



# Brandon School District

*Quality*

*Service*

*Planning*

*Delivering the highest quality education so every student can soar!*

Brandon Board of Education  
**Regular Meeting - Organizational Meeting**  
Central Office Board Room and Zoom Platform  
1025 S. Ortonville Rd.  
Ortonville, Michigan 48462  
**January 8, 2024**  
**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 ~ Carly Stone
  - A. Athletic Fundraising ~ Jody Hall
  - B. School Board Recognition
- 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 18, 2023, Regular Meeting 4
  - B. Minutes of the December 13, 2023, Special Meeting 6
  - C. General Fund Accounts Payable in the amount of \$ 2,075,102.23 7
- VIII. Information and Discussion Items
  - A. Board Report
- 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 8
  - 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. Assignment of Board of Education Representatives to the OCSBA Governance Relations Committee
- T. Appointment of Designated Spokesperson for the Board of Education
- U. Approval of Authorized Purchase Card Users
- V. Approval of Retaining Services with School Law Firms - Clark Hill and Thrun Law
- W. Approval of Human Resource Report
- X. Citizens' Input
- XI. Closed Session ~ Superintendent Evaluation Check-In
- 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 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

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

**December 18, 2023**  
**6:30 PM**

## UNOFFICIAL MINUTES

- I. Call to Order – 6:30 p.m. by Rebecca Haynes
- II. Roll Call  
Present: Jane Derry-Burkett, Rebecca Haynes, Lisa Kavalhuna, Kimberly Smith-Kulaga, Hilary Stockoski, Jeff Zielke  
Absent with notice: Herb Robinson  
Others present: Carly Stone, Superintendent of Schools; Janice Ziesel, Executive Director of Business Services; Coy Stewart, Executive Director of Curriculum/Instruction; Maria Schubring, Recording Secretary
- III. Pledge of Allegiance  
Led by the board.
- IV. BHS Student Report  
BHS student council students reported on recent and upcoming events at Brandon High School.
- V. Superintendent Report ~ Carly Stone
  - A. BHS Student Council Trip to State Conference  
Cristina Sulisz and BHS student council representatives shared information about the MASC/MAHS State Conference field trip request on the agenda for action tonight.
  - B. BHS Spanish Class Trip to Chicago ~ Lori Marino  
Lori Marino shared information about the Spanish Class Chicago field trip request on the agenda for action tonight.
  - C. Introduction of New Food Service Director Ashley LaHaye  
Janice Ziesel introduced Brandon's new food service director, Ashley LaHaye.
  - D. Early Childhood Center Presentation  
Director Chrissandra Padilla shared a presentation highlighting continuity of care, inclusive practices, core values, and what's new in Early Childhood.
- 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.*  
Jane Derry-Burkett moved and Hilary Stockoski supported that the Brandon Board of Education approve the consent agenda as presented. Carried unanimously 6-0. Roll call vote: Derry-Burkett – yes; Kavalhuna – yes; Smith-Kulaga – yes; Stockoski – yes; Zielke – yes; Haynes – yes. Consent agenda items include:
  - A. Unofficial Minutes of the November 20, 2023, Regular Meeting

B. General Fund Accounts Payable in the Amount of \$3,357,288.46

VIII. Information and Discussion Items

A. Board Report

Rebecca Haynes shared information about the December OCSBA dinner meeting that she attended along with Jane Derry-Burkett and Carly Stone.

B. Finance Report

Janice Ziesel provided information regarding the HSE refrigerator/freezer purchase that is on the agenda tonight, seeking board approval.

IX. Action Items

A. Approval of BHS Spanish Class Overnight Trip to Chicago

Hilary Stockoski moved and Lisa Kavalhuna supported that the Brandon Board of Education approve the high school Spanish class overnight trip to Chicago, November 7-8, 2024 as presented. Carried unanimously 6-0. Roll call vote: Derry-Burkett – yes; Kavalhuna – yes; Smith-Kulaga – yes; Stockoski – yes; Zielke – yes; Haynes – yes.

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

Jane Derry-Burkett moved and Hilary Stockoski supported that the Brandon Board of Education approve the high school student council overnight trip to the MASC/MAHS State Conference on February 25 - 27, 2024 as presented. Carried unanimously 6-0. Roll call vote: Derry-Burkett – yes; Kavalhuna – yes; Smith-Kulaga – yes; Stockoski – yes; Zielke – yes; Haynes – yes.

C. Approval of Policy Update ~ 5206 Student Discipline

Kimberly Smith-Kulaga moved and Lisa Kavalhuna supported the Brandon Board of Education approve Policy Update - 5206 Student Discipline as presented. Carried unanimously 6-0. Roll call vote: Derry-Burkett – yes; Kavalhuna – yes; Smith-Kulaga – yes; Stockoski – yes; Zielke – yes; Haynes – yes.

