

THE REGULAR MEETING OF THE BOARD OF EDUCATION WAS HELD AUGUST 22, 2022 AT 6:00 P.M., LOCAL TIME, IN THE DISTRICT AT ADMINISTRATIVE SERVICE CENTER, 401 SAUK RIVER DRIVE, COLDWATER, MICHIGAN.

BOARD MEMBERS PRESENT: Bob Steel, Kristin Lyon-Welch, Kate Frederick, Ronald Lanford, Jeff Holbrook, Clair Dean, Edward C. Lake, Jr. **ATTENDANCE**

BOARD MEETING ABSENT: N/A

OTHERS IN Terry Ann Whelan, Superintendent; Heather Harvey, Rachelle Roby, Julie Slusher, Adam Supianoski, Bill Milnes, Tobi Reardon, Gary Dancer, Bob McKinley, Penny Dewitt, Joseph Dewitt, Michah Perkins, Pam Moore, Lindy Stevens, Jim Billsborrow, Aric Aerts, Rosalie Currier, Jim Measel, and others

Member Lake brought the Regular Meeting to order at 6:01 p.m. **CALL TO ORDER**

Pledge to the flag was conducted. Roll call for attendance of the board was taken as recorded above. **PLEDGE TO FLAG AND ATTENDANCE**

President Lake made the request for public participation forms. Four forms were submitted during the initial call for public participation from the following participants: **VISITORS, DELEGATIONS, AND COMMUNICATIONS**

- 1. Jim Billsborrow – Concerns regarding his recent reprimand
- 2. Michah Perkins – Skilled trades programs and opportunities through West Michigan Construction Alliance
- 3. Bob McKinley – Positive observations regarding CHS Open House, Officer Swartz, the purchase of the new Bus Garage, and Superintendent Whelan
- 4. Aric Aerts – Concerns regarding the recent matter involving Todd Farmer and Jim Billsborrow and questions and concerns regarding board meeting procedures

*Two additional forms were submitted following the call for public participants. President Lake accepted the two additional forms from the following participants:

- 1. Lindy Stevens – Expressed support for former Coach Billsborrow
- 2. Pam Moore – Expressed support for former Coach Billsborrow

Minutes of the Regular Organizational Meeting held on July 11th were given consideration for acceptance and approval. **APPROVAL OF MINUTES: 07/11/2022**

MOTION was made by Member Lanford, supported by Member Dean, that the Board of Education approves the minutes of the Regular Organizational Meeting, held on July 11, 2022, as submitted. Resolution approved unanimously.

President Lake called for agenda additions or deletions. The agenda was amended to add an additional action item relevant to the selection and certification of MASB Voting Delegates and **APPROVAL OF AGENDA ADDITIONS/ DELETIONS**

Alternates. The board unanimously agreed to accept and approve the agenda, as amended.

President Lake called for communications.

No communications were reported at this time.

Superintendent Whelan presented the personnel report as submitted.

Member Lanford presented the gifts report in its entirety.

Board Treasurer Lanford offered the June and July Accounts for Payment Reports for approval.

MOTION made and supported by Members Lanford and Dean that the Board of Education resolves to:

accept with regret, after 22 years of service, the retirement resignation of John Michael Mason, Art Teacher at Coldwater High School, effective the end of the 2021-2022 school year;

accept with regret, the resignation of Chelsey Rice, Science Teacher at LMS, effective August 9, 2022;

accept with regret, the resignation of Letitia Kotas, Third Grade Teacher at Jefferson Elementary, effective August 15, 2022;

accept with regret, the resignation of Elementary S.T.E.M. Teacher, Pamela Vanzuilen, effective August 15, 2022;

approve the administrative recommendation to employ Katie Frias for the first grade teaching position at Max Larsen Elementary, effective the 2022-2023 school year;

approve the administrative recommendation to employ Chloe Smith for the second grade teaching position at Jefferson Elementary, effective the 2022-2023 school year;

approve the administrative recommendation to employ Aimee Fedore for the fourth grade teaching position at Lakeland Elementary, effective the 2022-2023 school year;

approve the administrative recommendation to employ Chelsea Wilber for the Secondary Art position at Coldwater High School, effective the 2022-2023 school year;

