

**BUCHANAN COMMUNITY SCHOOLS, BERRIEN COUNTY, MICHIGAN**

**DECEMBER 19, 2022**

**REGULAR MEETING**

**BUCHANAN HIGH SCHOOL**

**CALL TO ORDER**

**PRESIDENT:** Dr. Burnett opened the meeting at 6:00pm

**PLEDGE OF ALLEGIANCE**

Dr. Burnett led the Pledge of Allegiance.

**ROLL CALL**

**PRESENT:** C. Lee, K. Berry, C. Carlson, K. Laesch, S. Carlin, R. Writer, and H. Burnett

**ABSENT:** None

**OTHERS PRESENT:** Superintendent Patricia Robinson, Phil Place, Carrie Brunsting, Mark Kurland, Michelle Munyon, Mark Frey, Shelby Beasley, Ryan Frontczak, Tammy Holmer, Sondra Staggs, Michelle Horvath, Kristine Rettig

**ADOPTION OF AGENDA**

MOTION by **C. Carlson**, SECONDED BY Member **R. Writer** the agenda for the board meeting of December 19, 2022 be adopted as written.

ROLL CALL VOTE: C. Lee, K. Berry, C. Carlson, K. Laesch, S. Carlin, R. Writer, and H. Burnett

NAYS: None **MOTION ADOPTED**

**RECOGNITION OF VISITORS**

Dr. Burnett and Mrs. Robinson welcomed all.

J. Pecoraro

**POINTS OF PRIDE**

Buck Staff Recognition December Winner: Michelle Horvath, Moccasin 3<sup>rd</sup> Grade Teacher. Mrs. Laesch recognized Mrs. Horvath as this month's winner.

Nominees included:

- Brenda Hemphill, Moccasin 4th Grade Teacher
- Dale Groves, BMS 5th Grade Teacher
- Donna Southwell, BHS Interventionist
- Holly Martin, BHS Special Education Teacher
- Jacquie Coffel, Moccasin Lunchroom & KidKare Aide
- Jennifer Shumaker, BHS Paraprofessional
- Josh Wegener, BHS Social Studies Teacher
- Lindsay Harroff, Moccasin 2nd Grade Teacher
- Lisa Eliason, Enviroclean Custodian
- Marilyn Harmon, Moccasin Paraprofessional
- Rebekah Marschke, Moccasin 4th Grade Teacher
- Ryan Frontczak, BMS Dean of Students & Assistant Athletic Coordinator

School Board Member Recognition, Chris Lee 2016-2022 – The Board honored Mr. Lee for his service to Buchanan Community Schools.

**SUPERINTENDENT/  
DEPARTMENT REPORTS**

Updates for BHS & CTE, BMS, Moccasin, Ottawa, Athletics & BVA, Business Office, Food Service, Information Technology, Transportation, and Assistant Superintendent

**PRESENTATIONS**

School Highlight – Mr. Mark Frey, Buchanan High School Assistant Principal and CTE Director shared with the board the exciting things happening with CTE.

**INFORMATION/REPORTS & NEW BUSINESS**

Superintendent & Buck Parent Conversations, November 29<sup>th</sup> Meeting – Mrs. Robinson confirmed these are open meetings for the community or parents to come ask questions and have an open dialogue with her.

BHS Student Council, November 30<sup>th</sup> Meeting – Mrs. Robinson met with the BHS student council and discussed the bond.

Parent Advisory Committee, November 30<sup>th</sup> Meeting – Mrs. Robinson shared they touched on a lot of different topics, the bond, safety and security, elementary Spanish club, curriculum and programming as well as ADA compliance issues.

Moccasin & BHS Bond Feedback, December 5<sup>th</sup> & 6<sup>th</sup> Meetings – Mrs. Robinson informed the board these were casual meetings for staff to come share their thoughts or concerns about the bond with her.

Human Resources Committee, December 7<sup>th</sup> Meeting – Mrs. Berry updated the board they spoke of a wage opener with the paraprofessional group, retirement, new hires, potential new hires, and open positions.




Facilities Planning Committee, December 13<sup>th</sup> Meeting – Mr. Carlson shared they spoke of bus drivers taking the buses home, our sinking fund, ADA compliance issues at Moccasin, BMS parking lot, BHS family restroom, and air conditioning.

