

**WHITEFORD SCHOOLS
OTTAWA LAKE, MICHIGAN 49267**

September 14, 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 6:01 p.m. by President Shane Hillard on September 14, 2026. Mr. Hillard led the Pledge of Allegiance. Members present were Shane Hillard, Jeff Bunge, Janelle Hauser, Brandon Iott, Jason Vida and Thomas Wenzel. Dave Dixon and Jason Vida were 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 8 visitors present.

Amendment to and Approval of Agenda

A motion was made by Jeff Bunge, seconded by Tom Wenzel, to amend the agenda to remove new business items 4 and 5 and add new item b. Approval of Amended L-4029 Tax Rate Request Form and approve the September 14, 2026, Regular Meeting Agenda as amended. Motion approved – 5 yes (2 absent – Dixon/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.

Jason Vida arrived at 6:06pm.

Special Presentations

Student Participation – Student Council President Cade Schober and Vice President Ava Stevens attended the meeting and presented the following to the Board:

- Student council held its first meeting to begin planning for Homecoming which will take place on September 26. Homecoming shirt designs and orders have been submitted, and float building is already underway. This year's Homecoming theme is Movies; Seniors: Friends, Juniors: Toy Story, Sophomores: Ghostbusters, and Freshman: Spider man.
- High School Girl's Powder Puff Flag Football game is next Wednesday, September 23.
- Excited for this year with a lot of possibilities planned.

Whiteford Music Boosters Annual Report – Julianne Consear, President, was unable to attend the meeting.

Whiteford Parent's Association Annual Report – Ali Houghtaling, President, attended the meeting and reported the following to the Board:

- Recognized Kristi Browning who stepped down as Treasurer after 3 years of service and 8 years overall as part of the WPA. Ashley Iott attended the meeting and was introduced as the new Treasurer.
- Presented last year's budget. Noted their biggest fundraiser was the Cookie Dough Fundraiser in which they netted a total profit of \$21,078.60. This was their largest year yet.
- They are supporting all three buildings now.

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- Highlighted their main events which included the Back-to-School Picnic, Mother and Son Night, Family Fun Night, March Reading Month, Daddy Daughter Dance, Honors Breakfast for MS/HS 6-12 grade students, and Field Day.
- Continuing their support of teachers and staff with staff breakfast on the first day of school, classroom carts for TK-4th grade, wagons for 5th grade, scholastic gift cards for the TK-6 grade Reading Month, and food and gifts for Staff Appreciation Week.

The Board thanked Ali and the WPA for everything they do for our school and staff. Superintendent Huard added his deep appreciation for all the work they do and time they put in to support our school and staff.

Public Comment

There were no public comments.

Correspondence

There was no correspondence.

Consent Agenda

A motion was made by Jeff Bunge, seconded by Shane Hillard, to approve the consent agenda items as presented.

- Minutes of the August 10, 2026 Regular Meeting
- Treasurer's Report and Check Register (August 2026)

Motion approved – 6 yes (1 absent – Dixon).

Administrative Reports

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

- Still down an accounting payroll assistant. Interviewed on September 9, 2026 for this open position.
- The audit was rescheduled. Rehmann's is assisting with documents. Monday September 28 is the new audit date.
- Working with Charlie to replace the four inwall elementary cafeteria tables.
- Submitted our special ed actual cost report on September 12, 2026.

Director of Human Resources – Mrs. Cathy Machcinski:

- Received the 2027 rate renewal cost from MESA Insurance. Projected rate increase for health insurance is 6.81% amongst all groups. Have requested competitive bids from our insurance broker, Savage and Associates and are awaiting results.

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

- Set up the football stadium and maintaining all other athletic fields.
- Been busy working on classrooms set ups for the school year including set ups for all new staff.
- Dealing with beginning of the year bus route daily changes.
- Training and hiring of new bus drivers.
- Currently fully staffed for regular bus drivers. Still short substitute special ed bus aides.

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- Having AC repairs done. Some units are getting to the end of their life.

