes (1-absent/Dixon)

Recommendation to Hire MS 8th Grade Women's Basketball Coach

A motion was made by Jeff Bunge, seconded by Brandon Iott, to hire Tori Edmonds as the new MS 8th Grade Women's Basketball Coach per the terms of the current WEA Master Agreement contingent upon favorable previous employer conduct and FBI/State of Michigan background checks. Motion approved – 6 yes (1-absent/Dixon)

Approval of Varsity Volleyball Overnight Field Trip

A motion was made by Tom Wenzel, seconded by Janelle Young, to approve the Varsity Volleyball Overnight Field Trip to the Bunge Family Cottage in Mears, Michigan from Friday, August 15th to Sunday, August 17th, 2025, at no cost to the district. Motion approved – 5 yes (1-absent/Dixon) (1-abstained/Bunge)

Café Contract Renewal

A motion was made by Jason Vida, seconded by Tom Wenzel, to renew The Nutrition Group as the district's food service management company for the 2025-2026 school year as presented. Motion approved – 6 yes (1-absent/Dixon)

**Minutes Continued
Ottawa Lake, Michigan
June 9, 2025**

Approval of Toledo Building Services (TBS) 2025 Summer Cleaning Contract

A motion was made by Tom Wenzel, seconded by Jason Vida, to approve the TBS 2025 Summer Cleaning Contract as presented. Motion approved – 6 yes (1-absent/Dixon)

Approval of Toledo Building Services (TBS) 2025-2026 Custodial Contract

A motion was made by Tom Wenzel, seconded by Jason Vida, to approve the renewal of the TBS Custodial Services Contract for the 2025-2026 school year as presented Motion approved – 6 yes (1-absent/Dixon)

Approve 6-12 Grade TCI Social Studies Curriculum

A motion was made by Jeff Bunge, seconded by Jason Vida, to approve the 6th through 12th grade TCI Social Studies Curriculum at the cost of \$56,980.70 to be paid from the general fund as presented. Motion approved – 6 yes (1-absent/Dixon)

Adopt Resolution – Amendments to 2024-2025 Budget

Mrs. Marisa Tebbe-Cousino presented the 2024–2025 year end budget and reviewed line item changes exceeding \$5,000.

A motion was made by Jason Vida, seconded by Brandon Iott, to approve the 2024-2025 budget amendments as presented. Motion approved – 6 yes (1-absent/Dixon)

Approve 5th Grade Relocation to the Middle School/High School Building

A motion was made by Brandon Iott, seconded by Janelle Young, to approve relocating the 5th grade to the middle/high school building beginning with the 2025-2026 school year as presented. Motion approved – 4 yes, (2 no-Vida/Wenzel) (1-absent/Dixon)

Closed Session – For the Purpose of Collective Bargaining

A motion was made by Shane Hillard, seconded by Jeff Bunge, pursuant to Section 8(c) of the Michigan Open Meetings Act to go into closed session for the purpose of strategy and negotiation sessions connected with the negotiations of a collective bargaining agreement at 8:00 pm.

Regular Meeting Resumed

The regular meeting resumed at 8:40 p.m.

Any Future Board Calendar Items

Superintendent Huard reminded the board of the June 17 Special meeting at 6:00 p.m. for his evaluation. Also, set the date of June 24 at 6:00 p.m. for another special meeting for the 2025-2026 budget hearing.

Minutes Continued
Ottawa Lake, Michigan
June 9, 2025

Regular Meeting Adjourned

The regular meeting adjourned at 8:45 p.m.

Minutes approved _____, President

Minutes approved _____, Secretary

DRAFT