

Union City Community Schools

“Striving For Excellence in Everything We Do”

Union City, Michigan 49094 / Superintendent’s Office (517) 741-3300 – Fax (517) 741-5205

Board of Education Agenda

Monthly Board Meeting	High School Media Center
Monday, April 18, 2022	6:30 PM

I. Call To Order

a. Pledge of Allegiance

b. Opening Statement

Welcome to the Union City Community Schools Board meeting. Our meeting agenda is available for you to follow. The expectation for our board meeting is to follow this agenda closely. We operate under the Open Meetings Act and utilize Roberts Rule of Order to govern our discussion and decision-making process. There is an opportunity for public comment during our set agenda. We welcome the public to express their opinions during this time of our agenda. If there are questions about the agenda or the board meeting process, please seek out one of the Board members for clarification.

II. Addition or Deletion of Items to the Agenda

III. Consent Agenda

a. Approval of Minutes

1. Regular Meeting 3/21/22

IV. Correspondence

V. Comments From the Audience on Agenda Items

a. Public Comments Statement

This is the section of the meeting in which the public may make comments or share their opinions about the agenda items. We ask you to limit your comments to no longer than 5 minutes per person to allow others the opportunity to speak.

This is an opportunity for the Board to listen to your concerns. It is not Board practice to act on the concerns voiced during this meeting to allow for the Board to do further research.

VI. Food Service Presentation

Deb McDowell, Food Service Director; and Glenn Noffsinger, Food Service Consultant; will present changes in the food service department.

VII. High School Student Trip to Washington, D.C.

Richard Maples, high school history teacher, will present information on a trip to Washington, D.C. in June 2023 for current freshmen students.

VIII. **Action Items**

a. **Financials**

Board action is required to approve the financials for the month ending March 31, 2022 as presented.

b. **Retirement**

Board action is required to approve the retirement of Donna Burdick, elementary special education teacher. Donna has served the district for 32 years.

c. **Administrative and Individual Contract Extensions**

Board action is required to approve the extension of the following contracts. All other contracts, excluding the Superintendent, will expire at the end of their current term.

Alan Cross, High School Maintenance Custodian
Amber Case, High School Principal
Amber Miller, Middle School Behavior Support Specialist
Andrew Hemker, Assistant Maintenance Supervisor
Ashley Simpson, Middle School Behavior Interventionist
Camri Wages, Permanent Substitute Teacher
Cher Troup, Elementary Behavior Interventionist
Deb Frey, Transportation Supervisor
Deborah McDowell, Food Service Director
Grant Hutchins, Technology Services Manager
Hayley Denney, Athletic Director
James Owens, Director of Behavior Supports
Jamie Thomas, Middle School Principal
Jennifer Johnson, Elementary Principal
Kelly AcMoody, Administrative Assistant
Kenisha Schley, Academic Interventionist
Keo Sok, Middle School Maintenance Custodian
Lorraine Cross, Assistant Business Manager
Patrick McKerr, Director of Instruction
Samantha Fick, Permanent Substitute Teacher
Sara Leson, Business Manager
Scott Schrader, Elementary Maintenance Custodian
Spencer Kever, Maintenance Supervisor
Thomas Kusterer, Permanent Substitute Teacher

d. **Middle School Math Curriculum**

Board action is required to approve the proposal from MidSchoolMath as presented. Dir. of Curriculum, Inst and Assessments Patrick McKerr will be present to answer any questions related to the Math Curriculum.

e. **Bleacher Project Bids**

Board action is requested to authorize the superintendent to seek bids for construction of the Alumni Field bleachers.

f. **High School Student Trip to Washington, D.C.**

Board action is required to approve the trip to Washington, D.C. in June 2023.

g. **Bus Mechanic/Assistant Transportation Supervisor Contract**

Board action is required to approve the new contract for Brian Belanger, Bus Mechanic/Assistant Transportation Supervisor as presented.

IX. **Discussion Items**

a. **Night Custodians**

Board discussion needs to take place about posting three night custodian positions.

b. **Honoring Long-Time Employees**

Board discussion regarding something permanent placed in the district to honor employees who have long-served the district.

X. **Information Items**

XI. **Public Comment**

a. **Public Comments Statement**

This is the section of the meeting in which the public may make comments or share their opinions about Union City Community Schools. We ask you to limit your comments to no longer than 5 minutes per person to allow others the opportunity to speak. This is an opportunity for the Board to listen to your concerns. It is not Board practice to act on the concerns voiced during this meeting to allow for the Board to do further research.