approve the administrative recommendation to employ Erica Towers for the 7th grade Science position at Legg Middle School, effective the 2022-2023 school year;

approve the administrative recommendation to employ Anna Feller as the full-time Behavior Analyst at Legg Middle School, effective the 2022-2023 school year;

approve the administrative recommendation to employ Khawlan Annajar for the part-time ELL Paraprofessional position at Max Larsen Elementary, effective the 2022-2023 school year;

approve the administrative recommendation to employ Lyle Armstrong for the part-time supervisor position at Max Larsen Elementary, effective the 2022-2023 school year;

approve the administrative recommendation to employ Heather Scheidler for the part-time RTP position at Legg Middle School, effective the 2022-2023 school year;

accept with regret, the resignation of Jessica Pike from the Transportation Department, effective immediately upon board approval;

approve the administrative recommendation to hire Qahrah Abdulla for the part-time ELL Support/Supervisor position at Max Larsen Elementary, effective the 2022-2023 school year;

approve the administrative recommendation to employ Deb Fisher for the Assistant Secretary position at Coldwater High School, effective the 2022-2023 school year;

approve the administrative recommendation to hire Connie Marsh for the Library Clerk position at Coldwater High School, effective the 2022-2023 school year;

accept with regret, after over 40 years of coaching for Coldwater Schools' Track and Cross Country teams, the resignation of Jim Billsborrow, effective August 2, 2022;
and further;

**COMMUNICATIONS
AND CONSENT
AGENDA**

J. MASON

C. RICE

L. KOTAS

P. VANZUILEN

K. FRIAS

C. SMITH

A. FEDORE

C. WILBER

E. TOWERS

A. FELLER

K. ANNAJAR

L. ARMSTRONG

H. SCHEIDLER

J. PIKE

Q. ABDULLA

D. FISHER

C. MARSH

J. BILLSBORROW

approve the administrative recommendations for the following coaching and advisor positions as listed below:

<u>NAME</u>	<u>POSITION</u>
Brien Kelly	JV Girls Basketball
Danielle Kelly	Varsity Cross Country
Joe Closson	Freshman Volleyball
Kalyn Moore	Class of 2025 Co-Advisor

B. KELLY
D. KELLY
J. CLOSSON
K. MOORE

And further,

that the Board of Education gratefully accepts the gifts donated to Coldwater Schools as shown in the outline and recorded below:

ACCEPTANCE AND
APPROVAL OF GIFTS

<u>DONOR</u>	<u>DESCRIPTION</u>	<u>RECIPIENT</u>	<u>VALUE</u>
Cintas Corp	5,280 Bottles of Hand Sanitizer	Students of Coldwater Schools	N/A
Robert Redman of Meemic Insurance	Monetary Funds to use for Staff Lunch on Opening Day	Coldwater Community Schools Staff	\$1,000
Eby-Klein Youth & Family Center	Good, Better, Best Grant	Lindsey Dixon, Jefferson Elementary	\$400.00
Branch County Community Foundation	Monetary Funds for Graphic Novel Diversification	Arielle Norris, Coldwater High School	\$1,049.60
Branch County Community Foundation	Monetary Funds for a Yearbook Camera	Kelsey Feldpausch, Coldwater High School	\$599.00
Branch County Community Foundation	Monetary Funds for Drones, Robotics, Videography, and Programming Class	Gwen Chavez, Coldwater High School	\$3,000.00
Amy Winkleman	Piano	LMS Choir Classroom	N/A
Biggby Coffee of Coldwater	Coffee for Secretaries Meeting	Coldwater Schools – All Secretary Staff	N/A
State Farm Insurance of Coldwater	3 Large Tubs of School Supplies	Students of Jefferson and Lakeland Elementary	N/A

and,

that a letter of appreciation, on behalf of the board, be sent to the donors as recorded above for their worthwhile and generous gifts;

and finally,
that the Board of Education approves the following June and July accounts for payment as submitted:

- June General Fund accounts in the amount of \$2,050,509.92;
- June Special Revenue accounts in the amount of \$215,932.73;
- July General Fund accounts in the amount of \$1,921,823.17;
- July Special Revenue accounts in the amount of \$121,727.97;

Discussion ensued.

