



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 Rd.
Ortonville, Michigan 48462
February 13, 2023
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. Superintendent's Report ~ Dr. Gary Richards
 - A. Recognition of 2022-2023 Elementary and Secondary Teachers of the Year ~ Carly Stone
Elementary Teacher - Andrea Noeker
Secondary Teacher - Lesley Hildebrand
 - B. BMS 8th Grade Trip to Washington D.C. - Jason Sheldon
- VI. Superintendent Search Discussion ~ John Silveri, Michigan Leadership Institute
- VII. Public Comments and Questions on Agenda Business
- VIII. 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 January 16, 2023, Regular Meeting and Closed Session 3
 - B. General Fund Accounts Payable in the amount of \$ 1,360,469.32 7
- IX. Information and Discussion Items
 - A. Board Report
 - B. Finance Report ~ Janice Meek
 - 1. Current Custodial Equipment
- X. Action Items
 - A. Approval to Purchase Thrun Policy Service
 - B. Approval of BMS 8th Grade Students Overnight/Extended Trip to Washington D.C.
 - C. Approval of Human Resource Report
- XI. Citizens' Input
- XII. Closed Session ~ Security Planning
- XIII. 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 the table with agendas.

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

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

January 16, 2023
6:30 PM

UNOFFICIAL MINUTES

- I. Call to Order – 6:30 p.m. by Rebecca Haynes
- II. Roll Call
Present: Rebecca Haynes, Lisa Kavalhuna, Hilary Stockoski, Jeff Zielke
Absent with Notice: Herb Robinson and Kimberly Smith-Kulaga
Others present: Dr. Gary Richards, Superintendent of Schools; Janice Ziesel, Executive Director of Business Services; Maria Schubring, Recording Secretary
- III. Pledge of Allegiance
Led by the Board
- IV. BHS Student Report
Brandon high school students provided an update on recent and upcoming events at BHS.

At this time, Rebecca Haynes asked for a moment of silence in memory of Brandon High School student Haylee Alexander.
- V. Superintendent's Report ~ Dr. Gary Richards
 - A. School Board Recognition
Dr. Richards and building principals recognized and thanked board members for Board Member Appreciation Month.
 - B. BHS Band and Choir Trip to Orlando - McMartin and Bremer
Postponed to another board meeting.
 - C. BMS Band and Choir Trip to Mackinac Island - McMartin and Bremer
Postponed to another board meeting.
 - D. BHS Student Council Trip to MASC/MAHS Student Leadership Conference in Grand Rapids
Cristina Sulisz presented information about the BHS Student Council Leadership Conference field trip request.
 - E. Personal Finance Course
Dr. Richards presented information regarding the Personal Finance Course.
- VI. Public Comments and Questions on Agenda Business
No one from the public wished to address the Board.
- VII. Approval of Consent Agenda
Lisa Kavalhuna moved and Jeff Zielke supported that the Brandon Board of Education approve the consent agenda as presented. Carried unanimously 4-0. Roll call vote: R. Haynes – yes; L. Kavalhuna – yes; H. Stockoski – yes; J. Zielke – yes.
 - A. Minutes of the December 12, 2022, Regular Meeting and Closed Session
 - B. General Fund Accounts Payable in the amount of \$ 1,766,323.47
- VIII. Information and Discussion Items
 - A. Board Report – None at this time.

B. Finance Report

Janice Ziesel provided an update regarding the bond bid meetings.

IX. Action Items

A. Appointment of Temporary Chairperson for Election of President

Lisa Kavalhuna moved and Hilary Stockoski supported that Maria Schubring serves as Temporary Chairperson for the selection of a President. Carried unanimously 4-0. Roll call vote: R. Haynes – yes; L. Kavalhuna – yes; H. Stockoski – yes; J. Zielke – yes.

B. Election of President

Lisa Kavalhuna moved and Hilary Stockoski supported that the Brandon Board of Education elect Rebecca Haynes as President for the 2023 calendar year (January 1 – December 31, 2023). Carried unanimously 4-0. Roll call vote: R. Haynes – yes; L. Kavalhuna – yes; H. Stockoski – yes; J. Zielke – yes.

