



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 12, 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 Report ~ Carly Stone
 - A. Recognition of Jeff Malicke, Recipient of District 8 American Legion Teacher of the Year
 - B. BSD Teacher of the Year Recognition
 - Preschool Teacher - Joann Sotzen
 - Elementary Teacher - Brandie Bevel
 - Secondary Teacher - Jenny Gieselman
 - C. High School STEM Field Trip ~ Elisabeth Rawling
 - D. Technology Showcase ~ Thomas Bezak
- VI. 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. Unofficial Minutes of the January 8, 2024, Regular Meeting 3
 - B. General Fund Accounts Payable in the Amount of \$1,585,921.30 7
- VII. Information and Discussion Items
 - A. Board Report
 - B. Curriculum Update ~ Coy Stewart
 - 1. PBIS Update - Coy Stewart and Jessica Cohen
 - C. Finance Report ~ Janice Ziesel
 - 1. Childcare Fund
- VIII. Action Items
 - A. Approval of Preschool Academy Tuition Increase
 - B. Approval of 2-Year Maintenance Contract
 - C. Resolution for Professional Staff Board Policy Updates/Revisions
 - D. Resolution to Change Board Member Rotation (4 to 6 year terms) 8
 - E. Approval of Updated 2024-2025 District Calendar
 - F. Elect Michigan Association of School Boards (MASB) Region 8 Candidate

- G. Approval to Issue RFP for Antennae
 - H. Approval of BHS Freshman STEM Classes Overnight Trip to MDOT Bridge Competition
 - IX. Citizens' Input
 - X. Adjournment
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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 8, 2024
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, Herb Robinson, Kimberly Smith-Kulaga, Hilary Stockoski, Jeff Zielke
Others present: Carly Stone, Superintendent of Schools; Coy Stewart, Executive Director of Curriculum/Instruction; Maria Schubring, Recording Secretary
Others absent: Janice Ziesel, Executive Director of Business Services
- III. Pledge of Allegiance
Led by the Board.
- IV. BHS Student Report
BHS students provided an update on recent and upcoming events happening at Brandon High School.
- V. Superintendent's Report ~ Carly Stone
 - A. Athletic Fundraising ~ Jody Hall
Jody Hall shared a flyer and information regarding an all-sports Brandon booster fundraiser to benefit Brandon's athletic teams.
 - B. School Board Recognition
Carly Stone publicly thanked the Brandon Board of Education for their dedication and service to Brandon Schools.
- 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.
Lisa Kavalhuna moved and Jane Derry-Burkett supported that the Brandon Board of Education approve the consent agenda as presented. Carried unanimously 7-0. Roll call vote: Derry-Burkett – yes; Kavalhuna – yes; Robinson – yes; Smith-Kulaga – yes; Stockoski – yes; Zielke – yes; R. Haynes - yes.
Consent agenda items include:
 - A. Minutes of the December 18, 2023, Regular Meeting
 - B. Minutes of the December 13, 2023, Special Meeting
 - C. General Fund Accounts Payable in the amount of \$ 2,075,102.23
- VIII. Information and Discussion Items
 - A. Board Report
None.

IX. Action Items

A. Appointment of Temporary Chairperson for Election of President

Hilary Stockoski moved and Jane Derry-Burkett supported that the Brandon Board of Education approve Maria Schubring serve as temporary chairperson for the selection of Board President. Carried unanimously 7-0. Roll call vote: Derry-Burkett – yes; Kavalhuna – yes; Robinson – yes; Smith-Kulaga – yes; Stockoski – yes; Zielke – yes; R. Haynes – yes.

B. Election of President

Hilary Stockoski moved and Lisa Kavalhuna supported that the Brandon Board of Education elect Rebecca Haynes as President for the 2024 calendar year (January 1 - December 31, 2024). Carried unanimously 7-0. Roll call vote: Derry-Burkett – yes; Kavalhuna – yes; Robinson – yes; Smith-Kulaga – yes; Stockoski – yes; Zielke – yes; R. Haynes – yes.