Resolution approved unanimously.

President Lake acknowledged the Legg Middle School and Chartwells Newsletters. No further discussion took place.

President Lake called for Board Committee Reports.

Superintendent Whelan reported that the Budget and Finance Committee met in August to review the 2022-2023 contracts for CESPAs, Transportation, and Individual Employment Contracts.

Superintendent Whelan reported on the success of the first day of school, as well as other recent district activities, including the district's Opening Day event held for all staff on August 17, 2022, with special Guest Speaker, Erin Gruwell.

Whelan also provided the board with an overview of the completed TowerPinkster and O-A-K summer projects at Jefferson Elementary, the Lincoln building, and Max Larsen Elementary, and further shared information about the future projects that will begin in the summer of 2023.

Superintendent Whelan concluded her report by providing the board with additional information relevant to each of the action items on the agenda.

Discussion ensued.

President Lake presented the recommendation to approve the Coldwater Education Support Association 2022-2023 Salary & Adjustments.

MOTION made and supported by Members Lanford and Frederick that the Board of Education approves approves the 2022-2023 contract for the Coldwater Education Support Personnel Association (CESPA) as presented which includes:

- A revised "base" salary schedule taking into account the lack of workers and the salary increases in our area.
- Health Insurance will continue as in the previous contract at the 80/20 split.
- Dental, Vision, Life and LTD will be continued paid 100% by Coldwater Community Schools.
- Ancillary Services – Dental, Vision, Life and LTD will be provided to all employees who work more than twenty-five (25) hours per week.
- Article XVIII (B) and (C) page 32 was changed to provide our employees with paid vacation time during Christmas & Spring Break.

Discussion ensued.

Roll call vote taken.

Yeas: Members Holbrook, Steel, Dean, Lanford, Lyon-Welch, Frederick, Lake

Nays: None.

Resolution passed unanimously.

**BOARD COMMITTEE
REPORTS/ BUILDING
REPORTS/
SUPERINTENDENT/
CFO
REPORT/AUGUST**

**ACTION ITEMS:
RECOMMENDATION
TO APPROVE CESPAs
2022-2023 SALARY
AND INSURANCE
ADJUSTMENTS –
APPROVED**

President Lake presented the recommendation to approve Coldwater Schools' Transportation Department 2022-2023 Salary & Insurance Adjustments.

MOTION made and supported by Members Lyon-Welch and Lanford that the Board of Education approves the 2022-2023 contract adjustments for the Transportation Department at Coldwater Schools as presented which includes:

- A revised "base" salary schedule for Bus Drivers and Monitors taking into account the lack of workers and the salary increases in our area.
- Health Insurance will continue as in the previous contract at the 80/20 split.
- Dental, Vision, Life and LTD will be continued paid 100% by Coldwater Community Schools.
- Ancillary Services – Dental, Vision, Life and LTD will be provided to all employees who work more than twenty-five (25) hours per week.
- Article XVIII (B) and (C) page 32 was changed to provide our employees with paid vacation time during Christmas & Spring Break.

Discussion ensued.

Roll call vote taken.

Yeas: Members Lyon-Welch, Frederick, Lanford, Holbrook, Steel, Dean, Lake

Nays: None

Resolution passed unanimously.

RECOMMENDATION TO APPROVE COLDWATER SCHOOLS' TRANSPORTATION DEPARTMENT 2022-2023 SALARY & INSURANCE ADJUSTEMENTS – APPROVED

President Lake presented the recommendation to approve 2022-2023 Individual Employment Contracts.

MOTION made and supported by Members Frederick and Lanford that the Board of Education approves the 2022-23 individual employment contracts for the following individuals as presented:

- Accounts Payable/Accounting Assistant (Erin Regan)
- Administrative Assistant (Heather Harvey)
- Athletic Trainer (Philip Herman)
- Director of Video Services (Sean Watson)
- Building and Grounds Maintenance Director (Howard "Buzz" Sharpley)
- Grounds/Maintenance Support (Jon Marsh)
- Maintenance/Grounds Support (Nicholas Kanouse)
- Maintenance/Grounds Support (David Feltner)
- Daycare (Kids Club) Coordinator (Gracen Yates)
- Kinder Learning Academy (KLA) Caregiver (Danita Flint)
- Kinder Learning Academy (KLA) Caregiver (Jesse Trowbridge)
- Lead Mechanic (Kevin Kreig)
- Payroll Manager (Gary George)
- Pupil Accounting Coordinator (Julie Fitch)
- Transportation Supervisor (Holli Muckel)
- Payroll Assistant (Beverly Ohm)

Roll call vote taken.

