



# 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  
**August 15, 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
- V. Superintendent Report ~ Daniel Gilbertson
  - A. Introduction of New Employees
  - B. Knights of Columbus Ortonville Donation - Gary Putt
- 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 July 20, 2022, Special Meeting 3
  - B. Minutes of the July 18, 2022, Regular Meeting 4
  - C. General Fund Accounts Payable in the amount of \$ 2,064,932.03 7
- VIII. Information and Discussion Items
  - A. Board Report ~ Diane Salter
  - B. Education Report ~ Carly Stone
  - C. Transportation Update ~ Daniel Gilbertson
- IX. Action Items
  - A. Approval of Human Resource Report
  - B. Non-Homestead Operating Millage Proposal Resolution 8
  - C. Approval of Technical Corrections to Board Polices Resolution 12
- 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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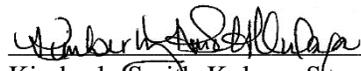
Brandon Board of Education  
**Special Meeting Board Work Session**  
Central Office Board Room  
1025 S. Ortonville Rd.  
Ortonville, MI 48462

**July 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, Lisa Kavalhuna, Diane Salter, Kimberly Smith-Kulaga, Jeff Zielke  
Absent with notice: Lisa Kavalhuna  
Others present: Daniel Gilbertson, Superintendent of Schools; Dr. Rodney Green, Michigan Association of School Boards (MASB); 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. Board/Superintendent Roles and Relationships ~ Dr. Rodney Green, MASB  
Dr. Rod Green facilitated and engaged board members in a training related to Board and Superintendent Roles and Relationships – Board Governance.
- VI. Adjournment – 9:20 p.m. by Diane Salter

Minutes prepared by Maria Schubring, Recording Secretary

  
\_\_\_\_\_  
Kimberly Smith-Kulaga, Secretary

8/1/2022  
\_\_\_\_\_  
Date



# 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

**July 18, 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 (arrived at 7:10 p.m.), Hilary Stockoski, Jeff Zielke  
Absent with notice: Lisa Kavalhuna  
Others present: Daniel Gilbertson, Superintendent of Schools; Janice Meek, Executive Director of Business Services; Carly Stone, Executive Director of Curriculum / Instruction; Maria Schubring, Recording Secretary
- III. Pledge of Allegiance  
Led by the Board.

At this time Diane Salter shared that we will be adding an action item to the agenda – Action Item E. Approval of Non-Homestead Operating Millage

- IV. Bond Update
  - A. Bond Projects  
Brian Smilnak provided an update on the 2021 bond program and reviewed a design and construction report for July 2022. He provided a design and bidding update regarding summer 2023 construction projects and summer 2022 updates on HSE playgrounds and the Oakwood parking lot.
  - B. Other Bond Projects  
Janice Ziesel provided an update on non-construction items – new phone and emergency system progress on installation and cameras. She also shared that there is an action item on the agenda tonight to purchase CAD work stations with bond dollars.
- V. Superintendent Report  
Superintendent Gilbertson shared that he is on his way with his first 90 days by touring the district, visiting buildings, meeting with staff and meeting with individual board members and community members. Superintendent Gilbertson noted that he met with Lieutenant Glover regarding safety and is looking forward to meeting Fire Chief Kwapis. He shared that our maintenance and custodial staff are working hard to be ready for the return of staff and students. Superintendent Gilbertson reported that he is currently interviewing individuals for administrative positions.
- VI. Public Comments and Questions on Agenda Business  
No one from the public wished to address the Board.
- 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; H. Stockoski – yes; J. Zielke – yes. Consent agenda items include:

A. Minutes of the June 20, 2022, Regular Meeting

B. General Fund Accounts Payable in the amount of \$ 2,804,117.31

#### VIII. Information and Discussion Items

##### A. Board Report

Diane Salter reported that the ad-hoc bond committees will meet again soon. She also shared that this Wednesday, Dr. Rodney Green from the Michigan Association of School Boards (MASB) will provide training regarding board and superintendent roles and relationships – board governance.

##### B. Finance Report

###### 1. School Bond Loan Fund (SBLF)

Janice Ziesel provided information regarding the SBLF Resolution. She shared this Resolution comes to the Board each July.

###### 2. Non-Homestead Millage

Janice Meek shared information to be considered regarding the Non-Homestead Operating Millage. She shared that approval of the authorizing resolution with ballot language will be added as an action item to the August agenda.

#### IX. Action Items

##### A. Approval of Human Resource Report

Hilary Stockoski moved and Melissa Clark 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; H. Stockoski – yes; J. Zielke – yes.

##### B. Approval of School Bond Loan Fund Resolution

Melissa Clark moved and Rebecca Haynes supported that the Brandon Board of Education approve the School bond Loan Fund Resolution as presented. Carried unanimously 5-0. Roll call vote: M. Clark – yes; R. Haynes – yes; D. Salter – yes; H. Stockoski – yes; J. Zielke – yes.

