

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

**AUGUST 21, 2023**

**REGULAR MEETING**

**BUCHANAN HIGH SCHOOL**

**CALL TO ORDER**

**PRESIDENT:** Dr. Burnett opened the meeting at 6:01pm

**PLEDGE OF ALLEGIANCE**

Dr. Burnett led the Pledge of Allegiance.

**ROLL CALL**

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

**ABSENT:** K. Laesch

**OTHERS PRESENT:** Superintendent Robinson, Mark Kurland, Carrie Brunsting, Michelle Munyon

**ADOPTION OF AGENDA**

MOTION by **C. Carlson**, SECONDED BY Member **R. Writer**, the agenda for the board meeting of August 21, 2023 be adopted as written.

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

NAYS: None **MOTION ADOPTED**

**RECOGNITION OF VISITORS**

Dr. Burnett & Mrs. Robinson welcomed all.

**POINTS OF PRIDE**

Mrs. Robinson spoke of the staff welcome back and celebrating Karin Falkenstein's 50 years of service with Buchanan Community Schools. She also spoke of the county superintendent's goals, back to school bash and school open houses.

**PRESENTATIONS**

None

**INFORMATION/REPORTS & NEW BUSINESS**

Human Resources Committee, August 2nd Meeting



Curriculum & Programming Committee, August 10<sup>th</sup> Meeting

**PUBLIC COMMENT**

None

**ADOPTION OF CONSENT AGENDA**

MOTION by **J. Brackett**, SECONDED BY Member **R. Writer**, the Board of Education approves the consent agenda for the regular board meeting of August 21, 2023 be adopted as written:

1. Minutes:  
 7-17-2023 Regular Meeting
2. Warrants:  
 Treasury & Expenditure Reports – July 2023
3. Recommendations to Hire as submitted for:

<b>Recommended Employee</b>	<b>Title</b>
Amy Cowart	1 <sup>st</sup> Grade Teacher
Katie Persak	BMS/BHS Choir Director
Ali Kyles	Elementary Behavioral Specialist
Brian Bennett	BHS Science Teacher
Christina Stackman	Interventionist, Ottawa
Jesse Layne	CTE - CISCO Instructor

Bryant House	Operations Utility Staff
Felicia Mack	Operations Utility Staff
Marie Smreczak	Operations Utility Staff

4. Coaching Recommendation for Fall 2023-24 submitted for:

Coach	Position	Class/Level	Step
Iesha Davis	8 <sup>th</sup> Grade Volleyball Coach	7	1
Randy Brooks	Varsity Football Assistant Coach	4	1
Ryan Frontczak	Junior Varsity Football Assistant Coach	8	1
Lisa Holok	Varsity Volleyball Assistant Coach	6	1
Krista Greaves	Varsity Cross Country Assistant Coach	5	1

5. Employment Contracts for 2023-24 School Year:

-  Randy Brooks, Interventionist
-  Miranda Capron, Interventionist
-  Sandra Emerick, Interventionist
-  Ali Kyles, Elementary Behavioral Specialist
-  Karen McGuirt, Interventionist
-  Dottie Prince, Interventionist
-  Donna Southwell, Interventionist
-  Christina Stackman, Interventionist
-  Jody Tittle, Interventionist
-  Donna Trigg, Interventionist
-  Douglas Zundel, Interventionist
-  Ryan Frontczak, Behavioral Interventionist

6. Employment Departures:

Name	Position	Date upon which wages will terminate
Amy Leddy	Paraprofessional (Ottawa)	8-9-2023
Julie Raducha	Spanish Teacher	August 25, 2023 (teaching contract ended June 8, 2023)




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

NAYS: None **MOTION ADOPTED**


**BUCHANAN VIRTUAL  
ACADEMY GRADUATION  
CERTIFICATION**

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

Buchanan Virtual Academy Students:

-  Arianna Elledge
-  Jacqueline Simpson
-  Gregory Villasurda

Buchanan Step Up Student:

-  Paige Davis

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




NAYS: None **MOTION ADOPTED**

**BEA LETTERS OF  
AGREEMENT – SCHEDULE**

MOTION by **K. Berry**, SECONDED by **R. Writer**, the Buchanan Board of Education approves the following attached letters of agreement with the Buchanan

**C, GRIFFIN-MCBETH, HSA CONTRIBUTIONS**

**Education Association:**

-  **Modification of Schedule C**
-  **Addition of Hours and Contract Salary for Kasey Griffin-McBeth**
-  **Modification of Health Savings Account (HSA) Contributions**



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

*Modification of Schedule C*

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

Due to the increased need for the well-being of student athletes and their development, the following positions are added:

1. Cross Country - Varsity Assistant (Class 5)
2. Softball - Varsity Assistant (Class 6)
3. Softball - JV Assistant (Class 8)
4. Baseball - Varsity Assistant (Class 6)
5. Baseball - JV Assistant (Class 8)
6. Men's Basketball - Varsity Assistant (Class 6)
7. Women's Basketball - Varsity Assistant (Class 6)
8. Football - Varsity Assistant (Class 4)
9. Football - JV Assistant (Class 8)
10. Volleyball - Varsity Assistant (Class 6)

**Moved**

Moved JV Volleyball to Class 4 to provide some equity in Class 4

**Language removed:**

**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)

Replaced by : Outdoor Education Advisor \$400.00

**Language Removed:**

**No longer tied to the Teacher Salary Scale**  
**No longer tied to MHSAA Cap Classes beyond the the MHSAA required Cap 1**

**Language Modified:**

Girls and Boys are modified to Men's and Women's

MHSAA changed to \* under the Extracurricular Schedule

Middle School Chorus - added *Does not need MHSAA Certification*

**SCHEDULE C**

**Extracurricular Salary Classification**

**Steps granted annually on Extracurricular Schedule unless otherwise negotiated**

<p><b>Class 1</b> Basketball – Men's Varsity Basketball – Women's Varsity Football – Varsity Volleyball - Varsity</p>	<p><b>Class 5</b> Baseball - JV Softball - JV Wrestling – Varsity Assistant Track – Varsity Assistant Cross Country - Varsity Assistant</p>
<p><b>Class 2</b> Baseball – Varsity Softball - Varsity Soccer – Men's Varsity Soccer – Women's Varsity Track – Men's Varsity Track – Women's Varsity Wrestling – Varsity *Band *Drama</p>	<p><b>Class 6</b> Basketball – Men's Freshman Softball - Varsity Assistant Baseball - Varsity Assistant Basketball - Men's Varsity Assistant Basketball - Women's Varsity Assistant Volleyball - Varsity Assistant Soccer – Men's JV Soccer – Women's JV Sideline Cheer - Varsity *HS Yearbook *HS Student Council Advisor *HS Spirit Team Advisor</p>
<p><b>Class 3</b> Competition Cheer – Varsity Cross County – Varsity Golf – Men's Varsity Tennis – Men's Varsity Tennis – Women's 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 – Men's JV Basketball – Women's JV Volleyball – JV Football – Varsity Assistant #1 Football – Varsity Assistant #2 Football – Varsity Assistant #3 Football – JV/Varsity Assistant</p>	<p><b>Class 8</b> Football - JV Assistant Softball - JV Assistant Baseball - JV Assistant *Middle School Chorus *Approved Club/Activity (HS/MS/Elementary)</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.