XII. **Board Roundtable**

XIII. **Closed Session**

Board action is required to adjourn to closed session for the purpose of discussing collective bargaining strategy per Section 8(c) of the Open Meetings Act.

XIV. **Adjournment**

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 as indicated in agenda items five (V) and eleven (XI).

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the meeting or hearing, please contact, Kelly AcMoody at 517-741-8091 at least one week prior to the meeting or as soon as possible.

Call To Order

President Amber Herman called the meeting to order at 6:31 p.m.

Paula DeJongh:	Present
Amber Herman:	Present
Darin LaBar:	Present
Dave Mathis:	Present
Archie Mears:	Present
Kyle Miller:	Present
Jennifer Searls:	Present

Pledge of Allegiance

Opening Statement

Addition or Deletion of Items to the Agenda - None

Consent Agenda

The Board of Education approves the consent agenda as presented. This motion, made by Jennifer Searls and seconded by Kyle Miller, Carried.

Paula DeJongh: Yea, Amber Herman: Yea, Darin LaBar: Yea, Dave Mathis: Yea, Archie Mears: Yea, Kyle Miller: Yea, Jennifer Searls: Yea
Yea: 7, Nay: 0

Approval of Minutes

Organizational/Regular Minutes 1/17/22

Special Meeting 1/31/22

Closed Session 1/31/22

Regular Meeting 2/21/22

Closed Session 2/21/22

Resignation

Correspondence - None

Comments From the Audience on Agenda Items - None

Public Comments Statement

Action Items

Financials

The Board of Education approves the financials for the month ending February 28, 2022 as presented. This motion, made by Jennifer Searls and seconded by Darin LaBar, Carried.

Paula DeJongh: Yea, Amber Herman: Yea, Darin LaBar: Yea, Dave Mathis: Yea, Archie Mears: Yea, Kyle Miller: Yea, Jennifer Searls: Yea
Yea: 7, Nay: 0

Retirement

The Board of Education approves the retirement of Jeff Hilarides, middle school and high school instrumental music teacher, is retiring effective June 30, 2022 as presented. This motion, made Dave Mathis and seconded by Kyle Miller, Carried.

Paula DeJongh: Yea, Amber Herman: Yea, Darin LaBar: Yea, Dave Mathis: Yea, Archie Mears: Yea, Kyle Miller: Yea, Jennifer Searls: Yea
Yea: 7, Nay: 0

The board wishes Jeff well and thanks him for his years of service and all remarked on how much he will be missed.

Hiring of Varsity Football Coach

The Board of Education approves the hiring of Doug Counterman, Varsity Football Coach. This motion, made Jennifer Searls and seconded by Archie Mears, Carried.

Paula DeJongh: Yea, Amber Herman: Yea, Darin LaBar: Yea, Dave Mathis: Yea, Archie Mears: Yea, Kyle Miller: Yea, Jennifer Searls: Yea
Yea: 7, Nay: 0

Hiring of Cook

The Board of Education approves the hiring of Deanna Bryant as a cook at the elementary. This motion, made Darin LaBar and seconded by Kyle Miller, Carried.

Paula DeJongh: Yea, Amber Herman: Yea, Darin LaBar: Yea, Dave Mathis: Yea, Archie Mears: Yea, Kyle Miller: Yea, Jennifer Searls: Yea
Yea: 7, Nay: 0

Sex Ed Advisory Board (SEAB) Member Additions

The Board of Education approves Stacy Guertler and Toni Kircher as additional members to the board. This motion, made Dave Mathis and seconded by Jennifer Searls, Carried.

Paula DeJongh: Yea, Amber Herman: Yea, Darin LaBar: Yea, Dave Mathis: Yea, Archie Mears: Yea, Kyle Miller: Yea, Jennifer Searls: Yea
Yea: 7, Nay: 0

Contract with Wightman & Associates, Inc.

The Board of Education approves the contract with Wightman & Associates, Inc. as presented. This motion, made Jennifer Searls and seconded by Archie Mears, Carried.

Paula DeJongh: Yea, Amber Herman: Yea, Darin LaBar: Yea, Dave Mathis: Yea, Archie Mears: Yea, Kyle Miller: Yea, Jennifer Searls: Yea
Yea: 7, Nay: 0

Purchase of network equipment and installation using Erate Funds

The Board of Education approves the purchase and installation of network equipment as presented contingent upon E-Rate funding. This motion, made Archie Mears and seconded by Jennifer Searls, Carried.

