



Brandon School District

Quality

Service

Planning

Delivering the highest quality education so every student can soar!

Brandon Board of Education
Regular Meeting
Central Office Board Room and Zoom Platform
1025 S. Ortonville Road
Ortonville, Michigan 48462
July 19, 2021
6:30 PM

This meeting is a meeting of the Board of Education in public for the purpose of conducting the school district's business and is not to be considered a public community meeting. There is a time for public participation during the meeting.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Public Comments and Questions on Agenda Business
- V. Superintendent's Report
 - A. Bond Update
 - B. Fall Planning Update
 - C. BLFH Update
- VI. Approval of Consent Agenda

The Brandon Board of Education deems all items listed on the consent agenda non-controversial and routine in nature. The body will approve these items under one motion and there will be no discussion. A member of the Brandon Board of Education wishing to discuss an item on the consent agenda may request it be removed from the consent agenda, and placed on the regular agenda. The body will consider and discuss the item at that time.

 - A. Minutes of the June 21, 2021, Regular Meeting 3
 - B. General Fund Accounts Payable in the amount of \$ 2,451,697.11 6
- VII. Information and Discussion Items
 - A. Board of Education Report
 - B. Finance Report ~ Janice Meek
- VIII. Action Items
 - A. Approval of First Reading Policy Updates
 - B. Approval of School Bond Loan Fund Resolution 7
 - C. Resolution to Approve Ballot Language and Call for Election
 - D. Approval of Food Service Contract Agreement
 - E. Approval of Human Resource Report
 - F. Approval of Authorized Purchase Card Users 10
- IX. Citizens' Input
- X. Closed Session ~ Negotiations and Superintendent Evaluation
- XI. Adjournment

- 1) By 2025, the Brandon School District will perform in the top 25% in the State in all tested areas.
 - 2) Through participation in Brandon's many learning opportunities beyond the traditional school day, Brandon students will develop as well-rounded human beings:
 - By the year 2025, all Brandon graduates will participate in at least one learning opportunity beyond the traditional school day each year. These opportunities may include: interscholastic athletics, performing arts, service organizations, school clubs, continuing education programs, enrichment activities, involvement in community-based athletics, job related training or other organized learning opportunities beyond the traditional school day.
 - 3) The Brandon School District will effectively prepare all students for success at the next level:
 - By 2025, 85% of Brandon graduates will gain acceptance to 4 year universities, community college, certification-based trade school programs, career-technical internship programs or enlist in the armed forces.
 - Within 6 years of graduation, 60% of Brandon graduates will have successfully completed a university degree, earned an associate's degree, a trade certification, completed a career-technical internship program or remain a member of the armed forces.
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Public Participation at Board Meetings

We recognize the value of public comments and the importance of expressing yourselves to us on district matters.

Here are the guidelines for public comments:

- You must virtually "raise your hand".-- Click raise hand in the Zoom webinar control box
- Please recognize yourself by stating your name, address and group affiliation if any
- Each statement shall be limited to THREE (3) minutes
- The statements shall be directed at the board only
- Generally the board will not respond to public comments during the meeting
- To ensure due process and respect of individual rights, the district maintains a formal process for handling complaints against individuals. A problem involving an individual or specific incident is best handled through administrative channels. Such matter should be reduced to writing and sent to Dr. Heidrich or the board president.
- Speakers are asked to express themselves in a civil manner, with due respect for the dignity and privacy of others who may be affected by your comments.
- While it is not our intent to stifle public comment, speakers should be aware that if your statements violate the rights of others under the law of defamation or invasion of privacy, you may be held legally responsible. If you are unsure of the legal ramifications of what you are about to say, we urge you to consult first with your legal advisor.

The board wants to hear what people want to say. We expect each speaker will model for our students and others in the audience on how one can respectfully disagree with others' views or voice an opinion or ask questions.