**Extracurricular Schedule**

Years Exp.	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8
1-2 Steps	\$6000	\$4000	\$3500	\$2750	\$2250	\$2000	\$1500	\$1000
3-4 Steps	\$6500	\$4375	\$3850	\$3075	\$2550	\$2250	\$1750	\$1200
5-6 Steps	\$7000	\$4750	\$4200	\$3400	\$2850	\$2500	\$2000	\$1400
7-8 Steps	\$7500	\$5125	\$4550	\$3725	\$3150	\$2750	\$2250	\$1600
9 + Steps	\$8000	\$5500	\$4900	\$4050	\$3450	\$3000	\$2500	\$1800


**VARSIITY TEAMS ONLY:** Each head coach of a varsity team hired at any MHSAA member high school (after July 31, 2016) shall have completed either Level 1 or Level 2 of the MHSAA Coaches Advancement Program (CAP).  
[www.mhsaa.com/i-am/coaches/coaches-advancement-program](http://www.mhsaa.com/i-am/coaches/coaches-advancement-program)


**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
9th Grade sponsor	\$200.00
10th Grade Sponsor	\$200.00
11th Grade Sponsor	\$200.00
Outdoor Education Advisor	\$400.00

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

For the Buchanan Education Association  
  
 Tom Brinks,  
 President

August 21, 2023

August 21, 2023




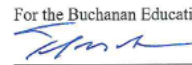
**Letter of Agreement Between the  
 Buchanan -5C Education Association, MEA/NEA, and the  
 Buchanan Community Schools Board of Education**

*Addition of Hours and Contract Salary for Kasey Griffin-McBeth*

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 of a new coaching position, Buchanan Instructional Coach, Kasey Griffin-McBeth, will work an additional ten (10) days outside of the regular school year schedule during the 2023-2024 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 days required of Ms. Griffin-McBeth are significant.
3. Effective September 1, 2023, the District will pay Ms. Griffin-McBeth for an additional 10 days equivalent to the contractual daily rate (\$334.20) for STEP 17 for the 2023-2024 school year. Effectively changing the contract amount for Ms. Griffin-McBeth to \$66,242 for 2023-2024.
4. This contract will be paid through payroll on a bi-weekly basis, less applicable withholdings.
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  
  
 Thomas Brinks  
 President

August 8, 2023

August 3, 2023



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

Modification of Health Savings Account (HSA) Contributions

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 increasing costs of Health Insurance, the District will modify the Health Savings Account contribution for the 2023-2024 school year.
2. Current: Article 18. Insurance Protection. C. The Board shall first contribute, if a Health Savings Account (HSA) is elected, \$1,500 (\$750 for single insurance) bi-annually (January 1st and July 1st) into an individual Health Savings Account (HSA) for each member taking insurance.
3. Added: Article 18. Insurance Protection. C. The board shall first contribute, if a Health Savings Account (HSA) is elected, the member selected amount into an individual Health Savings Account (HSA) in equal, bi-annual, contributions (half on January 1st and the other half on July 1st). The three options for members to choose are \$0 (zero), 1/2 of the chosen plan's deductible, or the full deductible of the chosen plan.
4. This Agreement is not intended to set a precedent and in no way modifies any other provision of the parties' collective bargaining agreement.
5. This Agreement expires on June 30, 2024.

For the Board of Education
Patricia Robinson, Superintendent

For the Buchanan Education Association
Thomas Brinks, President

August 8, 2023

August 3, 2023

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

NAYS: None MOTION ADOPTED

USE OF LOGO – REDBUD HARDWARE

MOTION by J. Brackett, SECONDED by C. Carlson, the Buchanan Board of Education will allow Redbud Hardware Store to use Buchanan Community Schools logos to create items to sell in the store.

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

NAYS: None MOTION ADOPTED

BUCHANAN VIRTUAL ACADEMY COURSE OFFERINGS 2023-2024

MOTION by C. Carlson, SECONDED by J. Brackett, the Buchanan Board of Education approves the courses for the 2023-2024 school year to be offered through Buchanan Virtual Academy as submitted.