**PUBLIC COMMENT**

None

**ADOPTION OF CONSENT AGENDA**

MOTION by **R. Writer**, SECONDED BY Member **C. Lee**, the Board of Education approves the consent agenda for the regular board meeting of December 19<sup>th</sup>, 2022 be adopted as written:

- 1. Minutes:
  -  11-21-2022 Regular Meeting
- 2. Warrants:
  -  Treasury & Expenditure Reports – November 2022
- 3. Retirement:
  -  Wendy Murphy – Ottawa Literacy Coach, 32 years of service
- 4. Recommendations to Hire as submitted by:
  - Ottawa Elementary Principal, Mrs. Stacey Denison

Recommended Employee	Title
Lucie Behrle	Ottawa Paraprofessional (temporary position)

- 5. Coaching Recommendation for Spring 2022-23 submitted by Athletic Coordinator, Mr. Reid McBeth:


Coach	Position	Class/Level	Step
David Sokolowski	Varsity Baseball Coach	2	1

ROLL CALL VOTE: C. Lee, K. Berry, C. Carlson, K. Laesch, S. Carlin, R. Writer, and H. Burnett

NAYS: None **MOTION ADOPTED**

**BUCHANAN VIRTUAL  
ACADEMY GRADUATION  
CERTIFICATION**

MOTION by **K. Laesch**, SECONDED BY Member **R. Writer**, upon satisfactory completion of district requirements for high school graduation, the Board of Education hereby approves:

Buchanan Virtual Academy Student:  
 Monique Bevier

ROLL CALL VOTE: C. Lee, K. Berry, C. Carlson, K. Laesch, S. Carlin, R. Writer, and H. Burnett

NAYS: None **MOTION ADOPTED**

**SUPPORT STAFF LEAVE OF  
ABSENCE – AMBER  
BREDEN**

MOTION by **C. Carlson**, SECONDED BY Member **K. Berry**, the Buchanan Board of Education grants an unpaid leave of absence to Amber Breden, Moccasin Media Assistant, from December 14<sup>th</sup> through December 23, 2022 to celebrate her wedding and honeymoon in accordance with board policy 4430.

ROLL CALL VOTE: C. Lee, K. Berry, C. Carlson, K. Laesch, S. Carlin, R. Writer, and H. Burnett

NAYS: None **MOTION ADOPTED**

**SUPPORT STAFF LEAVE OF  
ABSENCE – SOPHIA  
WILLIAMS**

MOTION by **K. Berry**, SECONDED BY Member **C. Carlson**, the Buchanan Board of Education grants an unpaid leave of absence to Sophia Williams, Operations Utility Staff Coordinator, from December 21, 2022 through January 4, 2023 to celebrate her daughter's wedding in Jamacia.

ROLL CALL VOTE: C. Lee, K. Berry, C. Carlson, K. Laesch, S. Carlin, R. Writer, and H. Burnett

NAYS: None **MOTION ADOPTED**

**SUMMER TAX  
RESOLUTION**

MOTION by **C. Lee**, SECONDED BY Member **C. Carlson**, the Buchanan Board of Education adopts the following resolution:

**WHEREAS**, this Board previously adopted a resolution to impose a summer tax levy to collect 100% of annual school property taxes, including debt service, upon property located within the District and continuing from year-to-year until specifically revoked by the Board.

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

1. The Board, pursuant to 1976 PA 451, as amended (the Revised School Code), invokes for 2023 its previously adopted ongoing resolution imposing a summer tax levy of all of annual school property taxes, including debt service, upon property located within the District and continuing from year-to-year until specifically revoked by the Board and requests that each city and/or township in which the District is located collect those summer taxes.

2. The Superintendent or designee is authorized and directed to forward to the governing body of each city and/or township in which the District is located a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that each such city and/or township agree to collect the summer tax levy for 2023 in the amount specified in this resolution. Such forwarding of the resolutions and the request to collect the

summer tax levy shall be performed so that they are received by the appropriate governing bodies before January 1, 2023.

3. Pursuant to and in accordance with Section 1613(1) of the Revised School Code, the Superintendent or designee is authorized and directed to negotiate on behalf of the District with the governing body of each city and/or township in which the District is located for the reasonable expenses for collection of the District's summer tax levy that the city and/or township may bill under MCL 380.1611 or MCL 380.1612. Any such proposed agreement shall be brought before this Board for its approval or disapproval.

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

ROLL CALL VOTE: C. Lee, K. Berry, C. Carlson, K. Laesch, S. Carlin, R. Writer, and H. Burnett

NAYS: None **MOTION ADOPTED**

**BEA LETTER OF AGREEMENT – MELISSA LYON**

MOTION by **C. Carlson**, SECONDED BY Member **K. Laesch**, the Buchanan Community Schools Board of Education approves the attached letter of agreement with the Buchanan Education Association for Melissa Lyon.