Paula DeJongh: Yea, Amber Herman: Yea, Darin LaBar: Yea, Dave Mathis: Yea, Archie Mears: Yea, Kyle Miller: Yea, Jennifer Searls: Yea
Yea: 7, Nay: 0

Discussion Items

Student Trip to Costa Rica

High School Spanish teacher, Erin Ormsby, presented to the board a proposal to organize a trip to Costa Rica for 2023. This will be an action item in April.

CISD Proposed 2022-23 Budget

The proposed 2022-23 CISD Budget will be an action item in April.

Information

April Board Meeting Presentation

School Nurse

Asbestos Abatement

Competitive School Safety Grant Application

Kindergarten Playground Complete!

Bleacher Project Drawings

Public Comment

Doug Counterman – Varsity Football coach

Public Comments Statement

Board Roundtable

Dave Mathis – ES Music program, Disney on Parade, was excellent.

Darin LaBar – Thank you for putting the new buses in the paper.

Adjournment

The Board of Education adjourns the regular meeting. This motion, made by Jennifer Searls and seconded by Darin LaBar, Carried.

Paula DeJongh: Yea, Amber Herman: Yea, Darin LaBar: Yea, Dave Mathis: Yea, Archie Mears: Yea, Kyle Miller: Yea, Jennifer Searls: Yea

Yea: 7, Nay: 0

President Amber Herman adjourned the meeting at 7:27 p.m.

Kyle Miller
Secretary

Kelly AcMoody
Recording Secretary

Glenn Noffsinger

Foodservice Consultant

ABOUT ME

Foodservice professional inspiring individuals and organizations to streamline foodservice operations into thriving success stories.

WORK EXPERIENCE

2005 – PRESENT **NOFFSINGER VENTURES, INC**

OWNER & PRESIDENT

Foodservice Consultant with over 20 years of experience in commercial, non-commercial, personal chef and culinary instruction services. I provide expertise, knowledge and experience that does not exist in-house, or is otherwise not available. As an independent professional my primary focus is on the welfare of my clients and guiding them to reach their goals by providing unique insights based on real-world success.

2017 – 2019 **PROTEAM FOODSERVICE ADVISORS**

FOODSERVICE CONSULTANT

Began as a part-time contracted consultant teaching culinary techniques and providing menu software support. Joined as an employee of the consulting firm in January 2018 and served as Co-Administrator for the School Purchasing and Resource Consortium (SPARC) contract. Facilitated member services, executed procurement, managed prime vendor relations, and sourced bread & dairy bids. Collected, consolidated and maintained member input to order and manage USDA foods in WBSCM. Provided technical assistance and evaluation of SPARC programs for member districts.

2013 – 2018 **PENNFIELD SCHOOLS**

DIRECTOR OF FOODSERVICE

District Foodservice Director overseeing all Food & Nutrition Services serving over 174,000 meals annually with a focus on Health & Wellness. Inspired new menu concepts and initiatives with clean label foods and scratch cooking. Managed school meal program in accordance with local, state, and federal policies. Directed student-first policies ensuring meal availability to all students, while managing negative meal accounts. Implemented breakfast in the classroom for all K-8 students. Champion of Farm to School programs sourcing local food and supporting school gardens at all district buildings.



CONTACT ME

23141 Struwin Rd
Battle Creek, MI 49017
gnoffsin@gmail.com
231-352-8048

MY SKILLS

Public Speaking	● ● ● ● ●
Consulting	● ● ● ● ●
Leadership	● ● ● ● ●
Team Building	● ● ● ● ●
Culinary	● ● ● ● ●
Planning	● ● ● ● ●

CERTIFICATION

SERVSAFE

FOOD MANAGER

National Restaurant Assoc.

EDUCATION

COLLEGE EXPERIENCE

74 CREDITS

General education

Glenn Noffsinger

Foodservice Consultant



WORK EXPERIENCE CONTINUED

2010 – 2013 CRYSTAL MOUNTAIN RESORT & SPA EXECUTIVE CHEF

Began as Line Chef progressing to Executive Sous Chef, and then earning Executive Chef title. Led culinary team of multi-million dollar department with 150 staff members. Managed restaurants, pastry, fast casual & deli service, events and banquet production. Collaborated with department leaders, motivated employees, and provided vision to the organization.

Champion of Peak Performance Lifestyle. Co-created Farm-to-Table series and led closest-first practices in sourcing food items by working directly with local food providers.

Co-Chair of Crystal Mountain Green Team, creating standards for waste stream management and energy reduction property wide. Reduced waste stream by 50 metric tons in first year through compost management of organic materials and recycling initiatives.