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

NAYS: None MOTION ADOPTED

CAREER TECHNICAL EDUCATION (CTE) – RECOMMENDED MICHIGAN MERIT CURRICULUM CREDIT 2023-2024

MOTION by R. Writer, SECONDED by J. Brackett, the Buchanan Board of Education approves the recommendation as submitted by BHS Assistant Principal & CTE Director Mark Frey, to accept the recommended Michigan Merit Curriculum Credits for the listed CTE programs 2023-2024:



- Advanced Auto Culinary
Digital Design / Multimedia Cosmetology
Business Management Administration Sports Medicine
CISCO

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

NAYS: None **MOTION ADOPTED**

**STUDENT HANDBOOK  
UPDATES**

MOTION by **J. Brackett**, SECONDED by **K. Berry**, the Buchanan Board of Education approves the Buchanan Community Schools updated student handbooks for the 2023-2024 school year:

-  Moccasin Elementary
-  Buchanan Middle School

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

NAYS: None **MOTION ADOPTED**

**ATHLETIC HANDBOOK  
UPDATE**

MOTION by **J. Brackett**, SECONDED by **R. Writer**, the Buchanan Board of Education approves the Buchanan Community Schools updated athletic handbook for the 2023-2024 school year.

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

NAYS: None **MOTION ADOPTED**

**AMENDED BAND TRIP  
PROPOSAL TO UNIVERSAL  
STUDIOS & DISNEY WORLD**


MOTION by **H. Burnett**, SECONDED by **R. Writer**, the Buchanan Board of Education approves the amended band trip to Universal Studios and Disney World in Florida from March 30, 2025 returning April 4, 2025 in accordance with board policy #2340, under the supervision of Band Director Marc Hartman and Jordan Lynch.

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

NAYS: None **MOTION ADOPTED**

**BMS COURSE ADDITION**

MOTION by **R. Writer**, SECONDED by **J. Brackett**, the Buchanan Board of Education approves the following course to be added to the course guide for Buchanan Middle School:

-  STEM Course (Science, Technology, Engineering, and Math)

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

NAYS: None **MOTION ADOPTED**

**CLOSED SESSION –  
STUDENT DISCIPLINE  
HEARINGS, COMPLAINT  
AGAINST AN EMPLOYEE &  
ATTORNEY-CLIENT**

MOTION by **C. Carlson**, SECONDED by **J. Brackett**, the Buchanan Board of Education moves into closed session per section 8(b) of the Open Meetings Act to conduct student discipline hearings for student #7300997342 and student #2397281507, section 8(a) to hear a complaint brought against an employee, and section 8(h) to discuss an attorney-client privilege written opinion from legal counsel. Time 6:27pm

**PRIVILEGE WRITTEN  
OPINION**

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

NAYS: None **MOTION ADOPTED**

**RETURN TO OPEN SESSION**

MOTION by **J. Brackett**, SECONDED by **R. Writer**, the Buchanan Board of Education resolves to return to open session. Time 7:32pm

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

NAYS: None **MOTION ADOPTED**

**STUDENT REINSTATEMENT  
#2397281507**

MOTION by **R. Writer**, SECONDED by **C. Carlson**, the Buchanan Board of Education approves the recommendation to reinstate student #2397281507 effective immediately for the first semester of the 2023-2024 school year.

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

NAYS: None **MOTION ADOPTED**

**STUDENT REINSTATEMENT  
#7300997342**

MOTION by **J. Brackett**, SECONDED by **K. Berry**, the Buchanan Board of Education approves the recommendation to reinstate student #7300997342 effective immediately for the first semester of the 2023-2024 school year.

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

NAYS: None **MOTION ADOPTED**

**EMPLOYEE FORMAL  
COMPLAINT HEARING  
RESOLUTION**

MOTION by **H. Burnett**, SECONDED by **R. Writer**, Pursuant to Policy 9130, the Buchanan Board of Education has reviewed the complaint and related documents, and has also conducted a closed session hearing for this complaint. After careful consideration of all this information, the Board upholds the complaint determination of the Athletic Director and appeal decision of the Superintendent.

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

NAYS: None **MOTION ADOPTED**

**QUESTIONS & COMMENTS  
FROM BOARD MEMBERS**

Board Members spoke.

**NEXT BOARD MEETING**

Monday, September 18, 2023 at 6:00pm

**ADJOURNMENT**

7:38 pm