C. Election of Vice-President

Rebecca Haynes moved and Lisa Kavalhuna supported that the Brandon Board of Education elect Hilary Stockoski as Vice-President for the 2024 calendar year (January 1 - December 31, 2024). Carried unanimously 7-0. Roll call vote: Derry-Burkett – yes; Kavalhuna – yes; Robinson – yes; Smith-Kulaga – yes; Stockoski – yes; Zielke – yes; R. Haynes – yes.

D. Election of Secretary

Hilary Stockoski moved and Lisa Kavalhuna supported that the Brandon Board of Education elect Jeff Zielke as Secretary for the 2024 calendar year (January 1 - December 31, 2024). Carried unanimously 7-0. Roll call vote: Derry-Burkett – yes; Kavalhuna – yes; Robinson – yes; Smith-Kulaga – yes; Stockoski – yes; Zielke – yes; R. Haynes – yes.

E. Election of Treasurer

Jeff Zielke moved and Lisa Kavalhuna supported that the Brandon Board of Education elect Kimberly Smith-Kulaga as Treasurer for the 2024 calendar year (January 1 - December 31, 2024). Carried unanimously 7-0. Roll call vote: Derry-Burkett – yes; Kavalhuna – yes; Robinson – yes; Smith-Kulaga – yes; Stockoski – yes; Zielke – yes; R. Haynes – yes.

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

Hilary Stockosi moved and Kimberly Smith-Kulaga supported that the Brandon Board of Education adopt the Resolution for Regular Monthly Meetings as presented. Carried unanimously 7-0. Roll call vote: Derry-Burkett – yes; Kavalhuna – yes; Robinson – yes; Smith-Kulaga – yes; Stockoski – yes; Zielke – yes; R. Haynes – yes.

G. Request Approval of Depositories for School Funds

Kimberly Smith-Kulaga moved and Hilary Stockoski supported that the Brandon Board of Education approve to name Waterford 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 7-0. Roll call vote: Derry-Burkett – yes; Kavalhuna – yes; Robinson – yes; Smith-Kulaga – yes; Stockoski – yes; Zielke – yes; R. Haynes – yes.

H. Designate Person to Serve as Contracting Agent

Lisa Kavalhuna moved and Jane Derry-Burkett supported that the Brandon Board of Education designate the Superintendent of Schools to serve as contracting agent to sign agreements and contracts for Brandon School District. Carried unanimously 7-0. Roll call vote: Derry-Burkett – yes; Kavalhuna – yes; Robinson – yes; Smith-Kulaga – yes; Stockoski – yes; Zielke – yes; R. Haynes – yes.

I. Designate Persons Authorized to Sign Checks

Kimberly Smith-Kulaga moved and Lisa Kavalhuna supported that the Brandon Board of Education designate the Superintendent of Schools or the Board of Education President as the authorized persons to sign checks for Brandon School District. Carried unanimously 7-0. Roll call vote: Derry-Burkett – yes; Kavalhuna – yes; Robinson – yes; Smith-Kulaga – yes; Stockoski – yes; Zielke – yes; R. Haynes – yes.

J. Designate Person Authorized to Sign Purchase Orders

Jane Derry-Burkett moved and Lisa Kavalhuna 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 7-0. Roll call vote: Derry-Burkett – yes; Kavalhuna – yes; Robinson – yes; Smith-Kulaga – yes; Stockoski – yes; Zielke – yes; R. Haynes – yes.

K. Designate Person to Serve as Electronic Transfer Officer

Hilary Stockoski moved and Kimberly Smith-Kulaga 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 7-0. Roll call vote: Derry-Burkett – yes; Kavalhuna – yes; Robinson – yes; Smith-Kulaga – yes; Stockoski – yes; Zielke – yes; R. Haynes – yes.

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

Jane Derry-Burkett 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 7-0. Roll call vote: Derry-Burkett – yes; Kavalhuna – yes; Robinson – yes; Smith-Kulaga – yes; Stockoski – yes; Zielke – yes; R. Haynes – yes.