2008 – 2010 FRONT STREET PRODUCTIONS PERSONAL CHEF

Performed professional and discreet culinary services under strict time constraints during filming and publicity tour for high profile client.

Planned menus, procured ingredients, and prepared meals while collaborating with Pritikin Longevity Center. Worked directly with Pritikin Chef and Dietitians to develop specific diet plan and keep meticulous records. Traveled extensively during film production and publicity tour.

LEADERSHIP

Current

Advisory Committee
Michigan Farm to Institution

Wellness Committee
Pennfield Schools

Previous

Member
School Nutrition Association

Member
ACDA

Chairman
SPARC School Consortium

Chairman
Pennfield Wellness Council

Co-Chair
Regional Health Alliance

Co-Chair
Crystal Mountain Green Team

Culinary Instructor
NMC Extended Education

Culinary Instructor
SEEDS after school program

2/28/2022 Begin. Cash on Hand:	\$2,265,386		Total of Bills:	1,439,546
Total Receipts:	\$2,085,725		Total Net Payroll:	309,961
Total Expenditures:	\$1,749,507		Total Bills and Payroll	\$1,749,507
3/31/2022 Total Cash on Hand:	\$2,601,604		to be Approved:	

FOOD SERVICE-March

Union City Community Schools

School Service Fund

Combined Statement of Revenue and Expenditures Compared to Budget

For The Peroid Ending

March 31, 2022

	FOOD SERVICE			
	<u>Actual</u>	<u>Proposed Budget</u>	<u>Variance</u>	<u>% of Budget</u>
<u>REVENUE:</u>				
Local Sources	19,902	\$ 10,538	(\$9,364)	18%
State Sources	10,298	15,034	4,736	0.00%
Federal Sources	335,714	469,000	133,286	0.00%
INCOMING TRANSFERS		0	0	
TOTAL REVENUE	365,913	494,572	\$128,659	
<u>EXPENDITURES:</u>				
Salaries	108,417	122,969	(14,552)	88.17%
Employee Benefits	67,560	72,181	(4,621)	93.60%
Purchased Services	41,319	28,423	12,896	145.37%
Supplies & Materials	232,258	263,107	(30,849)	88.28%
Capital Outlay	27,594	3,500	24,094	788.39%
Other Expense	458	3,338	(2,880)	13.71%
Other Transactions	0	32,882		
TOTAL EXPENDITURES	477,606	526,400	(15,912)	0.00%
OUTGOING TRANSFERS				
TOTAL EXPENDITURES	477,606	526,400	(15,912)	0.00%
EXCESS REVENUE (EXPENDITURES)	(111,692)	(31,828)		
BEGINNING FUND BALANCE	276,977	276,977		
ENDING FUND BALANCE	\$165,285	\$245,149		

Union City Community Schools
 General Fund Statement of Revenue and Expenditure Compared to Budget
 For Period Ending March 31, 2022

	YTD ACTIVITY	CURRENT BUDGET	VARIANCE	PERCENT OF BUDGET
REVENUE				
Local Sources	1,061,070	\$ 1,269,468	(208,398)	83.58%
State Sources	5,081,011	9,218,396	(4,137,385)	55.12%
Federal Sources	163,342	1,074,892	(911,551)	15.20%
Other Financing Sources	178,043	525,000	(346,957)	33.91%
		32,000		
TOTAL REVENUE	6,483,465	12,119,756	(5,604,291)	
EXPENDITURES				
INSTRUCTION				
Basic Program	3,674,789	5,815,554	2,140,765	63.19%
Added Needs	1,012,465	1,707,151	694,686	59.31%
Total Instruction	4,687,254	7,522,705	2,835,451	
SUPPORT SERVICE EXPENSE				
Pupil	407,190	629,895	222,705	64.64%
Improvement Instructional Staff	90,338	104,677	14,339	86.30%
General Administration	299,689	399,508	99,819	75.01%
School Administration	476,118	660,855	184,737	72.05%
Fiscal Services	211,566	300,922	89,357	70.31%
Operation & Maintenance	982,776	1,244,444	261,668	78.97%
Transportation	463,582	622,879	159,297	74.43%
Central Support	134,065	176,539	42,474	75.94%
Athletics	341,330	439,574	98,244	77.65%
Community Services	2,238	3,706	1,468	60.38%
Payments to Other Govt Units	2,814		(2,814)	0.00%
Site Improvement Services	0		0	0.00%
Prior Period Adjustments	0		0	0.00%
Debt Service	61,807	61,807	0	0.00%
Fund Modification to Food Service		0	0	0.00%
Total Support Services	3,473,512	4,644,806	1,031,922	
TOTAL EXPENDITURES	8,160,765	12,167,511	3,867,373	
EXCESS REVENUE (EXPENDITURES)	(\$1,677,300)	(\$47,755)		
Non-spendable (inventory)	10,410	10,410		
Assigned (Capital Expenditures)	75,000	75,000		
Unassigned (Undesignated)	2,034,000	2,034,000		
BEGINNING FUND BALANCE	2,119,410	2,119,410		
ENDING FUND BALANCE	\$442,110	\$2,071,655		