Letter of Agreement Between the  
Buchanan -5C Education Association, MEA/NEA, and the  
Buchanan Community Schools Board of Education

*Stipend for Additional Hours – Special Education Teacher Melissa Lyon*

In consideration of their mutual covenants reflected in this Agreement, the Buchanan-5C Education Association, MEA/NEA (the Association) and the Buchanan Community Schools Board of Education (the Board), agree as follows:

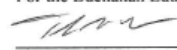
1. Due to the challenges in filling certain special education positions, Buchanan Special Education Teacher Melissa Lyon has accumulated additional work hours outside of the regular school day during the 2022-23 school year.
2. While the parties acknowledge that all professional staff have work responsibilities that may extend beyond the regular school work day, the additional hours worked by Ms. Lyon are significant.
3. Effective October 28, 2022, the District will pay Ms. Lyon an additional stipend of \$5,000 for each semester for the 2022-2023 school year pro-rated for the number of days of responsibility.
4. This stipend payment is made through payroll on a lump-sum basis, less applicable withholdings, at the end of each semester.
5. The need for additional hours is temporary and will end, whichever is first, after the official start date of the new Special Education Teacher or when additional time is no longer warranted as mutually agreed by Ms. Lyon and the Superintendent. The stipend for that semester will then be pro-rated as needed based on the number of days worked.
6. This Agreement is not intended to set a precedent and in no way modifies any other provision of the parties' collective bargaining agreement.
7. This Agreement expires on June 30, 2023.

For the Board of Education

  
Patricia Robinson,  
Superintendent

December 13, 2022

For the Buchanan Education Association

  
Tom Brinks  
President

December 13, 2022

ROLL CALL VOTE: C. Lee, K. Berry, C. Carlson, K. Laesch, S. Carlin, R. Writer, and H. Burnett

NAYS: None **MOTION ADOPTED**

**BEA LETTER OF AGREEMENT – RECLASSIFICATION OF SCHEDULE C ADVISORS**

MOTION by **R. Writer**, SECONDED BY Member **K. Berry**, the Buchanan Community Schools Board of Education approves the attached letter of agreement with the Buchanan Education Association for the reclassification of Schedule C Advisors.



**Letter of Agreement Between the Buchanan -5C Education Association, MEA/NEA, and the Buchanan Community Schools Board of Education**

*Reclassification of Schedule C Advisors*

In consideration of their mutual covenants reflected in this Agreement, the Buchanan-5C Education Association, MEA/NEA (the Association) and the Buchanan Community Schools Board of Education (the Board), agree as follows:

Due to the scope of responsibilities associated with advisor positions:

1. HS Spirit Team Advisor is added to Class 6.
2. Junior Class Advisor in Class 7 is renamed Prom Committee Advisor.
3. Junior Class Advisor position is moved to the "other" section as a \$200 stipend to align with the 9th and 10th grade sponsors.

**SCHEDULE C**

**Extracurricular**

**Salary Classification Proposal**

**No longer tied to Teacher Salary Scale.**

**No longer tied to MHSAA Cap Classes beyond the the MHSAA required Cap 1 Steps granted annually on Extra-curricular Schedule unless otherwise negotiated.**

<p><b>Class 1</b> Basketball – Boys Varsity Basketball – Girls Varsity Football – Varsity Volleyball</p>	<p><b>Class 5</b> Baseball - JV Softball - JV Volleyball – JV Wrestling – Varsity Assistant Track – Varsity Assistant</p>
<p><b>Class 2</b> Baseball – Varsity Softball - Varsity Soccer – Boys Varsity Soccer – Girls Varsity Track – Boys Varsity Track – Girls Varsity Wrestling – Varsity *Band</p>	<p><b>Class 6</b> Basketball – Girls Freshman Soccer – Boys JV Soccer – Girls JV Sideline Cheer - Varsity *HS Yearbook *HS Student Council Advisor *HS Spirit Team Advisor</p>
<p>*Drama</p> <p><b>Class 3</b> Competition Cheer – Varsity Cross County – Varsity Golf – Boys Varsity Tennis – Boys Varsity Tennis – Girls Varsity</p>	<p><b>Class 7</b> Middle School Coaches *Close-up (paid when trip is during spring break) *Senior Class Advisor *Prom Committee Advisor</p>
<p><b>Class 4</b> Basketball – Boys JV/Varsity Assistant Basketball – Girls JV/Varsity Assistant Football – Varsity Assistant #1 Football – Varsity Assistant #2 Football – JV/Varsity Assistant</p>	<p><b>Class 8</b> Middle School Chorus *Approved Club/Activity (HS/MS/Elementary)</p>
<p>*These positions do not need the MHSSA Certification to move on the salary scale. * MHSSA certification classes that are required to move up a step will be paid for by administration.</p>	