M. Establish Board Compensation

Hilary Stockoski moved and Kimberly Smith-Kulaga supported that the Brandon Board of Education establish \$0 per member as compensation for the 2024 calendar year (January 1 - December 31, 2024). Carried unanimously 7-0. Roll call vote: Derry-Burkett – yes; Kavalhuna – yes; Robinson – yes; Smith-Kulaga – yes; Stockoski – yes; Zielke – yes; R. Haynes – yes.

N. Designate Person to Post Vacancies/Accept Resignations

Kimberly Smith-Kulaga moved and Hilary Stockoski supported that the Brandon Board of Education approve the Superintendent of Schools, or his/her designee to post vacancies and accept resignations. Carried unanimously 7-0. Roll call vote: Derry-Burkett – yes; Kavalhuna – yes; Robinson – yes; Smith-Kulaga – yes; Stockoski – yes; Zielke – yes; R. Haynes – yes.

O. Designate Person to Post Public Notices

Hilary Stockoski moved and Lisa Kavalhuna supported that the Brandon Board of Education approve the Superintendent of Schools, or his/her designee to post public notices. Carried unanimously 7-0. Roll call vote: Derry-Burkett – yes; Kavalhuna – yes; Robinson – yes; Smith-Kulaga – yes; Stockoski – yes; Zielke – yes; R. Haynes – yes.

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

Jeff Zielke, as Secretary of the Board moved and Lisa Kavalhuna supported to delegate Maria Schubring as Recording Secretary for the Board of Education. Carried unanimously 7-0. Roll call vote: Derry-Burkett – yes; Kavalhuna – yes; Robinson – yes; Smith-Kulaga – yes; Stockoski – yes; Zielke – yes; R. Haynes – yes.

Q. Assignment of Board of Education Representative to MASB

Jane Derry-Burkett moved and Lisa Kavalhuna supported that the Brandon Board of Education appoint Herb Robinson as its representative to the Michigan Association of School Boards. Carried unanimously 7-0. Roll call vote: Derry-Burkett – yes; Kavalhuna – yes; Robinson – yes; Smith-Kulaga – yes; Stockoski – yes; Zielke – yes; R. Haynes – yes.

R. Assignment of Board of Education Representative to the Oakland County Intermediate School District

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. Carried unanimously 7-0. Roll call vote: Derry-Burkett – yes; Kavalhuna – yes; Robinson – yes; Smith-Kulaga – yes; Stockoski – yes; Zielke – yes; R. Haynes – yes.

S. Assignment of Board of Education Representatives to the OCSBA Governance Relations Committee

Hilary Stockoski moved and Herb Robinson supported that the Brandon Board of Education appoint Lisa Kavalhuna, Jane Derry-Burkett, and Rebecca Haynes to the OCSBA Governance Relations Committee. Carried unanimously 7-0. Roll call vote: Derry-Burkett – yes; Kavalhuna – yes; Robinson – yes; Smith-Kulaga – yes; Stockoski – yes; Zielke – yes; R. Haynes – yes.

T. Appointment of Designated Spokesperson for the Board of Education

Jane Derry-Burkett 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 7-0. Roll call vote: Derry-Burkett – yes; Kavalhuna – yes; Robinson – yes; Smith-Kulaga – yes; Stockoski – yes; Zielke – yes; R. Haynes – 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 cards(s) in conducting of district

business as presented. Carried unanimously 7-0. Roll call vote: Derry-Burkett – yes; Kavalhuna – yes; Robinson – yes; Smith-Kulaga – yes; Stockoski – yes; Zielke – yes; R. Haynes – yes.

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

Lisa Kavalhuna moved and Herb Robinson supported that the Brandon Board of Education approve retaining services with School Law Firms – Clark Hill and Thrun Law. Carried unanimously 7-0. Roll call vote: Derry-Burkett – yes; Kavalhuna – yes; Robinson – yes; Smith-Kulaga – yes; Stockoski – yes; Zielke – yes; R. Haynes – yes.