Brandon School District

Brandon Board of Education
Regular Meeting
Central Office Board Room and Zoom Platform
1025 S. Ortonville Road
Ortonville, Michigan 48462

June 21, 2021
6:30 PM

UNOFFICIAL MINUTES

- I. Call to Order – 6:30 p.m. by Lisa Kavalhuna
- II. Roll Call
Present: Melissa Clark, Rebecca Haynes, Lisa Kavalhuna, Diane Salter, Kim Smith-Kulaga, Hilary Stockoski, Jeff Zielke
Others present: Dr. Karl Heidrich, Interim Superintendent; Janice Meek, Executive Director of Business Services; Carly Stone, Executive Director of Curriculum / Instruction; Diane Zedan, Director of Special Ed / Preschool; Maria Schubring, Recording Secretary
- III. Pledge of Allegiance
Led by the Board.
- IV. Public Comments and Questions on Agenda Business
No one from the public wished to address the Board.
- V. Superintendent's Report
 - A. Bond Update
Dr. Heidrich provided an update on the proposed bond. He shared that tonight on the agenda for action is the approval of the Application for Preliminary Qualification of Bonds. He also shared the timeline going forward into the fall.
 - B. Covid Update
Dr. Heidrich provided a covid update and shared that we have positive news. He shared that we ended the school year with zero positive cases and zero in quarantine. He also shared that a letter was sent out to families regarding mask option for summer programs.
- VI. Approval of Consent Agenda
Diane Salter moved and Melissa Clark supported that the Brandon Board of Education approve the consent agenda as presented. Carried unanimously 7-0. Roll call vote: M. Clark – yes; R. Haynes – yes; L. Kavalhuna – yes; D. Salter – yes; K. Smith-Kulaga – yes; H. Stockoski – yes; J. Zielke – yes.
Consent agenda items include the following:
 - A. Minutes of the May 17, 2021, Regular Meeting
 - B. Minutes of the June 1, 2021, Special Meeting
 - C. General Fund Accounts Payable in the amount of \$ 1,886,311.57
 - D. Michigan High School Athletic Association 2021-2022 Membership Resolution
- VII. Information and Discussion Items
 - A. Board of Education Report – President Kavalhuna thanked Dr. Heidrich and the district team for a great year. She shared that high school graduation went off very well.
 - B. Finance Report
 1. Annual Budget Hearing
Janice Meek provided information for the mandatory annual public budget hearing and truth and taxation hearing. She provided information regarding the property tax levy, highlights of the final budgets for fiscal year 2020-2021, 2021-2022 proposed budget, fund balance analysis / expenditures, general fund

budget assumptions – revenue / expenditures, general fund expenditures by function and assigned / unassigned fund balances. She reviewed the student activity fund, food service fund, and childcare fund.

2. Playground Update

Janice Meek provided a playground update on the financial end, sharing there may be additional charge over the contingency fee to cover the removal of trees, old equipment, and sidewalk. Diane Zedan shared a presentation with pictures of the new playground.

3. Food Service Contract

Janice Meek shared information regarding the Food Service contract wage opener. Food Service ratified a 3% increase for 2021-2022 and 2022-2023. She shared that this will be added as an action item to the July 19th regular board meeting.

C. Education Report

Carly Stone provided an update on what we've accomplished so far – completed the 2020-21 school year, celebrated graduation day, and 83% of students eligible for MSTEP testing complete the assessment; what we're working on – high school credit recovery, summer school programs, BLFH programming for 2021-2022, and end of year State reporting; and what we're looking forward to – State assessment data review and BLFH update.

VIII. Action Items

A. Approval of Extended COVID-19 Continuity of Learning Plan

Melissa Clark moved and Diane Salter supported that the Brandon Board of Education approve the Extended COVID-19 Continuity of Learning Plan as presented. Carried unanimously 7-0. Roll call vote: M. Clark – yes; R. Haynes – yes; L. Kavalhuna – yes; D. Salter – yes; K. Smith-Kulaga – yes; H. Stockoski – yes; J. Zielke – yes.

B. Approval of Second Reading Sixth Month Policy Update

Kim Smith-Kulaga moved and Rebecca Haynes supported that the Brandon Board of Education approve the second reading of the Sixth Month Policy Update as presented. Carried unanimously 7-0. Roll call vote: M. Clark – yes; R. Haynes – yes; L. Kavalhuna – yes; D. Salter – yes; K. Smith-Kulaga – yes; H. Stockoski – yes; J. Zielke – yes.

C. Adoption of the Final 2020-2021 Budget

Melissa Clark moved and Kim Smith-Kulaga supported that the Brandon Board of Education approve to adopt the Final 2020-2021 Budget as presented. Carried unanimously 7-0. Roll call vote: M. Clark – yes; R. Haynes – yes; L. Kavalhuna – yes; D. Salter – yes; K. Smith-Kulaga – yes; H. Stockoski – yes; J. Zielke – yes.