Years Exp.	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8
1-2 Steps MHSSA Certification not required	\$6,000	\$4000	\$3500	\$2750	\$2250	\$2000	\$1500	\$1000
3-4 Steps + Level 1 MHSAA Certification	\$6500	\$4375	\$3850	\$3075	\$2550	\$2250	\$1750	\$1200
5-6 Steps + Level 1 MHSAA Certification	\$7000	\$4750	\$4200	\$3400	\$2850	\$2500	\$2000	\$1400
7-8 Steps + Level 1 MHSAA Certification	\$7500	\$5125	\$4550	\$3725	\$3150	\$2750	\$2250	\$1600
9 + Steps + Level 1 MHSAA Certification	\$8000	\$5500	\$4900	\$4050	\$3450	\$3000	\$2500	\$1800

**SCHEDULE C**

**Extracurricular Salary Classification Proposal (Continued)**

No longer tied to Teacher Salary Scale.

No longer tied to MHSAA Cap Classes beyond the the MHSAA required Cap 1  
Steps granted annually on Extra-curricular Schedule unless otherwise negotiated.

**Elementary Positions**

Outdoor Education Participation –\$50.00 per session  
(Paid only in event the day is sufficiently extended)

Outdoor Education Coordinator - \$200.00  
(No more than two)

**Other**

Athletic Event Duty	\$20.00 for Varsity Sports \$15.00 for Junior Varsity and Middle School Sports
Divisional Chair	\$ 50.00 per teacher each division
9 <sup>th</sup> Grade sponsor	\$200.00
10 <sup>th</sup> Grade Sponsor	\$200.00
11th Grade Sponsor	\$200.00

Decisions made by the committee neither open the Master Agreement, nor diminish the Board's Management Rights in Article 2. These projections are subject to change based on the number of seasonal participants.

This Agreement expires at the end of the contract, June 30, 2024 and at that time may be negotiated into the contract.

For the Board of Education



Patricia Robinson,  
Superintendent

December 13, 2022

For the Buchanan Education Association



Tom Brinks,  
President

December 13, 2022

ROLL CALL VOTE: C. Lee, K. Berry, K. Laesch, S. Carlin, R. Writer, and  
H. Burnett

NAYS: None ABSTAINED: C. Carlson **MOTION ADOPTED**

**BEA LETTER OF  
AGREEMENT – REMOVAL  
OF SCHEDULE C**

MOTION by **C. Carlson**, SECONDED BY Member **R. Writer**, the Buchanan Community Schools Board of Education approves the attached letter of agreement with the Buchanan Education Association for the removal of Schedule C Language.



Letter of Agreement Between the Buchanan -5C Education Association, MEA/NEA, and the Buchanan Community Schools Board of Education

Removal of Schedule C

In consideration of their mutual covenants reflected in this Agreement, the Buchanan-5C Education Association, MEA/NEA (the Association) and the Buchanan Community Schools Board of Education (the Board), agree as follows:

- 1. Rationale: Due to the extra-curricular schedule maintaining significant consistency each year the association is willing to forgo their review.
2. Effective Dates: October 4, 2022 - June 30, 2024.
3. Current Language: By June 15 of each year, the Superintendent and Leadership Team (including one principal for each building and Athletic Director) shall meet with the Association Team (President or designee and one representative from each building) to confirm the extracurricular positions budgeted and assigned for the ensuing fiscal/academic year.
4. The current language will be removed from the Agreement.
5. This Agreement is not intended to set a precedent and in no way modifies any other provision of the parties' collective bargaining agreement.
6. This Agreement expires on June 30, 2024.

For the Board of Education
Patricia Robinson, Superintendent

For the Buchanan Education Association
Tom Brinks, President

December 13, 2022

December 13, 2022

ROLL CALL VOTE: C. Lee, K. Berry, C. Carlson, K. Laesch, S. Carlin, R. Writer, and H. Burnett

NAYS: None MOTION ADOPTED

TRANSPORTATION LETTER OF AGREEMENT – HOUSING OF BUSES

MOTION by C. Carlson, SECONDED BY Member K. Laesch, the Buchanan Community Schools Board of Education approves the attached letter of agreement with the Buchanan Community Schools Transportation Association for the housing of buses.