W. Approval of Human Resource Report

Jane Derry-Burkett moved and Hilary Stockoski supported that the Brandon Board of Education approve the Human Resource Report as presented. Carried unanimously 7-0. Roll call vote: Derry-Burkett – yes; Kavalhuna – yes; Robinson – yes; Smith-Kulaga – yes; Stockoski – yes; Zielke – yes; R. Haynes – yes.

X. Citizens' Input

No one from the public wished to address the Board.

XI. Closed Session ~ Superintendent Evaluation Check-In

Hilary Stockoski moved and Kimberly Smith-Kulaga supported that the Brandon Board of Education approve to enter a closed session for the purpose of superintendent evaluation check-in as presented. Carried unanimously 7-0. Roll call vote: Derry-Burkett – yes; Kavalhuna – yes; Robinson – yes; Smith-Kulaga – yes; Stockoski – yes; Zielke – yes; R. Haynes – yes.

Dismissed audience at 6:55 p.m.

Closed session started at 6:58 p.m.

Returned to open session at 7:51 p.m.

XII. Adjournment – 7:51 p.m. by Rebecca Haynes

Minutes prepared by Maria Schubring, Recording Secretary



Jeff Zielke, Secretary

1/18/2024
Date

**BRANDON SCHOOL DISTRICT
ALL FUNDS
COVER SHEET**

**January
2024**

All Funds Check Register	\$ 533,631.96
BMO Harris Bank Purchase Card Register	\$ 9,596.49
Pre-pays	\$ -
Employee Reimbursements (01.10.2024)	\$ 568.66
Employee Reimbursements (01.25.2024)	\$ 17.37
MESSA Insurance	\$ 213,014.90
Set Seg Insurance	\$ -
EDUSTAFF	\$ 94,317.13
Payroll Runs - net of reimbursements shown above	
Payroll Run 01.10.2024	\$ 336,338.20
Payroll Run 01.25.2024	\$ 398,436.59

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Total for Approval: \$ 1,585,921.30

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.

**RESOLUTION TO AMEND BOARD POLICY
TO CHANGE BOARD MEMBER ROTATION**

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 Central Office Board Room, within the boundaries of the District, on the 12th day of February, 2024, at 6:30 o’clock in the p.m. (the “Meeting”).

The Meeting was called to order by Rebecca Haynes, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS:

1. This Board has previously determined by Board bylaws to establish the duration of Board member terms at four (4) years.
2. Section 11a of the Revised School Code, Act 451, Public Acts of Michigan, 1976, as amended, provides that the duration of school board member terms shall be either four (4) or six (6) years, as provided by the district’s bylaws.
3. This Board desires to amend its bylaws to change the duration of board member terms of office.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. This Board hereby determines the terms of office shall change from four (4) years to six (6), beginning in 2024, and a new board member rotation shall be established as detailed in the schedule attached hereto as Exhibit A, with two (2) seats to be voted in 2024 with a term of six (6) years, two (2) seats to be voted in 2024 with a term of four (4) years and one (1) seat to be voted in 2024 with a partial term of two (2) years. Thereafter, all terms shall be for a period of six (6) years.
2. The bylaws of this Board are hereby amended to the extent necessary to reflect the change in board rotation authorized by this resolution.
3. A copy of this resolution shall be filed with the District’s election coordinator.

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

Ayes: Members

Nays: Members

Resolution declared adopted.

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).

Secretary, Board of Education

CJI/klg

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EXHIBIT A
BRANDON SCHOOL DISTRICT
New Board Member Rotation Schedule

**New Board Member Seats to be Elected to Adjust for Even-Year November Election /
6-Year Terms, Effective for the November 2024 Election**

- November 2024 – 2 seats for 6 year terms (Seats A & B)
 - 2 seats for 4 year terms (Seats D & E)
 - 1 seat for 2 year (partial) term (Seat F)
- November 2026 – 3 seats for 6 year terms (Seats C, F, & G)
- November 2028 – 2 seats for 6 year terms (Seats D & E)
- November 2030 – 2 seats for 6 year terms (Seats A & B)
- November 2032 – 3 seats for 6 year terms (Seats C, F, & G)
- November 2034 – 2 seats for 6 year terms (Seats D & E)