UNION CITY COMMUNITY SCHOOLS - TREASURER'S REPORT STATUS OF GENERAL, DEBT RETIREMENT, FOOD SERVICE, TRUST & AGENCY, AND SINKING FUNDS AS OF MARCH 31, 2022			UNION CITY COMMUNITY SCHOOLS - TREASURER'S REPORT STATUS OF GENERAL, DEBT RETIREMENT, FOOD SERVICE, TRUST & AGENCY, AND SINKING FUNDS AS OF MARCH 31, 2021		
Current Year			Prior Year		
Balance as of 2/28/2022			Balance as of 2/28/2021		
General Fund Cash Accounts	1,592,272		General Fund Cash Accounts	3,436,226	
Food Service Checking Accounts	42,818		Food Service Checking Accounts	81,857	
Trust & Agency Checking Accounts***	104,536		Trust & Agency Checking Accounts***	114,985	
SF Cash	522,954		SF Cash	358,500	
SF DS Cash 2013	2,533		SF DS Cash 2013	2,532	
SF DS Cash 2016	273		SF DS Cash 2016	297	
Total Cash On Hand	\$2,265,386		Total Cash On Hand	3,994,399	
Current Month Activities			Prior Year-Current Month Activities		
		YTD Activities			
General Fund Revenue	1,443,074	9,308,581	General Fund Revenue	1,356,971	
Food Service Revenue	102,279	370,847	Food Service Revenue	2,986	
Trust & Agency Revenue	10,641	49,625	Trust & Agency Revenue	n/a	
SF Revenue	529,731	530,106	SF Revenue	534,956	
SF DS Revenue 2013	0	0	SF DS Revenue 2013	0.03	
SF DS Revenue 2016	0	5,074	SF DS Revenue 2016	499614.47	
Total Revenue	\$2,085,725	10,264,233	Total Revenue	2,394,528	
General Fund Expenses	1,376,921	8,149,214	General Fund Expenses	1,354,659	
Net Payroll	309,961	2,770,693	Net Payroll	283,865	
Food Service Expenses	54,077	302,737	Food Service Expenses	28,259	
Trust & Agency Expenses	8,548	49,679	Trust & Agency Expenses	n/a	
SF Expenses	-	76,705	SF Expenses	510679.42	
SF DS Expenses 2013	-	-	SF DS Expenses 2013	0	
SF DS Expenses 2016	-	-	SF DS Expenses 2016	499606.25	
Total Expenses	\$1,749,507	11,349,028	Total Expenses	2,677,068	
Balance as of 3/31/2022			Balance as of 3/31/2021		
General Fund Cash Accounts	1,348,464		General Fund Cash Accounts	3,154,675	
Food Service Checking Accounts	91,020		Food Service Checking Accounts	56,585	
Trust & Agency Checking Accounts***	106,629		Trust & Agency Checking Accounts***	114,985	
SF Cash	1,052,685		SF Cash	382,777	
SF DS Cash 2013	2,533		SF DS Cash 2013	2,532	
SF DS Cash 2016	273		SF DS Cash 2016	305	
Total Cash On Hand	\$2,601,604		Total Cash On Hand	3,711,859	

April 4, 2022

Board of Education
Union City Community Schools
430 Saint Joseph Street
Union City, MI 49094

Dear Board Members and Mr. Katz,

This letter is to inform you of my intent to retire from Union City Community Schools at the end of 2021-2022 school contract year.

As I reflect over my life time, Union City Community Schools have been a major part of my life. I began Kindergarten in Fall 1964. Over the years, I have served as a volunteer in the classrooms and P.T.O. member with leadership roles. I was an aide to a student with a vision impairment. I learned Braille and was able to develop worksheets quickly and books for the student I served.

