



# 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  
**January 10, 2022**  
**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. BHS Student Report
- V. Acting Superintendent's Report ~ Dan Stevens
  - A. School Board Recognition
  - B. Building Update ~ Brandon High School
- VI. Public Comments and Questions on Agenda Business
- VII. 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 December 6, 2021, Special Meeting
  - B. Minutes of the December 13, 2021, Regular Meeting
  - C. General Fund Accounts Payable in the amount of \$ 1,986,412.82 4
- VIII. Information and Discussion Items
  - A. Finance Report ~ Janice Meek
- IX. Action Items
  - A. Appointment of Temporary Chairperson for Election of President
  - B. Election of President
  - C. Election of Vice-President
  - D. Election of Secretary
  - E. Election of Treasurer
  - F. Resolution to Set Date, Time, and Place for Regular Monthly Meetings 5
  - G. Request Approval of Depositories for School Funds
  - H. Designate Person to Serve as Contracting Agent
  - I. Designate Persons Authorized to Sign Checks
  - J. Designate Person Authorized to Sign Purchase Orders
  - K. Designate Person to Serve as Electronic Transfer Officer
  - L. Establish Fees Charged for Individuals Requesting Notice of Board Meetings
  - M. Establish Board Compensation

- N. Designate Person to Post Vacancies/Accept Resignations
- O. Designate Person to Post Public Notices
- P. Delegation of Recording Secretary Duties (by Secretary of the Board)
- Q. Assignment of Board of Education Representative to MASB
- R. Assignment of Board of Education Representative to the Oakland County Intermediate School District
- S. Appointment of Designated Spokesperson for the Board of Education
- T. Approval of Authorized Purchase Card Users
- U. Approval of Interim Superintendent Contract
- V. Approval of Human Resource Report
- W. Approval of AIA Contracts for Architect and Construction Manager
- X. Approval of BHS Student Council Overnight Trip to MASC Conference
- X. Citizens' Input
- XI. Adjournment

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### Brandon 2025 Targets

- 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 the superintendent 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  
ALL FUNDS  
COVER SHEET**

**DECEMBER  
2021**

All Funds Check Register	\$ 386,981.24
BMO Harris Bank Purchase Card Register	\$ 10,279.05
Pre-pays	\$ -
Employee Reimbursements (12.10.2021)	\$ 86.60
Employee Reimbursements (12.23.2021)	\$ 947.26
MESSA Insurance	\$ 190,945.58
Set Seg Insurance	\$ -
EDUSTAFF	\$ 96,895.48
Payroll Runs - net of reimbursements shown above	
Payroll Run 12.10.2021 (Run 623)	\$ 665,074.76
Payroll Run 12.23.2021 (Run 624)	\$ 635,202.85

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**Total for Approval: \$ 1,986,412.82**

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



# Brandon School District

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1025 South Ortonville Road, Ortonville, Michigan 48462  
(248) 627-1802 • FAX (248) 627-4533  
[www.brandonschooldistrict.org](http://www.brandonschooldistrict.org)

*Brandon Board of Education  
Brandon School District*

January 10, 2022

## RESOLUTION

Resolved, that the regular monthly meeting of the Brandon Board of Education, Brandon School District, shall be held on the third Monday of each month beginning at 6:30 p.m. at the Brandon School District, Central Office, 1025 S. Ortonville Road, Ortonville, Michigan, 48462.

### Regular Meeting Dates

February 14, 2022 (2<sup>nd</sup> Monday due to holiday)  
March 21, 2022  
April 18, 2022  
May 16, 2022  
June 20, 2022  
July 18, 2022  
August 15, 2022  
September 19, 2022  
October 17, 2022  
November 21, 2022  
December 12, 2022 (2<sup>nd</sup> Monday due to holiday)  
January 9, 2023 (2<sup>nd</sup> Monday due to holiday)

Proposed minutes of said meeting will be available for public inspection during regular business hours at 1025 Ortonville Road, Ortonville, Michigan, not more than eight business days after said meeting, and approved minutes of said meeting will be available for public inspection during regular business hours, at the same location, not more than five business days after the meeting at which they are approved. This notice is given in compliance with Act No. 267 of the Public Acts of Michigan, 1976.

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Board Secretary  
Brandon Board of Education  
Brandon School District  
1025 S. Ortonville Road  
Ortonville, Michigan 48462  
248.627.1802

Upon request to the Superintendent, the District shall make reasonable accommodation for a disabled person to be able to participate in the meeting. This notice is given in compliance with the Americans with Disabilities Act.

**2022 Purchase Card List for  
Brandon School District  
Board of Education Approval**

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<b>BMO Spend Dynamics Purchase Card</b>	<b>Limit Amount</b>
Adm Asst to Superintendent	\$ 2,500.00
Director of Curriculum & Instruction	\$ 5,000.00
Data/Pupil Services Coordinator	\$ 1,500.00
Exec Dir of Business Services/Support Services	\$ 1,000.00
Accounts Payable Coordinator	\$ 1,500.00
Athletic Director	\$ 6,000.00
High School Principal	\$ 5,000.00
Middle School Principal	\$ 5,000.00
Oakwood Elementary Principal	\$ 2,500.00
Harvey Swanson Principal	\$ 2,500.00
Special Education Director	\$ 2,500.00
HS Student Council Representative	\$ 2,500.00
CTE Grant Director	\$ 2,500.00
Technology Director	\$ 7,100.00
Food Services Director	\$ 1,500.00
Robotics Team	\$ 2,000.00
Construction Trades Teacher	\$ 2,000.00
Maintenance Director	\$ 2,500.00
Welding Teacher	\$ 20,000.00