##### C. Approval of Premier Security Solutions Contract

Hilary Stockoski moved and Melissa Clark supported that the Brandon Board of Education approve the Premier Security Solutions contract recommending a two-year contract as presented. Carried unanimously 5-0. Roll call vote: M. Clark – yes; R. Haynes – yes; D. Salter – yes; H. Stockoski – yes; J. Zielke – yes.

##### D. Approval of CAD Work Stations Purchase

Melissa Clark moved and Hilary Stockoski supported that the Brandon Board of Education approve to purchase 35 CAD Work Stations in the amount not to exceed \$100,000.00, funded by Belle Ann proceeds as presented. Carried unanimously 5-0. Roll call vote: M. Clark – yes; R. Haynes – yes; D. Salter – yes; H. Stockoski – yes; J. Zielke – yes.

##### E. Approval of Non-Homestead Operating Millage

Rebecca Haynes moved and Hilary Stockoski supported that the Brandon Board of Education approve the Resolution to move forward with the millage language for the November 2022 Non-Homestead Operating

#### X. Citizens' Input

No one from the public wished to address the Board.

#### XI. Closed Session ~ Security Planning

Melissa Clark moved and Rebecca Haynes 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; H. Stockoski – yes; J. Zielke – yes.

Audience dismissed at 7:05 p.m.

Closed session started at 7:10 p.m.

Return to open session at 8:12 p.m.

XII. Adjournment – 8:12 p.m. by Diane Salter

Minutes prepared by Maria Schubring, Recording Secretary

  
\_\_\_\_\_  
Kimberly Smith-Kulaga, Secretary

July 28, 2022  
\_\_\_\_\_  
Date

**BRANDON SCHOOL DISTRICT  
ALL FUNDS  
COVER SHEET**

**July  
2022**

All Funds Check Register	\$ 679,002.46
BMO Harris Bank Purchase Card Register	\$ 2,143.30
Pre-pays	\$ -
Employee Reimbursements (07.08.2022)	\$ -
Employee Reimbursements (07.25.2022)	\$ 2,965.00
MESSA Insurance	\$ 197,581.48
Set Seg Insurance	\$ -
EDUSTAFF	\$ 23,340.93
Payroll Runs - net of reimbursements shown above	
Payroll Run 07.08.2022 (Run 623)	\$ 618,336.04
Payroll Run 07.25.2022 (Run 624)	\$ 541,562.82

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**Total for Approval: \$ 2,064,932.03**

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.

Brandon School District in the Counties of Oakland and Lapeer, Oakland and Lapeer Counties, Michigan (the “District”)

A regular meeting of the board of education of the District (the “Board”) was held in the Board Room, within the boundaries of the District, on the 15th day of August, 2022, at 6:30 o’clock in the p.m. (the “Meeting”).

The 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. Pursuant to the Michigan Election Law, the District’s regular school election shall be held on the first Tuesday after the first Monday in November of even years.
2. It is necessary to conduct the District’s regular election on Tuesday, November 8, 2022, to fill one or more Board positions.
3. On or before 4:00 p.m. on Tuesday, August 16, 2022, the Board shall certify any ballot proposition to be submitted to the voters at such election to the election coordinator or coordinators designated to conduct elections within the District (the “Election Coordinator”).

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The regular school election of the school electors of the District be called and held on Tuesday, November 8, 2022.
2. The proposition to be voted on at the regular school election shall be stated on the ballots in substantially the form as set forth in Exhibit A.
3. The Election Coordinator is requested to:
  - a. Utilize The Citizen, a newspaper published or of general circulation within the District, for publication of notices in accordance with the election law requirements.
  - b. Utilize ballot proposition summary information, as prepared by legal counsel, in the forms of the notices of last day of registration and election in substantially the form as set forth in Exhibit B attached hereto.
  - c. Provide a proof copy of the ballot to the District and its legal counsel in sufficient time to allow the ballot to be proofread prior to printing.
4. The Secretary of this Board is hereby authorized and directed to file a copy of this resolution with the Election Coordinator and with any Election Clerk or clerks designated to conduct elections within the District by 4:00 p.m., on Tuesday, August 16, 2022.

5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

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Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Brandon School District in the Counties of Oakland and Lapeer, Oakland and Lapeer Counties, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at the Meeting, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the Meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

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Secretary, Board of Education

CJI/clb



**EXHIBIT A**

**BRANDON SCHOOL DISTRICT  
IN THE COUNTIES OF OAKLAND AND LAPEER  
OPERATING MILLAGE PROPOSAL**

This proposal will allow the school district to levy the statutory rate of not to exceed 18 mills on all property, except principal residence and other property exempted by law, required for the school district to receive its revenue per pupil foundation allowance. The remaining 1 mill is only available to be levied to restore millage lost as a reduction required by the “Headlee” amendment to the Michigan Constitution of 1963 and will only be levied to the extent necessary to restore that reduction.