After our vision impaired student moved out of the district, I became the Coordinator for Project First Step, a program supported by a grant from the Kellogg Foundation. I managed and taught this program for eleven years spending time at the preschool building, Sherwood Elementary and Union City PFS Building. Because of this wonderful program, I was able to speak at conferences in Chicago, Washington D.C., Austin, TX and San Francisco, CA. I was often asked to speak at Spring Arbor University and Kellogg Community College Teacher pre-graduate classes. These college students were also able to visit our building as I taught the program to our UCE students.

At 38 years of age, I realized instead of getting paraprofessional wages, I was determined to go back to college to receive my teaching degree. Mr. Davenport, my Principal at the time, allowed me to still manage the PFS program and finish my education at KCC and Spring Arbor University. I eventually, received my Master's from Western Michigan University.

I have seven grandchildren still at Union City Community Schools, so my retirement does not mean my commitment to Union City Community Schools ends. I have loved being an employee of our great school and staff but it is time for me to step back.

Thank you for the opportunity to serve my wonderful students and families from Union City, Burlington, and Sherwood,

Sincerely,



Donna Burdick

MidSchoolMath, LLC
PO Box 2276
Taos, NM 87571
(575) 224-1480
www.midschoolmath.com



Quote

ADDRESS

Union City Middle School
430 St Joseph Street
Union City, MI 49094

QUOTE # MSM-1591

DATE 04/04/2022

SKU	PRODUCT/SERVICE	QTY	RATE	AMOUNT
6150000000006	6YR Grade 6 Student License Core Curriculum by MidSchoolMath: Grade 6 Annual Student License for 6 Years Includes full online access to all digital materials and printable PDFs, plus system and material updates	75	135.95	10,196.25
6150000000007	6YR Grade 7 Student License Core Curriculum by MidSchoolMath: Grade 7 Annual Student License for 6 Years Includes full online access to all digital materials and printable PDFs, plus system and material updates	85	135.95	11,555.75
6150000000008	6YR Grade 8 Student License Core Curriculum by MidSchoolMath: Grade 8 Annual Student License for 6 Years Includes full online access to all digital materials and printable PDFs, plus system and material updates	90	135.95	12,235.50
978-1-7354378-9-7	Grade 6 Teacher Guide Core Curriculum by MidSchoolMath Grade 6 Teacher Guide (Second Edition) **Will receive 1 teacher guide annually**	6	49.95	299.70
978-1-7359708-0-6	Grade 7 Teacher Guide Core Curriculum by MidSchoolMath Grade 7 Teacher Guide (Second Edition) **Will receive 1 teacher guide annually**	6	49.95	299.70
978-1-7359708-1-3	Grade 8 Teacher Guide Core Curriculum by MidSchoolMath Grade 8 Teacher Guide (Second Edition) **Will receive 1 teacher guide annually**	6	49.95	299.70
979-8-9859609-2-1	Grade 6 Detailed Lesson Plans Core Curriculum by MidSchoolMath Grade 6	6	99.95	599.70

SKU	PRODUCT/SERVICE	QTY	RATE	AMOUNT
	Custom Printed Detailed Lesson Plans **Will receive 1 detailed lesson plans annually**			
979-8-9859609-3-8	Grade 7 Detailed Lesson Plans Core Curriculum by MidSchoolMath Grade 7 Custom Printed Detailed Lesson Plans **Will receive 1 detailed lesson plans annually**	6	99.95	599.70
979-8-9859609-4-5	Grade 8 Detailed Lesson Plans MSMCC Grade 8 Custom Printed Detailed Lesson Plans **Will receive 1 detailed lesson plans annually**	6	99.95	599.70
TOTAL				\$36,685.70

Accepted By

Accepted Date

UNION CITY COMMUNITY SCHOOLS
Bus Mechanic/Assistant Transportation Supervisor
Working Agreement
2022-2023

This AGREEMENT made as of the date hereinafter set forth by and between the UNION CITY COMMUNITY SCHOOLS acting by and through its Board of Education, hereinafter called the "Board" and Brian Belanger, Bus Mechanic / Assistant Transportation Supervisor, hereinafter called the "bus mechanic".

WITNESSETH:

I. QUALIFICATIONS:

The bus mechanic will demonstrate that he possesses sufficient credentials required by the State of Michigan and the job description to qualify for this position.

