



# 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 18, 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. Bond Update ~ Brian Smilnak
  - A. Bond Projects
  - B. Other Bond Projects ~ Janice Ziesel
- V. Superintendent Report ~ Daniel Gilbertson
- 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 June 20, 2022, Regular Meeting 3
  - B. General Fund Accounts Payable in the amount of \$ 2,804,117.31 6
- VIII. Information and Discussion Items
  - A. Board Report ~ Diane Salter
  - B. Finance Report ~ Janice Ziesel
    - 1. School Bond Loan Fund (SBLF)
    - 2. Non-Homestead Millage
- IX. Action Items
  - A. Approval of Human Resource Report
  - B. Approval of School Bond Loan Fund Resolution
  - C. Approval of Premier Security Solutions Contract
  - D. Approval of CAD Work Stations Purchase
- X. Citizens' Input
- XI. Closed Session ~ Security Planning
- XII. Adjournment

## Public Participation at Board Meetings

The Brandon Board of Education recognizes the value of public comments and the importance of expressing yourselves to us on district matters.

### PUBLIC COMMENT GUIDELINES

**IN PERSON:** You must sign in with your name, email address or phone number, home address, group affiliation (if any) and the topic you are going to speak on. Sign In sheet is on table with agendas

**VIRTUALLY:** If participating virtually then “raise your hand” in the Zoom webinar control box with your name, contact email or phone number and indicate the topic you are going to speak on.

1. When addressing the Board please recognize yourself by stating your name.
2. Each statement shall be limited to THREE (3) minutes: you can only speak once.
3. The statements shall be directed at the board only.
4. Generally, the board will not respond to public comments during the meeting.
5. 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.

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.

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

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

**June 20, 2022**  
**6:30 PM**

## UNOFFICIAL MINUTES

- I. Call to Order – 6:30 p.m. by Diane Salter
- II. Roll Call  
Present: Melissa Clark, Rebecca Haynes, Diane Salter, Kimberly Smith-Kulaga, Hilary Stockoski  
Absent with notice: Lisa Kavalhuna and Jeff Zielke  
Others present: Dr. Gary Richards, Superintendent of Schools; Janice Ziesel, Executive Director of Business Services; Carly Stone, Executive Director of Curriculum/Instruction; Diane Zedan, Director of Preschool and Special Education; Maria Schubring, Recording Secretary
- III. Pledge of Allegiance  
Led by the Board.
- IV. Bond Update  
A. Bond Project  
Brian Smilnak provided an update on the 2021 bond program. He reviewed a design and construction report for June 2022 and provided a design update for summer 2023 construction – HSE interior renovations, high school interior renovations, high school and HSE parking lot work, high school and middle school athletic fields. He also provided information regarding the athletic committee update for athletic fields. He plans to provide information regarding district security assessment for interior window film and/or glass replacement. He is evaluating playground fencing at Oakwood and HSE. He provided a bidding update regarding the football field restoration, high school track repairs, and high school greenhouse repairs.
- B. Other Bond Projects  
Janice Ziesel provided an update sharing that we are asking for approval from the board to purchase 77 additional security cameras with bond dollars.
- V. Superintendent Report  
A. Introduction of Harvey-Swanson Principal, Jessica Hevel  
Dr. Richards introduced Jessica Hevel as the new Harvey-Swanson principal. Jessica provided information regarding her employment history and background information.
- B. Superintendent Transition  
Dr. Richards shared that a meet and greet was held with central office staff and administrators for new superintendent Daniel Gilbertson. He plans to meet with Mr. Gilbertson regarding the transition to Brandon.
- VI. Public Comments and Questions on Agenda Business  
Nathan Brinker inquired about athletic bond expenses.
- 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.*

Melissa Clark moved and Rebecca Haynes supported that the Brandon Board of Education approve the consent agenda as presented. Carried unanimously 5-0. Roll call vote: M. Clark – yes; R. Haynes – yes; D. Salter – yes; K. Smith-Kulaga – yes; H. Stockoski – yes. Consent agenda items include:

- A. Minutes of the May 16, 2022, Regular Meeting
  - B. Minutes of the May 17, 2022, Special Meeting
  - C. Minutes of the May 19, 2022, Special Meeting
  - D. Minutes of the May 20, 2022, Special Meeting
  - E. Minutes of the May 31, 2022, Special Meeting
  - F. Minutes of the June 6, 2022 Special Meeting
  - G. General Fund Accounts Payable in the amount of \$ 2,569,534.69
  - H. Michigan High School Athletic Association 2022-2023
- VIII. Information and Discussion Items

A. Board Report

Diane Salter publicly thanked interim superintendent, Dr. Gary Richards for her service to Brandon Schools.

B. Finance Report

1. Annual Budget Hearing

Janice Ziesel 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 2021-2022, 2022-2023 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. DM Burr Contract Addendum

Janice Ziesel shared that we have five DM Burr open custodial positions that we can't fill due to us being on the lower end with wages. She is asking for approval tonight for \$1.00 an hour increase for DM Burr employees.

C. Education Report

1. U.S. History Books

Carly Stone provided information regarding purchasing updated U.S. History books. She shared that she worked with social studies teachers on reviewing the new book. She shared that the recommended book will take us from the Civil War era to present. In speaking with social studies teachers our current book is dated 2001. The recommended History book take

IX. Action Items

A. Approval of New Superintendent's Contract

Rebecca Haynes moved and Hilary Stockoski supported that the Brandon Board of Education approve the new superintendent's contract as presented. Carried unanimously 5-0. Roll call vote: M. Clark – yes; R. Haynes – yes; D. Salter – yes; K. Smith-Kulaga – yes; H. Stockoski – yes.

B. Approval of Human Resource Report

Melissa Clark moved and Kimberly Smith-Kulaga supported that the Brandon Board of Education approve the Human Resource Report as presented. Carried unanimously 5-0. Roll call vote: M. Clark – yes; R. Haynes – yes; D. Salter – yes; K. Smith-Kulaga – yes; H. Stockoski – yes.

C. Approval to accept the Neola Policy Updates 36.1

Hilary Stockoski moved and Kimberly Smith-Kulaga supported that the Brandon Board of Education approve to accept Neola Policy Updates 36.1 as presented. Carried unanimously 5-0. Roll call vote: M. Clark – yes; R. Haynes – yes; D. Salter – yes; K. Smith-Kulaga – yes; H. Stockoski – yes.

D. Approval of ROK Security Camera Contract Increase

Melissa Clark moved and Kimberly Smith-Kulaga supported that Approve an increase to the ROK security camera contract by an amount not to exceed \$ 91,000, based upon the competitively bid unit prices ROK proposed, which was previously awarded at the March 21st, 2022 meeting by the board as presented. Carried unanimously 5-0. Roll call vote: M. Clark – yes; R. Haynes – yes; D. Salter – yes; K. Smith-Kulaga – yes; H. Stockoski – yes.

E. Approval to Purchase High School U.S. History Textbooks

Rebecca Haynes moved and Melissa Clark supported that the Brandon Board of Education approve to purchase high school U.S. History textbooks at a cost of \$ 24,829.35 as presented. Carried unanimously

5-0. Roll call vote: M. Clark – yes; R. Haynes – yes; D. Salter – yes; K. Smith-Kulaga – yes; H. Stockoski – yes.

F. Approval of DM Burr Contract Addendum

Hilary Stockoski moved and Melissa Clark supported that the Brandon Board of Education approve the DM Burr Contract Addendum as presented. Carried unanimously 5-0. Roll call vote: M. Clark – yes; R. Haynes – yes; D. Salter – yes; K. Smith-Kulaga – yes; H. Stockoski – yes.