D. Approval of Policy Update ~ 5206A Student Discipline Due Process

Kimberly Smith-Kulaga moved and Hilary Stockoski supported that the Brandon Board of Education approve Policy Update - 5206A Student Discipline Due Process as presented. Carried unanimously 6-0. Roll call vote: Derry-Burkett – yes; Kavalhuna – yes; Smith-Kulaga – yes; Stockoski – yes; Zielke – yes; Haynes – yes.

E. Approval of Non-Collective Bargaining Agreements

Hilary Stockoski moved and Kimberly Smith-Kulaga supported that the Brandon Board of Education approve the Non-Collective Bargaining Agreements as presented. Carried unanimously 6-0. Roll call vote: Derry-Burkett – yes; Kavalhuna – yes; Smith-Kulaga – yes; Stockoski – yes; Zielke – yes; Haynes – yes.

F. Approval of Human Resource Report

Jane Derry-Burkett moved and Lisa Kavalhuna supported that the Brandon Board of Education approve the Human Resource Report as presented. Carried unanimously 6-0. Roll call vote: Derry-Burkett – yes; Kavalhuna – yes; Smith-Kulaga – yes; Stockoski – yes; Zielke – yes; Haynes – yes.

G. Approval to Purchase a Refrigerator/Freezer for Harvey-Swanson

Hilary Stockoski moved and Jane Derry-Burkett supported that the Brandon Board of Education approve to purchase a refrigerator/freezer for Harvey-Swanson in the amount not to exceed \$111,000 as presented. Carried unanimously 6-0. Roll call vote: Derry-Burkett – yes; Kavalhuna – yes; Smith-Kulaga – yes; Stockoski – yes; Zielke – yes; Haynes – yes.

H. Approval of Moving Vendor Services for BMS

Lisa Kavalhuna moved and Jane Derry-Burkett supported that the Brandon Board of Education approve Palmer Moving Services plan for BMS moving and storage services in Summer 2024 in the amount not to exceed \$108,670.00 as presented. Carried unanimously 6-0. Roll call vote: Derry-Burkett – yes; Kavalhuna – yes; Smith-Kulaga – yes; Stockoski – yes; Zielke – yes; Haynes – yes.

X. Citizens' Input

No one from the public wished to address the board.

XI. Adjournment – 7:27 p.m. by Rebecca Haynes

Minutes prepared by Maria Schubring, Recording Secretary

Jeff Zielke, Secretary

12/22/2023

Date



# Brandon School District

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Brandon Board of Education  
**Committee of the Whole Meeting**  
Central Office Board Room  
1025 S. Ortonville Rd.  
Ortonville, MI 48462

**December 13, 2023**  
**6:00 PM**

## UNOFFICIAL MINUTES

- I. Call to Order – 6:30 p.m. by Rebecca Haynes
- II. Roll Call  
Present: Jane Derry-Burkett, Rebecca Haynes, Lisa Kavalhuna, Herb Robinson, Kimberly Smith-Kulaga, Hilary Stockoski, Jeff Zielke  
Others present: Carly Stone, Superintendent of Schools, and 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. Information and Discussion
  - A. MASB Training: Strategic Planning ~ Debbie Stair  
MASB Facilitator Debbie Stair shared a presentation that engaged board members and provided a step-by-step district strategic planning process and goal setting.
  - B. Board Term Limits  
Rebecca Haynes shared information and engaged board members in discussion regarding 4-year and 6-year board term limits. She shared she is going to connect with other districts about their experiences with 6-year terms.
- VI. Adjournment – 9:35 p.m. by Rebecca Haynes

Minutes prepared by Maria Schubring, Recording Secretary

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Jeff Zielke, Secretary

\_\_\_\_\_  
12/22/2023  
Date

**BRANDON SCHOOL DISTRICT  
ALL FUNDS  
COVER SHEET**

**December  
2023**

All Funds Check Register	\$ 901,506.14
BMO Harris Bank Purchase Card Register	\$ 12,418.34
Pre-pays	\$ -
Employee Reimbursements (12.08.2023)	\$ 15,185.81
Employee Reimbursements (12.22.2023)	\$ 5,455.38
MESSA Insurance	\$ 216,779.51
Set Seg Insurance	\$ -
EDUSTAFF	\$ 153,060.25
Payroll Runs - net of reimbursements shown above	
Payroll Run 12.08.2023	\$ 408,991.07
Payroll Run 12.22.2023	\$ 361,705.73

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**Total for Approval: \$ 2,075,102.23**

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

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 8, 2024

## 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 12, 2024 (2<sup>nd</sup> Monday due to holiday)
- March 18, 2024
- April 15, 2024
- May 20, 2024
- June 17, 2024
- July 15, 2024
- August 19, 2024
- September 16, 2024
- October 21, 2024
- November 18, 2024
- December 16, 2024
- January 13, 2025 (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 accommodations for a disabled person to be able to participate in the meeting. This notice is given in compliance with the Americans with Disabilities Act.