C. Election of Vice-President

Lisa Kavalhuna moved and Jeff Zielke supported that the Brandon Board of Education elect Hilary Stockoski as Vice-President for the 2023 calendar year (January 1 – December 31, 2023). Carried unanimously 4-0. Roll call vote: R. Haynes – yes; L. Kavalhuna – yes; H. Stockoski – yes; J. Zielke – yes.

D. Election of Secretary

Lisa Kavalhuna moved and Hilary Stockoski supported that the Brandon Board of Education elect Jeff Zielke as Secretary for the 2023 calendar year (January 1 - December 31, 2023). Carried unanimously 4-0. Roll call vote: R. Haynes – yes; L. Kavalhuna – yes; H. Stockoski – yes; J. Zielke – yes.

E. Election of Treasurer

Hilary Stockoski moved and Lisa Kavalhuna supported that the Brandon Board of Education elect Kimberly Smith-Kulaga as Treasurer for the 2023 calendar year (January 1-December 31, 2023). Carried unanimously 4-0. Roll call vote: R. Haynes – yes; L. Kavalhuna – yes; H. Stockoski – yes; J. Zielke – yes.

F. Selection of New Brandon Board of Education Member

Hilary Stockoski moved and Jeff Zielke supported that the Brandon Board of Education approve to select Jane Derry-Burkett as a member of the Board of Education of Brandon School District, beginning January 16, 2023 with term ending December 31, 2024. Carried unanimously 4-0. Roll call vote: R. Haynes – yes; L. Kavalhuna – yes; H. Stockoski – yes; J. Zielke – yes.

G. Resolution to Set Date, Time, and Place for Regular Monthly Meetings

Lisa Kavalhuna moved and Jeff Zielke supported that the Brandon Board of Education adopt the Resolution as presented. Carried unanimously 4-0. Roll call vote: R. Haynes – yes; L. Kavalhuna – yes; H. Stockoski – yes; J. Zielke – yes.

H. Request Approval of Depositories for School Funds

Hilary Stockoski moved and Lisa Kavalhuna supported that the Brandon Board of Education name Waterford Bank (formerly Clarkston State Bank), The Bank of New York, U.S. Bank, Michigan School District Liquid Asset Fund Plus, and Fifth Third Bank as depositories for Brandon School District and Michigan School District Liquid Asset Fund Plus as the authorized investment Broker. Carried unanimously 4-0. Roll call vote: R. Haynes – yes; L. Kavalhuna – yes; H. Stockoski – yes; J. Zielke – yes.

I. Designate Person to Serve as Contracting Agent

Lisa Kavalhuna moved and Hilary Stockoski supported that the Brandon Board of Education designate the Interim Superintendent of Schools to serve as contracting agent to sign agreements and contracts for Brandon School District

Carried unanimously 4-0. Roll call vote: R. Haynes – yes; L. Kavalhuna – yes; H. Stockoski – yes; J. Zielke – yes.

J. Designate Persons Authorized to Sign Checks

Hilary Stockosi moved and Lisa Kavalhuna supported that the Brandon Board of Education designate the Interim Superintendent of Schools or the Board of Education President as the authorized persons to sign checks for Brandon School District.

Carried unanimously 4-0. Roll call vote: R. Haynes – yes; L. Kavalhuna – yes; H. Stockoski – yes; J. Zielke – yes.

K. Designate Person Authorized to Sign Purchase Orders

Lisa Kavalhuna moved and Jeff Zielke supported that the Brandon Board of Education designate the Executive Director of Business Services as the authorized person to sign purchase orders for Brandon School District. Carried unanimously 4-0. Roll call vote: R. Haynes – yes; L. Kavalhuna – yes; H. Stockoski – yes; J. Zielke – yes.