Shall the limitation on the amount of taxes which may be assessed against all property, except principal residence and other property exempted by law, in Brandon School District in the Counties of Oakland and Lapeer, Oakland and Lapeer Counties, Michigan, be increased by 19 mills (\$19.00 on each \$1,000 of taxable valuation) for a period of 10 years, 2023 to 2032, inclusive, to provide funds for operating purposes; the estimate of the revenue the school district will collect if the millage is approved and .1294 mill is levied in 2023 is approximately \$20,628?

**EXHIBIT B**

**SUMMARY OF BALLOT PROPOSITION TO BE INSERTED IN THE  
NOTICES OF LAST DAY OF REGISTRATION AND ELECTION:**

BRANDON SCHOOL DISTRICT  
IN THE COUNTIES OF OAKLAND AND LAPEER  
OPERATING MILLAGE PROPOSAL  
EXEMPTING PRINCIPAL RESIDENCE  
AND OTHER PROPERTY EXEMPTED BY LAW  
19 MILLS FOR 10 YEARS

Full text of the ballot proposition may be obtained at the administrative offices of Brandon School District in the Counties of Oakland and Lapeer, 1025 South Ortonville Road, Ortonville, Michigan 48462-8739, telephone: (248) 627-1800.



# 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)

Daniel Gilbertson  
Superintendent of Schools  
[dgilbertson@brandon.k12.mi.us](mailto:dgilbertson@brandon.k12.mi.us)

August 15, 2022

Brandon Board of Education Regular Meeting – 6:30 p.m.

Resolution for Technical Corrections to Board Policies

**Whereas**, the Board in accordance with Policy 0131.1 approve the following technical corrections to those Board Policies listed below to update the named individuals in these Board Policies:

*Title IX Policy – Title IX Coordinator*

Carly Stone, Executive Director of Curriculum/Instruction replacing former employees Karl Heidrich and Diane Zedan;

*Title IX Sexual Harassment Formal Complaint Form – Submit form to:*

Carly Stone, Executive Director of Curriculum/Instruction replacing former employees Karl Heidrich and Diane Zedan;

*Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability – Compliance Officer*

Dr. Jessica Cohen, Director of Special Education replacing former employee Diane Zedan;

*Policy 3362 – Anti Harassment – Compliance Officer*

Carly Stone, Executive Director of Curriculum/Instruction replacing former employee Janet McLeod;

*Policy 3122 – Nondiscrimination and Equal Employment Opportunity – District Compliance Officer*

Kathie Belowski, Human Resource Supervisor replacing former employee Diane Zedan.

**May it be resolved** that the Brandon Board of Education adopt the Resolution.

Book	Policy Manual
Section	0000 Bylaws
Title	BYLAWS AND POLICIES
Code	po0131.1
Status	Active
Adopted	December 8, 2008
Last Revised	May 19, 2014

**0131.1 - BYLAWS AND POLICIES**

The Board of Education shall adopt bylaws and policies for the organization and operation of this Board and the District.

Those bylaws and policies which are not dictated by the statutes or rules of the State Board of Education or ordered by the Superintendent of Public Instruction or a court of competent authority may be adopted, amended, and repealed at any meeting of the Board, provided the proposed adoption, amendment, or repeal shall have been proposed at a previous Board meeting and, once proposed, shall have remained on the agenda of each succeeding Board meeting until approved or rejected except that the Board may, upon a vote and where compelling reasons exist, cause to adopt, amend, or suspend bylaw or policy contained herein, provided the amendment, adoption, or suspension does not conflict with law. Any resolution adopting, amending, or suspending a bylaw or policy under this provision shall expire automatically at the next public meeting of the Board unless the Board moves to adopt the resolution in final form.

Bylaws and policies shall be adopted, amended, repealed, or suspended by a majority vote of the Board.

Periodically, it may be deemed necessary to make technical corrections to policies that have already been adopted through normal procedures. These technical corrections may include statutory references, scrivener's errors, renumbering that does not change the order of the sections or subsections, grammatical corrections or additions including punctuation or typographical errors, as well as alterations and omissions not affecting the construction or meaning of any sections, subsections, chapters, titles, or policies as a whole. Technical corrections may also include the updating of the named individuals in these policies where the originally named individual no longer works for the District or no longer works in the applicable position. Should the Board choose to make such technical corrections, it may be accomplished by resolution without going through the normal policy adoption procedures.

The Board may adopt, amend, or repeal rules of order for its own operation by simple resolution of the Board passed by a majority of those present and voting.

The adoption, modification, repeal, or suspension of a Board bylaw or policy shall be recorded in the minutes of the Board. All bylaws and policies shall be printed in the Board policy manual. Any policy or part of a policy that is superseded by a term in a negotiated agreement shall no longer be in force and effect as a policy.

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Legal M.C.L.A. 380.1201 et seq.