Yeas: Members Steel, Lyon-Welch, Frederick, Lanford, Holbrook, Dean, Lake

Nays: None

Resolution passed unanimously.

RECOMMENDATION TO APPROVE 2022-2023 INDIVIDUAL EMPLOYMENT CONTRACTS – APPROVED

President Lake presented the request to consider the approval of a one-year contract extension for food service management.

MOTION made and supported by Members Lanford and Dean that the Board of Education approves, with prior permission from the MDE, the second of four possible contract extensions with Chartwells for the upcoming 2022-2023 school year.

Resolution passed unanimously.

REQUEST TO CONSIDER APPROVAL OF A ONE-YEAR CONTRACT EXTENSION FOR FOOD SERVICE MANAGEMENT – APPROVED.

President Lake presented the recommendation to appoint an independent financial auditor for fiscal years 2022-2023, 2023-2024, 2024-2025.

MOTION made and supported by Frederick and Lanford that the Board of Education approves the administrative recommendation to accept the three-year audit proposal from Hungerford Nichols for the fiscal years 2022-23, 2023-24, and 2024-25, as presented.

Discussion ensued.

Roll call vote taken.

Yeas: Members Lanford, Dean, Steel, Frederick, Holbrook, Lyon-Welch, Lake

Nays: None

Resolution approved unanimously.

RECOMMENDATION TO APPOINT INDEPENDENT FINANCIAL AUDITOR FOR FISCAL YEARS 2022-2023,-2023-2024, 2024-2025. APPROVED

President Lake presented the recommendation to approve a (3) year master service agreement with Navigate 360.

MOTION made and supported by Members Lanford and Frederick that the Board of Education approves the three-year agreement with the Navigate360 to provide the e-learning training component to all employees of the Coldwater Community School District at a cost of \$4,048.00 annually.

Discussion ensued.

Roll call vote taken.

Yeas: Members Lyon-Welch, Frederick, Lanford, Holbrook, Steel, Dean, Lake

Nays: None

Resolution approved unanimously.

RECOMMENDATION TO APPROVE A (3) YEAR MASTER AGREEMENT WITH NAVIGATE 360. APPROVED

President Lake presented the request to approve the contract with Parkview Sports Medicine.

Superintendent Whelan noted a revision made to line 9 of the contract that changed the language from either party can terminate the agreement within the first 60-days to the language that either party can terminate the contract with a 60-day notice.

MOTION made and supported by Members Lanford and Holbrook that the Board of Education approves the agreement with Parkview Sports Medicine for performance training services for our athletes, as revised.

Discussion ensued.

Roll call vote taken.

Yeas: Members Steel, Lyon-Welch, Frederick, Lanford, Holbrook, Dean, Lake

Nays: None

Resolution passed unanimously.

REQUEST TO APPROVE CONTRACT WITH PARKVIEW SPORTS MEDICINE – APPROVED

President Lake presented the request to certify MASB 2022 Voting Delegates and Alternates. MOTION made and supported by Members Frederick and Lyon-Welch that the Coldwater Community Schools Board of Education certifies the following individuals to represent our school board at the 2022 MASB Delegate Assembly:

REQUEST TO CERTIFY MASB 2022 VOTING DELEGATES AND ALTERNATES – APPROVED

Voting Delegates

Alternates

1) Member Holbrook

1) Member Lyon-Welch

2) Member Lake

3)

Resolution unanimously approved.

President Lake made the following announcement:

ANNOUNCEMENTS

1. The next Regular Meeting of the Coldwater Board of Education will take place on September 26, 2022 at six o'clock in the evening at the Administrative Service Center.

Regular Meeting adjourned at 7:04 pm.

ADJOURNMENT

Clair Dean, Secretary, Board of Education

Heather Harvey, Executive Secretary