Athletic Director – Ms. Miranda Green:

- Reported on information from the August and September TCC meetings. The Washtenaw Christian Athletic Director attended a meeting to discuss potential conference membership. After discussion, TCC Athletic Directors determined that because Washtenaw Christian was not interested in full conference membership, including middle school athletics, it was not something the conference wished to pursue further at this time.
- Officiating rates continue to increase.
- TCC ticket prices will remain unchanged from last year, with a maximum admission price of \$7 at each level and a \$35 senior pass.
- Twelve underclassmen will attend the Craig Hillier Student-Athlete Leadership Summit on October 1.
- Student-athletes will have the opportunity to attend a free speaker event on September 15 featuring inspirational speakers and University of Michigan Basketball Alum, Austin Hatch.
- Scheduled to attend the MHSAA meeting next week at Warren, Ukrainian Cultural Center.
- The new athletic website is now live, featuring an improved layout and easier access to view schedules, information, and athletic resources.
- Athletic events can now be viewed through Hudl. The livestream is linked directly on the athletics website and is also available through the Hudl Fan app.
- The football team faced strong competition during the first two weeks of the season, providing valuable experience and opportunities to earn additional playoff points.
- All five girl's golf athletes competed in their first TCC match and recorded a team score of 254.
- Cross Country hosted the annual Nick Haynes Invitational on August 25. The girls finished second with a team score of 39, while the boys placed third with a score of 68. The team will compete at the MSU Invitational on September 11.
- The volleyball team has competed in several larger quads and tournaments to begin the season. TCC play began September 1, with a loss to LCS and wins over Morenci and Summerfield.

Elementary School – Mr. Samuel Marsh:

- The school year has started and they are getting into the swing of things.
- Thanked the WPA for a great Welcome Back Picnic. They had 88% of all students in attendance. Attendance was also very high for their 1st-4th grade Open House. Unfortunately, they had to cancel their TK-Kindergarten Open House due to tornado warnings.
- PBIS Updates; this month's value is Respect. Mrs. Hillard, Mrs. Brossia and he had expectation talks with each class TK-4th grade. Each classroom teacher is also going over classroom expectations and routines.
- Their first value assembly was Friday, September 11.
- Fall Benchmarking started the week of September 8. MDE Early Literacy and Math for TK-2nd grade and Smarter Balanced ELA and Math for 3rd and 4th grades.
- The WPA Cookie Dough Fundraiser starts September 22 through October 5.
- Picture Day is October 2.

Middle School – Ms. Alicia Flynn:

- They are all getting settled and are all excited for a great school year.
- Open House/5th Grade Orientation was a huge success. The WPA set up a table and asked families to drop off donations that could be used as incentive prizes throughout the year. They collected \$550 in gift cards for students in grades 5-8. Really appreciate our awesome community.

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- Thanked Chris Andrews, Ashley VanCamp and Jared Leffel for helping get chromebooks ready and distributed to all students.
- They are working on collecting payment for 5th grade camp which is due by September 30. They have a parent meeting on September 15 from 5:30-6:30pm in the HS gym with a representative from Camp Michindoh.
- Homecoming Week is September 21 through September 25. They will have spirit days, decorate the hallways, hold a pep assembly and honor the King and Queen at the football game.
- The Smarter Balance testing window opens September 14 for grades 5-7 (math and ELA). The students are ready to give their best.
- The district PBIS value of the month is Respect. They will show videos in their MS seminars.
- Has held MS Seminar Meetings with all students in grades 5-8 to go over building expectations, cell phone policy, dress code, PBIS, etc. All meetings went well.
- The WPA Cookie dough fundraiser begins on September 22.
- Deputy Orr has helped replace and update the bulletin board in the lunch room to reflect this year's lunch times. She has been a huge asset to their team.
- They are incredibly grateful to Steve Franks, owner of Refrigeration Control Systems, for his very generous \$2,500 donation to Whiteford Middle School. Steve's son is a fourth grader, and their family proudly calls Ottawa Lake home. They have exciting plans to use this donation to support their students and greatly appreciate Steve and his company for investing in our school and community.

High School – Mr. Joshua Kirby:

- It has been an energizing first week of school. It is amazing having students back in the building.
- Students have been given their Chromebooks and our IT Team with help of Chris Andrews have worked with students who have had trouble logging into them.
- They have started their Links Program for 26-27 and their two teachers, Allison Kwasniak and Charlie Nykiel, will be overseeing these students this year. They have already been able to meet with students and lay the foundation for logistics of how the program will run as well as expectations for each student. Looking forward to continuing to grow this program. Maria Mohler, their building sub will be assisting both teachers throughout the year, which will allow them to perform evaluations for the Links students.
- Jen Head will be participating with him in Class Meetings during Seminar the opening week. They will be focusing on their SWPBIS, Wireless Technology Policy, as well as Dress Code discussion.
- Was able to meet with staff and have a great plan to start the school year strong. They have started planning for homecoming and spirit week.
- Deputy Orr has done an outstanding job getting 'Go Buckets' for all of their classrooms countywide. The buckets have arrived from generous donations from TSC as well as ACE Hardware of Dundee.
- Deputy Orr has also used her skill in engraving to engrave the Whiteford Logo and Behavior Expectations on their PBIS Wooden Box which is displayed in the Main office. Students will begin putting raffle tickets in it they earn starting the week of homecoming.