L. Designate Person to Serve as Electronic Transfer Officer

Lisa Kavalhuna moved and Jeff Zielke supported that the Brandon Board of Education designate the Executive Director of Business Services as the authorized Electronic Transfer Officer for Brandon School District. Carried unanimously 4-0. Roll call vote: R. Haynes – yes; L. Kavalhuna – yes; H. Stockoski – yes; J. Zielke – yes.

M. Establish Fees Charged for Individuals Requesting Notice of Board Meetings

Hilary Stockoski moved and Lisa Kavalhuna supported that the Brandon Board of Education establish a fee of \$1.00 per notice via postal mail for individuals requesting notice of board meetings. Carried unanimously 4-0. Roll call vote: R. Haynes – yes; L. Kavalhuna – yes; H. Stockoski – yes; J. Zielke – yes.

N. Establish Board Compensation

Lisa Kavalhuna moved and Hilary Stockoski supported that the Brandon Board of Education establish \$0 per member as compensation for the 2023 calendar year (January 1 - December 31, 2023). Carried unanimously 4-0. Roll call vote: R. Haynes – yes; L. Kavalhuna – yes; H. Stockoski – yes; J. Zielke – yes.

O. Designate Person to Post Vacancies/Accept Resignations

Hilary Stockoski moved and Lisa Kavalhuna supported that the Brandon Board of Education approve the Interim Superintendent of Schools, or his/her designee to post vacancies and accept resignations. Carried unanimously 4-0. Roll call vote: R. Haynes – yes; L. Kavalhuna – yes; H. Stockoski – yes; J. Zielke – yes.

P. Designate Person to Post Public Notices

Lisa Kavalhuna moved and Hilary Stockoski supported that the Brandon Board of Education approve the Interim Superintendent of Schools, or his/her designee to post public notices. Carried unanimously 4-0. Roll call vote: R. Haynes – yes; L. Kavalhuna – yes; H. Stockoski – yes; J. Zielke – yes.

Q. Delegation of Recording Secretary Duties (by Secretary of the Board)

Jeff Zeilke moved and Hilary Stockoski supported to delegate Maria Schubring to serve as Recording Secretary for the Brandon Board of Education. Carried unanimously 4-0. Roll call vote: R. Haynes – yes; L. Kavalhuna – yes; H. Stockoski – yes; J. Zielke – yes.

R. Assignment of Board of Education Representative to MASB

Hilary Stockoski moved and Lisa Kavalhuna supported that the Brandon Board of Education appoint Hilary Stockoski as its representative to the Michigan Association of School Boards. Carried unanimously 4-0. Roll call vote: R. Haynes – yes; L. Kavalhuna – yes; H. Stockoski – yes; J. Zielke – yes.

S. Assignment of Board of Education Representative to the Oakland County Intermediate School District and Governance Relations Committee

Hilary Stockoski moved and Jeff Zielke supported that the Brandon Board of Education appoint Kimberly Smith-Kulaga as its representative to the Oakland County Intermediate School District and Governance Relations Committee. Carried unanimously 4-0. Roll call vote: R. Haynes – yes; L. Kavalhuna – yes; H. Stockoski – yes; J. Zielke – yes.

T. Appointment of Designated Spokesperson for the Board of Education

Lisa Kavalhuna moved and Hilary Stockoski supported that the Brandon Board of Education President/Designee be appointed the designated spokesperson for the Board of Education. Carried unanimously 4-0. Roll call vote: R. Haynes – yes; L. Kavalhuna – yes; H. Stockoski – yes; J. Zielke – yes.

U. Approval of Authorized Purchase Card Users

Hilary Stockoski moved and Lisa Kavalhuna supported that the Brandon Board of Education approve the employee position titles authorized to use district credit/debit/purchase card(s) in conducting of district business as presented. Carried unanimously 4-0. Roll call vote: R. Haynes – yes; L. Kavalhuna – yes; H. Stockoski – yes; J. Zielke – yes.