II. AGREEMENT PERIOD:

A. This Agreement shall begin on April 18, 2022 and shall continue in effect through June 30, 2023.

1. This Agreement will be reviewed annually.

B. The work year shall be fifty-two (52) weeks.

C. The scheduled work week shall be 40 hours and shall start on Monday.

1. Daily and weekly work schedules will be maintained as uniformly as possible.

2. The normal workday when school is in session will be a split schedule of 5:00am to 10:00am and 1:00pm to 4:00pm.

3. The bus mechanic shall be entitled to two fifteen (15) minute rest periods per day.

4. When school is not in session, the work day will be 8 hours as determined by the transportation supervisor or superintendent.
- D. On “delay” or “inclement weather” days the bus mechanic shall report at the regularly scheduled time and work the normal scheduled hours.

III. CONDITIONS OF EMPLOYMENT:

A. The bus mechanic shall:

1. Be employed to perform such professional duties as outlined in the policies of the Board of Education and the District job description or as assigned from time to time by the Superintendent.
2. Faithfully perform the duties of the position to which assigned, to comply with all applicable statutes, to obey the rules and regulations of the Board, and to diligently carry out its educational programs and policies.
3. Maintain a CDL license and State mechanic’s license.
 - a. The Board shall pay all costs incurred for the licenses.
4. Meet any applicable State requirements and/or certification.

IV. LENGTH OF AGREEMENT:

- A. CONTRACT EXTENSION - At the April Board of Education Meeting, the Board shall, at the time of the annual evaluation, determine whether to extend the term of the contract for an additional year.
- B. EARLY TERMINATION - This Agreement may be terminated prior to the expiration date if the bus mechanic shall:
1. Fail to possess or continue to possess any qualifications required by law.

2. Be convicted of a felony or of a crime involving moral turpitude.
3. Resign on the giving of sixty (60) days written notice, or such other period as shall be mutually agreeable.
4. Materially breach the terms of this Agreement.
5. Be unable to perform the duties of his position by reason of disability for a period of one hundred eighty (180) days.
6. Die
7. Be determined by the Board that for good and just cause, the best interests of the District would be served by early termination.
 - a. No discharge shall be effective until written notice has been served upon the bus mechanic and he shall have an opportunity for a fair hearing before the Board.
 - b. Said hearing shall be public or in closed session at the option of the bus mechanic.
 - c. The bus mechanic may have legal counsel at his own expense present at the hearing.
 - d. If this Agreement is terminated early due to discharge, compensation and benefits will continue until a termination package is negotiated and agreed upon by both parties.

V. COMPENSATION:

- A. The bus mechanic shall be compensated for services performed as may be authorized by the Board. The salary shall be paid in twenty-six (26) substantially equal installments.

- B. If the bus mechanic works overtime, he will be compensated at the rate of one- and one-half times his regular rate of pay. Overtime hours must be approved by the transportation supervisor or superintendent.
- C. If the bus mechanic chooses to drive bus for an extra trip, such as a field trip or athletic trip, he shall be compensated at the same rate as that for extra trips in the bus drivers contract.
- D. The Michigan Public School Employees Retirement shall be paid by the Board.

VI. INSURANCE:

The Board shall provide the bus mechanic with the following insurance programs:

- A. HEALTH CARE INSURANCE - a comprehensive, semiprivate health care insurance program will be provided for the bus mechanic and his eligible family.
 - 1. The Board shall have the exclusive right to select and hold the policy of the insurance carrier.
 - 2. The employee's premium obligation for the insurance plan specified in this Article shall be determined by the limitations established by the Publicly Funded Health Insurance Contribution Act, MCL 15.561 et seq. Part time employees' premium obligation will be prorated per the participant's work schedule. All insurance premium obligation will be payroll deducted. All payments by the District for insurance coverage shall be paid directly to the appropriate carrier.
- B. ANNUITY OPTION - If the employee waives health insurance coverage with proof of health insurance elsewhere, he may elect to receive, in addition to the dental, vision and life insurance benefits described above, a cash stipend of \$240 each pay per contract year. This dollar amount may, at the election of the employee, be applied toward any

insurance carrier options chosen by the employee and offered by the Board or may be received as a cash option under the terms of the Union City Community Schools Cafeteria Plan.

If the employee elects to receive this cash option, he may also separately direct this dollar amount to a tax-deferred annuity Section 403b of the Internal Revenue Code offered by the Board as a voluntary and elective contribution made through salary reduction.

- C. DENTAL CARE INSURANCE - Dental care insurance will be provided for the bus mechanic and his eligible family.
- D. VISION INSURANCE - A basic vision insurance plan will be provided for the bus mechanic and his eligible family.
- E. LIFE INSURANCE - A total of \$10,000 term life insurance will be provided for the bus mechanic.