Superintendent's Report

1. Resignations – Mrs. Natasha Brown resigned from her positions as a substitute bus driver effective immediately due to her children now attending a different school. Appreciate her service this past year and wish her the best.

Mr. Collin Welch resigned his position as Varsity Golf Coach effective immediately. Collin is grateful for the opportunity to work and coach our student athletes.

Mrs. Laura Cruz-Hartland resigned her position as Accounting Assistant effective as of August 10, 2026. She is the primary care giver for a family member that would interfere with her job responsibilities.

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Ms. Jessica Dusa resigned her position as Assistant Varsity Volleyball Coach effective immediately. She noted it was a rewarding experience to be able to assist in this position and wishes continued success in the seasons ahead.

Mr. Kevin Kaufman resigned his position as Assistant Varsity Football Coach effective immediately. Kevin is thankful for the relationships and memories built throughout his time with this program.

Miss Claire Huard resigned her position as a summer worker effective August 19, 2026 to resume her college education.

2. Superintendent Evaluation Goals 26-27 – Drafted a set of evaluation goals for the 26-27 school year that will begin the discussion with the Board as they collaborate on his goals. Reminded them that the Professional Practice (rubric) accounts for 65% of his evaluation, while 35% is based upon Student Growth and District-Wide goals. The goals address the Student Growth and Assessment Data of SLO Metrics (20%) and Progress Towards District-Wide Goals (15%). After discussion with the Board, they will agree on a set of goals for him to be carried out during the 26-27 school year. They will have a mid-year review in January 2027 outlining his progress, and a final review in June 2027.
3. Volunteer Coach Appointments – The following have been appointed as volunteer coaches:
 - Collins, Nicholas MS/HS Volleyball
 - Freeman, Matthew MS Football
 - Goforth, Madison HS Volleyball
 - Hillard, Brody HS Girls Golf
 - Knaggs, Owen HS Football
 - Luzier, Marcus MS Football
 - Miller, Michael MS Football
 - Nachtrab, Antonio JV/Varsity Football
 - Oberle, Renee MS/HS Cross Country and HS Track
 - Oberle, Steven MS/HS Cross Country and HS Track
 - Ovall, Jessica HS Girl's Golf
 - Taylor, Timothy MS Football
 - Teszner, Richard HS Football
 - Thieken, Todd HS Football
 - Waganfeald, Jessica Varsity Volleyball
 - Wingerd, Kristopher MS Football
 - Zilba, Anthony MS Football
4. Acknowledgement of Gifts/Donations – Donations were received from the following organizations:
 - Matthew Holzemer \$305.28 PCORI Fees Offset
 - Joshua Holzemer \$305.28 PCORI Fees Offset
 - Riddell \$960.00 MS Football Program
 - Refrigeration Controls Systems \$2,500.00 Middle School
 - Daniel Kramer \$250.00 Football Program
 - Denise Hill \$200.00 Scholarship
 - Nick Puhl \$987.50 Staff Meal (All Staff PD Day)
 - Directions Credit Union \$375.00 Staff Meal (All Staff PD Day)
 - Leski Wittman Insurance Agency \$350.00 Staff Meal (All Staff PD Day)
 - Savage and Associates \$500.00 Staff Meal (All Staff PD Day)

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5. Announcements / Reminders / Informational Items

- September 15 JR/SR Athletes Field Trip; Wayne State University
- September 15 5th Grade Parent Camp Michindoh Meeting HS GYM 5:30-6:30pm
- September 17 Constitution Day
- September 21-25 Homecoming Week
- September 26 Homecoming Dance
- September 22-October 5 WPA Cookie Dough Fundraiser TK-5th Grade
- September 28 MS/HS Picture Day
- October 2 Elementary Picture Day
- October 6-9 5th Grade Camp Michindoh
- October 12 Board of Education Meeting 6pm
- October 14 Whiteford Parents Association Meeting – Elem Café 6-7:30pm
- October 15 HS Field Trip: Build My Future Showcase
- October 19-23 National School Bus Safety Week
- October 23 End of 1st Marking Period