D. Adoption of the Proposed 2021-2022 Budget

Hilary Stockoski moved and Rebecca Haynes supported that the Brandon Board of Education approve to adopt the Proposed 2021-2022 Budget as presented. Carried unanimously 7-0. Roll call vote: M. Clark – yes; R. Haynes – yes; L. Kavalhuna – yes; D. Salter – yes; K. Smith-Kulaga – yes; H. Stockoski – yes; J. Zielke – yes.

E. Approval of the 2021 Tax Levy

Hilary Stockoski moved and Melissa Clark supported that the Brandon Board of Education approve the 2021 L-4029 Tax Levy as presented. Carried unanimously 7-0. Roll call vote: M. Clark – yes; R. Haynes – yes; L. Kavalhuna – yes; D. Salter – yes; K. Smith-Kulaga – yes; H. Stockoski – yes; J. Zielke – yes.

F. Approval of Preliminary Qualification Application

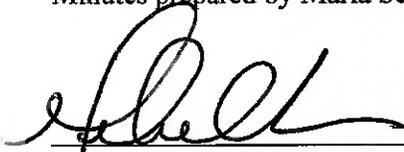
Diane Salter moved and Jeff Zielke supported that the Brandon Board of Education approve the Application for Preliminary Qualification of Bonds as presented by the administration, and that the board secretary sign and have the same filed with the Michigan Department of Treasury. Carried unanimously 7-0. Roll call vote: M. Clark – yes; R. Haynes – yes; L. Kavalhuna – yes; D. Salter – yes; K. Smith-Kulaga – yes; H. Stockoski – yes; J. Zielke – yes.

IX. Citizens' Input

No one from the public wished to address the Board.

X. Adjournment – 7:20 p.m. by Lisa Kavalhuna

Minutes prepared by Maria Schubring, Recording Secretary



Melissa Clark, Secretary

7-1-2021

Date

**BRANDON SCHOOL DISTRICT
ALL FUNDS
COVER SHEET**

**JULY
2021**

All Funds Check Register	\$ 733,009.99
BMO Harris Bank Purchase Card Register	\$ 27,931.80
Pre-pays	\$ -
Employee Reimbursements (06.10.2021)	\$ 516.83
Employee Reimbursements (06.25.2021)	\$ 625.92
MESSA Insurance	\$ 201,698.43
Set Seg Insurance	\$ -
EDUSTAFF	\$ 135,102.87
Payroll Runs - net of reimbursements shown above	
Payroll Run 06.10.2021 (Run 623)	\$ 684,215.38
Payroll Run 06.25.2021 (Run 624)	\$ 668,595.89

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Total for Approval: **\$ 2,451,697.11**

Please contact Janice Meek at 248-627-1810 or by email at jmeek@brandon.k12.mi.us prior to the meeting if you have questions.

School Bond Qualification and Loan Program
 School Loan Revolving Fund
 Bureau of Bond Finance
 Michigan Department of Treasury
 430 W. Allegan
 Lansing, MI 48922

ANNUAL LOAN/REPAYMENT ACTIVITY APPLICATION
 For Participation in the School Bond Qualification and Loan Program

Legal Name of School District Brandon School District	District Code No. 63-180	County Oakland County
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CERTIFICATE

I, the undersigned, Secretary of the Board of Education, do certify hereby that the following constitutes a true and complete copy of a resolution adopted by the Board of Education of this School District, at a [regular or special] meeting held on the ____ day of _____, _____, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with Act 267 of the Public Acts of 1976 (Open Meetings Act).

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IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, _____.

 (Type or Print Name of Secretary)

 (Signature of Secretary)

 (Type or Print Name of Treasurer, Board of Education)

 (Signature of Superintendent of Schools)

RESOLUTION

A meeting was called to order by _____, President.

Present: Members _____

Absent: Members _____

The following preamble and resolution were offered by Member _____

and supported by Member _____

WHEREAS:

1. Act 92 of the Public Acts of Michigan, 2005, enacted pursuant to Article IX, Section 16, of the Michigan Constitution of 1963, provides the procedure, terms and conditions for obtaining a loan from the Michigan School Loan Revolving Fund.