V. Approval of Human Resource Report

Lisa Kavalhuna moved and Jeff Zielke supported that the Brandon Board of Education approve the Human Resource Report as presented. Carried unanimously 4-0. Roll call vote: R. Haynes – yes; L. Kavalhuna – yes; H. Stockoski – yes; J. Zielke – yes.

W. Approval of Graduation Requirement - Personal Finance Course

Hilary Stockoski moved and Lisa Kavalhuna supported that the Brandon Board of Education approve the Graduation Requirement, Personal Finance Course starting with the graduating Class of 2027. Carried unanimously 4-0. Roll call vote: R. Haynes – yes; L. Kavalhuna – yes; H. Stockoski – yes; J. Zielke – yes.

X. Approval of DM Burr Contract Addendum

Hilary Stockoski moved and Lisa Kavalhuna supported that the Brandon Board of Education approve the DM Burr Contract Agreement as presented. Carried unanimously 4-0. Roll call vote: R. Haynes – yes; L. Kavalhuna – yes; H. Stockoski – yes; J. Zielke – yes.

Y. Approval of Retaining Services with School Law Firms - Clark Hill and Thrun Law

Lisa Kavalhuna moved and Hilary Stockoski supported that the Brandon Board of Education approve Retaining Services with School Law Firms - Clark Hill and Thrun Law. Carried unanimously 4-0. Roll call vote: R. Haynes – yes; L. Kavalhuna – yes; H. Stockoski – yes; J. Zielke – yes.

Z. Approval to Accept Neola Policy Updates 37.1

Lisa Kavalhuna moved and Jeff Zielke supported that the Brandon Board of Education approve to accept NEOLA Policy Updates 37.1 as presented. Carried unanimously 4-0. Roll call vote: R. Haynes – yes; L. Kavalhuna – yes; H. Stockoski – yes; J. Zielke – yes.

AA. Approval of BMS Band and Choir Overnight Trip to Mackinac Island

Tabled at this time.

BB. Approval of BHS Band and Choir Overnight/Extended Trip to Orlando

Tabled at this time.

CC. Approval of BHS Student Council Overnight Trip to MASC/MAHS Conference

Hilary Stockoski moved and Jeff Zielke supported that the Brandon Board of Education approve the Student Council overnight trip to the MASC/MAHS Student Leadership Conference in Grand Rapids, MI, February 25 - 27, 2023 as presented. Carried unanimously 4-0. Roll call vote: R. Haynes – yes; L. Kavalhuna – yes; H. Stockoski – yes; J. Zielke – yes.

X. Citizens' Input

No one from the public wished to address the Board.

XI. Closed Session ~ Security Planning

Hilary Stockoski moved and Lisa Kavalhuna supported that the Brandon Board of Education approve to enter a closed session for the purpose of security planning as presented. Carried unanimously 4-0. Roll call vote: R. Haynes – yes; L. Kavalhuna – yes; H. Stockoski – yes; J. Zielke – yes.

Audience dismissed at 7:10 p.m.

Closed session started at 7:20 p.m.

Returned to open session at 9:30 p.m.

XII. Adjournment – 9:30 p.m. by Rebecca Haynes

Minutes prepared by Maria Schubring, Recording Secretary

Jeff Zielke, Secretary

Date

**BRANDON SCHOOL DISTRICT
ALL FUNDS
COVER SHEET**

**January
2023**

All Funds Check Register	\$ 373,691.98
BMO Harris Bank Purchase Card Register	\$ 11,559.37
Pre-pays	\$ -
Employee Reimbursements (01.06.2023)	\$ 362.99
Employee Reimbursements (01.25.2023)	\$ 1,144.32
MESSA Insurance	\$ 209,637.47
Set Seg Insurance	\$ -
EDUSTAFF	\$ 91,503.24
Payroll Runs - net of reimbursements shown above	
Payroll Run 01.06.2023 (Run 623)	\$ 315,848.68
Payroll Run 01.25.2023 (Run 624)	\$ 356,721.27

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Total for Approval: \$ 1,360,469.32

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