VII. COMPENSATED LEAVE:

- A. The bus mechanic shall receive one (1) sick leave day per month worked accumulating up to twelve (12) days per contract year.
 - 1. Sick leave days may be accumulated to ninety (90) days.
- B. A doctor's excuse may be required by the Superintendent to verify illness.
- C. Up to three (3) days, without loss of pay, may be granted upon the death of a spouse, child, parent, grandparent, grandchild, or brother or sister of the bus mechanic or his spouse.
 - 1. The Superintendent may grant additional time deducted from sick leave days upon request.
- D. Upon retirement if the bus mechanic has completed a minimum of ten (10) years of continuous service with the Union City Community Schools, he shall be compensated at the rate of twenty-five (\$25)

dollars per day for unused sick leave days, accumulated up to ninety (90) days.

VIII. PERSONAL BUSINESS LEAVE:

The bus mechanic shall be granted two (2) non-accumulative personal business leave days each year to be used only for legitimate business, professional or personal obligations which cannot be scheduled outside of the regular work hours.

- A. Such leave shall not be used for seeking employment, rendering services, religious purposes, or for recreational purposes.
- B. The bus mechanic is required to state the reason on the request form.
- C. The request form shall be submitted at least three (3) days in advance, except in an emergency, to the Superintendent.
- D. A personal business leave day may not precede or follow a vacation or holiday.

IX. LONGEVITY:

The bus mechanic will be eligible for longevity compensation for continuous service with the District based on the following schedule:

After 10 years	\$125.00
15 years	\$175.00
20 years	\$225.00

- A. The longevity compensation will be paid to the employee on the first pay period in December.

X. HOLIDAYS:

- A. The bus mechanic will be entitled to the following eleven (11) holidays:

Fourth of July	Christmas Day
Friday before Labor Day	New Year's Day

Labor Day	Two (2) floating days during winter break
Thanksgiving Day	Good Friday
Day after Thanksgiving	Memorial Day

B. When the scheduled holiday falls on a Saturday or Sunday, the bus mechanic shall receive an additional day of vacation; the Friday before or the Monday following the holiday with the approval of the Superintendent.

XI. VACATION:

The bus mechanic shall, as of June 30, of the new year, be entitled to receive vacation and vacation pay as follows:

One (1) to four (4) years of service	10 days
Five (5) to fourteen (14) years of service	15 days
Fifteen (15) or more years of service	20 days

- A. Vacation earned during any given year must be taken by June 30, following the completed fiscal year.
- B. Vacation pay will be paid on the regular payday for the period which the bus mechanic is on vacation.
- C. All vacation days shall be scheduled at least two weeks in advance with the Superintendent and shall be coordinated with the vacation days of the Transportation Supervisor.

XII. UNIFORMS:

- A. The bus mechanic will be furnished with rental uniforms (shirts/pants).
 - 1. The cost of the uniform rental shall be approved by the Superintendent.

XIII. EVALUATION:

A. The bus mechanic shall formally be evaluated by the Transportation Supervisor.

1. The bus mechanic will receive a written copy of the evaluation.

B. If the bus mechanic has been found deficient through the evaluation process, an action plan may be created by the Superintendent with input from the bus mechanic. The action plan may include remedies to the deficiency, timelines and methods/indicators that will be used to evaluate the effectiveness of the action plan.

XIV. MILEAGE ALLOWANCE:

The Board shall reimburse the bus mechanic at the per mile rate established by the Internal Revenue Service for use of his vehicle (outside of Union City) in conducting business associated with his position.

A. The bus mechanic shall submit a monthly mileage reimbursement request to the Business Office.

XV. PROFESSIONAL DEVELOPMENT:

The bus mechanic, at District expense, shall be permitted to attend instate classes, conferences and workshops which are related to his professional responsibilities and approved by the Superintendent.

XVI. CONTRACT INTERPRETATION:

If, during the term of this Agreement, any provision is found by a court of competent jurisdiction to be illegal, unenforceable, or void, the remainder of this Agreement shall continue in full force and effect.

This Agreement and any subsequent agreement shall not conflict with the laws, policies, or administrative guidelines as mandated by the State of Michigan.

Bus Mechanic/Assistant Transportation Supervisor Wages:

2022 - 2023

\$24.25 per hour

This AGREEMENT shall be in effect until June 30, 2023.

IN WITNESS WHEREOF, the parties hereto have affixed their hands and seals:

Bus Mechanic:

Brian Belanger

Brian Belanger

4-18-2022

Date

For the Board:

President - Amber Herman

Superintendent - Chris Katz

Date