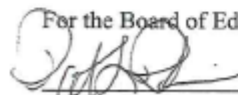




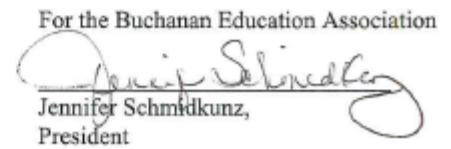
Letter of Agreement Between the  
BUCHANAN COMMUNITY SCHOOLS TRANSPORTATION ASSOCIATION  
and the  
Buchanan Community Schools Board of Education

In consideration of their mutual covenants reflected in this Agreement, the Buchanan Community Schools Transportation Association and the Buchanan Community Schools Board of Education (the Board), agree as follows:

1. To change the Housing Buses to better accommodate the department and school district.
  - a. B9. Working Conditions
    - C. Housing Buses: Drivers who live in the district and have adequate space may take their buses home with the transportation director's approval. Drivers who live outside the district will park their buses at the bus facilities.
2. This Agreement is not intended to set a precedent and in no way modifies any other provision of the parties' collective bargaining agreement.
3. This Agreement expires on June 30, 2024 with the option to set a new expiration date if both parties are in agreement. The District Administration and/or Board of Education has the right to revoke this LOA if needed.

For the Board of Education  
  
Patricia Robinson,  
Superintendent

December 14, 2022

For the Buchanan Education Association  
  
Jennifer Schmidkunz,  
President

December 14, 2022

ROLL CALL VOTE: C. Lee, K. Berry, C. Carlson, K. Laesch, S. Carlin, R. Writer, and H. Burnett

NAYS: None **MOTION ADOPTED**

**CLOSED SESSION –  
STUDENT DISCIPLINE  
HEARINGS &  
SUPERINTENDENT  
EVALUATION**

MOTION by **K. Berry**, SECONDED BY Member **R. Writer**, the Buchanan Board of Education moves into closed session for a hearing on student discipline, Student #0002939048 and Student #4897524985, as well as to conduct the Superintendent's evaluation. Time: 6:35pm

ROLL CALL VOTE: C. Lee, K. Berry, C. Carlson, K. Laesch, S. Carlin, R. Writer, and H. Burnett

NAYS: None **MOTION ADOPTED**

**RETURN TO OPEN SESSION**

MOTION by **R. Writer**, SECONDED BY Member **C. Lee**, the Buchanan Board of Education resolves to return to open session. Time: 9:15pm

ROLL CALL VOTE: C. Lee, K. Berry, C. Carlson, K. Laesch, S. Carlin, R. Writer, and H. Burnett

NAYS: None **MOTION ADOPTED**



**STUDENT DISCIPLINE –  
EXPULSION HEARING**

MOTION by **H. Burnett**, SECONDED BY Member **K. Berry**, the Buchanan Board of Education holds the expulsion hearing in abeyance and student #0002939048 continues on suspension until the student procedural question is addressed.

ROLL CALL VOTE: C. Lee, K. Berry, C. Carlson, K. Laesch, S. Carlin, R. Writer, and H. Burnett

NAYS: None **MOTION ADOPTED**

**STUDENT DISCIPLINE –  
EXPULSION HEARING**

MOTION by **H. Burnett**, SECONDED BY Member **R. Writer**, the Buchanan Board of Education holds the expulsion hearing in abeyance regarding student #4897524985 returning the title IX proceedings back for further addressing.

ROLL CALL VOTE: C. Lee, K. Berry, C. Carlson, K. Laesch, S. Carlin, R. Writer, and H. Burnett

NAYS: None **MOTION ADOPTED**

**SUPERINTENDENT  
EVALUATION**

MOTION by **K. Berry**, SECONDED BY Member **R. Writer**, the Buchanan Board of Education adopts the completed year-end evaluation for Superintendent, Mrs. Patricia Robinson.

ROLL CALL VOTE: C. Lee, K. Berry, C. Carlson, K. Laesch, S. Carlin, R. Writer, and H. Burnett

NAYS: None **MOTION ADOPTED**

**QUESTIONS & COMMENTS  
FROM BOARD MEMBERS**

Board members wished everyone a happy holidays and thanked Mr. Lee for his service on the board.

Mrs. Berry congratulated Wendy Murphy on her retirement.

Dr. Carlin reiterated that we are lucky to have Mrs. Robinson.

**NEXT BOARD MEETING**

Monday, January 9<sup>th</sup> at 6pm.

**ADJOURNMENT**

9:20 pm