2. Pursuant to Executive Order No. 1993-19, the state activities related to bond qualification and state borrowing functions for the provision of loans by the State of Michigan to school districts were transferred from the Department of Education to the Department of Treasury. The State Treasurer is responsible for prescribing the forms and procedures regarding the application for loan from the School Loan Revolving Fund.

3. This district has taken all necessary actions to comply with all legal and procedural requirements for borrowing from the School Loan Revolving Fund.

NOW, THEREFORE, LET IT BE RESOLVED THAT:

1. The district approves the estimated amount to be borrowed from or repaid to the School Bond Qualification and Loan Program and certifies the amount of qualified debt millage to be levied in accordance with the following:

Qualified bond debt millage (Tax Year 2021)	12.16	
Combined beginning balance owed to the SBLF and/or SLRF 06/30/2021		\$ 17,236,818.93
Estimated amount to borrow from or repay to the SBLF and/or SLRF		0
Estimated accrued interest		\$ 861,841
Estimated combined ending balance owed the SBLF and/or SLRF 06/30/2022		\$ 18,098,660

2. The district agrees to levy the debt millage tax as indicated above in the current tax year and to levy the debt millage tax required by law on the taxable valuation of the district for each subsequent year until all loans are repaid in full to the State of Michigan.

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3. The district agrees to take actions and to refrain from taking any actions as necessary to maintain the tax exempt status of tax exempt bonds or notes issued by the State or the Michigan Finance Authority for the purpose of financing loans to school districts.

4. The district agrees to file a draw request with the State Treasurer not less than 30 days prior to the time when disbursement proceeds will be necessary in order to pay maturing principal or interest or both and to provide any other pertinent facts which may be required to be included in the request.

5. The (title of authorized officer) _____ is authorized and directed to file with the Department of Treasury the Annual Loan/Repayment Activity Application and any draw request documents necessary for borrowing from the SLRF.

6. In the event that the district fails to perform any actions as identified in this application or required by law, the district will submit to the State Treasurer a board approved resolution which indicates the actions taken and procedures implemented to assure future compliance.

7. The district board members have read this application, approved all statements and representations contained herein as true to the best knowledge and belief of said board, and authorized the Secretary of the Board of Education to sign this application and submit same to the State Treasurer for his review and approval.

Ayes: Members

Nayes: Members

**Brandon School District
Credit Card Information
Revised 7-19-21**

BMO Spend Dynamics Purchase Card	Name	Limit Amount	Last 4 numbers on card
Superintendent	Dr. Karl Heidrich	\$ 2,500.00	5653
Adm Asst to Superintendent	Maria Schubring	\$ 2,500.00	6192
Director of Curriulum & Instruction	Carly Stone	\$ 5,000.00	6942
Data/Pupil Services Coordinator	TBD	\$ 2,000.00	6218
Exec Dir of Business Services/Support Services	Janice Meek	\$ 1,000.00	6226
Athletic Director	Christopher Deines	\$ 5,000.00	6578
High School Principal	Dan Stevens	\$ 5,000.00	3861
BLFH Principal	TBD	\$ 2,500.00	0459
Middle School Principal	Michael Tucker	\$ 5,000.00	3293
Oakwood Elementary Principal	Coy Stewart	\$ 2,500.00	6267
Harvey Swanson Principal	Debbie Brauher	\$ 2,500.00	6275
Special Education Director	Diane Zedan	\$ 2,500.00	6283
Lead Maintenance	Mark Evans	\$ 2,500.00	6291
HS Student Council Representative	Cristina Sulisz	\$ 2,500.00	0638
CTE Grant Director	Brian Moore	\$ 2,500.00	6317
Technology Director	Thomas Jansheski	\$ 3,000.00	6325
Robotics Team	Gary Fenn	\$ 2,000.00	6333
Construction Trades Teacher	Nathan Gillett	\$ 2,000.00	3000
Food Service Director	Monica Genslak	\$ 1,500.00	
Welding Teacher	Sarah Walker	\$ 5,000.00	
District Credit Cards	User	Limit	
Officemax	BSD Employee with purchase order	\$25,000.00	6047
Home Depot	BSD Employee with purchase order	\$3,750.00	0001