G. Approval of Plante Moran Professional Services Agreement

Hilary Stockoski moved and Melissa Clark supported that the Brandon Board of Education approve the Plante Moran Professional Services Agreement as presented. Carried unanimously 5-0. Roll call vote: M. Clark – yes; R. Haynes – yes; D. Salter – yes; K. Smith-Kulaga – yes; H. Stockoski – yes.

H. Approval of BHS Greenhouse Renovations

Melissa Clark moved and Kimberly Smith-Kulaga supported that the Brandon Board of Education approve the high school Greenhouse renovations in the amount not to exceed \$50,000 as presented. Carried unanimously 5-0. Roll call vote: M. Clark – yes; R. Haynes – yes; D. Salter – yes; K. Smith-Kulaga – yes; H. Stockoski – yes.

I. Adoption of the Final 2021-2022 Budget

Rebecca Haynes moved and Melissa Clark supported that all in favor that the Brandon Board of Education approve to adopt the Final 2021-2022 Budget as presented. Carried unanimously 5-0. Roll call vote: M. Clark – yes; R. Haynes – yes; D. Salter – yes; K. Smith-Kulaga – yes; H. Stockoski – yes.

J. Adoption of the Proposed 2022-2023 Budget

Hilary Stockoski moved and Kim Smith-Kulaga supported that the Brandon Board of Education approve to adopt the Proposed 2022-2023 Budget as presented. Carried unanimously 5-0. Roll call vote: M. Clark – yes; R. Haynes – yes; D. Salter – yes; K. Smith-Kulaga – yes; H. Stockoski – yes.

K. Approval of the 2022 Tax Levy

Rebecca Haynes moved and Melissa Clark supported that the Brandon Board of Education approve the 2022 L-4029 Tax Levy as presented. Carried unanimously 5-0. Roll call vote: M. Clark – yes; R. Haynes – yes; D. Salter – yes; K. Smith-Kulaga – yes; H. Stockoski – yes.

X. Citizens' Input

No one from the public wished to address the Board.

XI. Closed Session ~ Security Planning

Hilary Stockosi moved and Kimberly Smith-Kulaga supported that the Brandon Board of Education approve to enter a closed session for the purpose of security planning for the safety of students and staff as presented. Carried unanimously 5-0. Roll call vote: M. Clark – yes; R. Haynes – yes; D. Salter – yes; K. Smith-Kulaga – yes; H. Stockoski – yes.

Audience dismissed at 7:44 p.m.

Closed session started at 7:55 p.m.

Return to open session at 9:35 p.m.

Upon return to open session Diane Salter shared that the board is adding an agenda item to the meeting – action item L: Approval of Secure Education Consultants Contract.

L. Approval of Secure Education Consultant Contract

Melissa Clark moved and Rebecca Haynes supported that the Brandon Board of Education approve to enter into contract with Secure Education Consultant Group to assess and consult security decisions for our district based on the proposed contract as presented.

XII. Adjournment – 9:40 p.m. by Diane Salter

Minutes prepared by Maria Schubring, Recording Secretary

Kimberly Smith-Kulaga  
Kimberly Smith-Kulaga, Secretary

June 30, 2022  
Date

**BRANDON SCHOOL DISTRICT  
ALL FUNDS  
COVER SHEET**

**June  
2022**

All Funds Check Register	\$ 1,012,111.20
BMO Harris Bank Purchase Card Register	\$ 9,051.26
Pre-pays	\$ -
Employee Reimbursements (06.10.2022)	\$ 1,841.92
Employee Reimbursements (06.24.2022)	\$ 2,869.22
MESSA Insurance	\$ 210,764.65
Set Seg Insurance	\$ -
EDUSTAFF	\$ 136,329.92
Payroll Runs - net of reimbursements shown above	
Payroll Run 06.10.2022 (Run 623)	\$ 750,287.00
Payroll Run 06.24.2022 (Run 624)	\$ 680,862.14

**Total for Approval:**

**\$ 2,804,117.31**

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