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..... Copy of Definitions (Revised)
2. Policy 1410 Staff Ethics (**New**)
3. Policy 2370.01 On-Line/Blended Learning Program (Revised)
4. Policy 2417 Comprehensive School Health Education (Revised)
5. Policy 2418 Sex Education (Revised)
6. Policy 3120.09 Volunteers (Renumber/Rescind)
7. Policy 4120.09 Volunteers (Rescind)
8. Policy 4210..... Staff Ethics (**New**)
9. Policy 5136..... Wireless Communications Devices (Replacement Policy)
10. Policy 5336..... Care of Students with Diabetes (**New**)
11. Policy 6320..... Purchasing (Revised)
12. Policy 6325..... Procurement – Federal Grants/Funds (Revised)
13. Policy 7540.09 Artificial Intelligence (Replacement Policy)
14. Policy 8120.09 Volunteers (Renumbered/Revised)
15. Policy 8402..... Emergency Operations Plan (Revised)
16. Policy 8655..... Transportation for Students with IEPs (**New**)

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

New Business

Recommendation to Hire Full-Time Maintenance Employee

A motion was made by Jeff Bunge, seconded by Janelle Hauser, to hire Andrew Toda as the new Full-Time Maintenance employee per the terms of the 2025-2027 WESPA Master Agreement, contingent upon favorable previous employer conduct and FBI/State of Michigan background checks. Wages and benefits will be retroactive to his first work day of August 31, 2026. Motion approved – 6 yes (1 absent – Dixon).

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Recommendation to Hire Regular Route Bus Driver

A motion was made by Brandon Iott, seconded by Janelle Hauser, to hire Cassandra Flores as the new Regular Route Bus Driver per the terms of the 2025-2027 WESPA Master Agreement, contingent upon favorable previous employer conduct and FBI/State of Michigan background checks. Wages and benefits will be retroactive to her first work day of September 1, 2026. Motion approved – 6 yes (1 absent – Dixon).

Recommendation to Hire Special Programs Bus Driver

A motion was made by Tom Wenzel, seconded by Brandon Iott, to hire Kayla Danford as the new Special Programs Route Bus Driver per the terms of the 2025-2027 WESPA Master Agreement, contingent upon favorable previous employer conduct and FBI/State of Michigan background checks. Wages and benefits will be retroactive to her certification day of September 9, 2026. Motion approved – 6 yes (1 absent – Dixon).

Recommendation to Hire FFA Assistant

A motion was made by Jason Vida, seconded by Janelle Hauser, to hire Jennifer Wheeler as the new FFA Assistant per the terms of the current Conditions of Employment for Paraprofessionals/Aides, contingent upon favorable previous employer conduct and FBI/State of Michigan background checks. Wages and benefits will be retroactive to her first work day of August 27, 2026. Motion approved – 6 yes (1 absent – Dixon).

Recommendation to Hire High School Spring Musical Assistant

A motion was made by Jeff Bunge, seconded by Brandon Iott, to hire Tara Althaus as a High School Musical Assistant at 1% of Step 1-BA (\$450.00) 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 – Dixon).

Recommendation to Hire Assistant Volleyball Coach

A motion was made by Shane Hillard, seconded by Tom Wenzel, to contract with Edustaff and hire Jessica Waganfield as the new Assistant Volleyball Coach at the rate of \$1,000 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 – Dixon).

Recommendation to Hire Assistant Football Coach

A motion was made by Jason Vida, seconded by Janelle Hauser, to contract with Edustaff and hire Brandon Knaggs as the new Assistant Football Coach at the rate of \$1,000 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 – Dixon).

Recommendation to Hire Head Varsity Girls Basketball Coach

A motion was made by Tom Wenzel, seconded by Brandon Iott, to contract with Edustaff and hire Derrick Lawson as the new Head Varsity Girls Basketball Coach at 10% of Step 7-BA (\$5,700.00) 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 – Dixon).

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Recommendation to Appoint Varsity Boys Golf Coach

A motion was made by Janelle Hauser, seconded by Jeff Bunge, to appoint Shane Hillard as the new Varsity Boys Golf Coach to serve as a volunteer with no compensation provided for this position. Motion approved – 5 yes (1 absent – Dixon) (1 abstained – Hillard).

Approve Unpaid Leave of Absence

A motion was made by Janelle Hauser, seconded by Tom Wenzel, to approve an unpaid leave of absence for a WESPA member up to 60 calendar days per Article 17 of the 2025-2027 WESPA Master Agreement which would begin on September 15, 2026. Motion approved – 6 yes (1 absent – Dixon).

Tax Rate Request / Set Millage Rate (Amended)

A motion was made by Jason Vida, seconded by Shane Hillard, to approve the amended L-4029 2026 Tax Rate Request Form as presented. This form was previously board approved on June 29, 2026. Only a column was updated with no change to the 2026 Taxable Values. Motion approved – 6 yes (1 absent – Dixon).

Any Future Board Calendar Items

There were no future board calendar items.

Adjournment

The regular meeting adjourned at 7:06 p.m.

Minutes approved _____, President

Minutes approved _____, Secretary