BUCHANAN COMMUNITY SCHOOLS, BERRIEN COUNTY, MICHIGAN

JANUARY 16, 2024 REGULAR MEETING BUCHANAN HIGH SCHOOL

CALL TO ORDER PRESIDENT: Dr. Burnett opened the meeting at 6:04pm

PLEDGE OF ALLEGIANCE Dr. Burnett led the Pledge of Allegiance.

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

Burnett

ABSENT: None

OTHERS PRESENT: Superintendent Robinson, Mark Kurland, Phil Place, Brian

Brown, Michelle Munyon, Shelby Beasley

ADOPTION OF AGENDA MOTION by J. Brackett, SECONDED BY Member C. Carlson, the agenda for the

board meeting of January 16, 2024 be adopted as written.

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

H. Burnett

NAYS: None MOTION ADOPTED

RECOGNITION OF VISITORS Dr. Burnett & Mrs. Robinson welcomed all.

POINTS OF PRIDEBuchanan Bands receives an \$8,400 grant from the Berrien Community Foundation

which will be used for marching band percussion equipment including new drums,

stands, carriers and covers.

School Board Recognition Month

SUPERINTENDENT/

DEPARTMENT REPORTS

Updates for BHS & CTE, BMS, Moccasin, Ottawa, Athletics & BVA, Business Office,

Food Service, Information Technology, Transportation, and Operations &

Instructional Systems were provided respectively.

Mrs. Robinson will be sharing the sinking fun and operating millage videos soon.

PRESENTATIONS School Highlight – Mrs. Shelby Beasley, Buchanan Middle Schools Principal,

presented to the board.

INFORMATION/REPORTS &

NEW BUSINESS

None

PUBLIC COMMENT None

ADOPTION OF CONSENT

AGENDA

MOTION by **J. Brackett**, SECONDED BY Member **K. Laesch**, the Board of Education approves the consent agenda for the regular board meeting of January 16, 2024 be adopted as written:

1. Minutes:

12-11-2023 Regular Meeting

1-8-2024 Organizational Meeting

2. Warrants:

Treasury & Expenditure Reports – December 2023

3. Recommendations to Hire as submitted for:

Recommended Employee	Title
Aubrey Hall	Paraprofessional (Ottawa)
Kali Morris	Paraprofessional - GSRP Assistant Teacher (Ottawa)
Kristin Shaner	GSRP Teacher
Lille Spates	Substitute Custodian

4. Employment Departures:

Name	Position	Date upon which wages will terminate
Nikki Sing-Morris	Paraprofessional (Ottawa)	12/22/2023

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

NAYS: None MOTION ADOPTED

BUCHANAN VIRTUAL ACADEMY GRADUATION CERTIFICATION

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

Buchanan Virtual Academy Students:

Jordan McGowan

Ella Mclane

Jamie Wesaw

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

NAYS: None MOTION ADOPTED

2024 CLOSE UP PROPOSAL FOR OVERNIGHT STUDENT TRIP

MOTION by **R. Writer**, SECONDED **C. Carlson**, the Buchanan Board of Education approves the Close Up Trip to Washington D.C. from March 24, 2024 returning March 29, 2024 in accordance with board policy #2340, under the supervision of Mr. Josh Wegener.

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

NAYS: None MOTION ADOPTED

STUDENT HANDBOOK UPDATE

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

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

NAYS: None MOTION ADOPTED

NEOLA BOARD POLICIES – SECOND READING

MOTION by **J. Brackett**, SECONDED by **K. Laesch**, the Buchanan Board of Education approves the first reading of the following NEOLA new and revised policies:

POLICY	Description						
0144.3	Conflict of Interest						
1540	dministrative Staff Reductions/Recalls (new)						
2370.01	Online/Blended Learning Program						
6321	New School Construction, Renovation						
7217	Weapons						
7540.03	Student Technology Acceptable Use and Safety						
8305	Information Security						
8531	Free and Reduced-Price Meals						

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

NAYS: None MOTION ADOPTED

2023-2024 BUDGET AMENDMENT

MOTION by **C. Carlson**, SECONDED by **J. Brackett**, the Buchanan Board of Education, in accordance with the General Appropriations Act, accepts the Buchanan Community Schools amended budget appropriations resolution for the fiscal year 2023-2024 as presented. Said documents to be entered into the minutes of this meeting and to take immediate effect.

Buchanan Community Schools General Fund 2023-2024

Revenues and Expenditures First Update 01/16/2024

	2023-2024 ORIGINAL 7/1/2023	VARIANCE FAVORABLE (UNFAVORABLE)	BUDGET UPDATE 01/16/2024	VARIANCE FAVORABLE (UNFAVORABLE)	BUDGET UPDATE 06/10/2024
REVENUES:					
Local Sources	\$ 2.852.539	\$ 29.392	\$ 2.881.931	\$ -	\$ 2.881.931
State Sources	\$ 15,592,280		\$ 16,614,034	\$ -	\$ 16,614,034
Federal Sources	\$ 754,703			\$ -	\$ 2,274,285
Other Sources	\$ 238,971	\$ 508,393		\$ -	\$ 747,364
TOTAL REVENUES	\$ 19,438,493	\$ 3,079,121	\$ 22,517,614	\$ -	\$ 22,517,614
EXPENDITURES:					
INSTRUCTIONAL EXPENSE					
Basic Programs (11x)	\$ 9,675,060		\$ 10,413,553	\$ -	\$ 10,413,553
Added Needs (12x)	\$ 2,095,890		\$ 2,338,981	\$ -	\$ 2,338,981
Sub-Total:	\$ 11,770,950	\$ (981,584)	\$ 12,752,534	\$ -	\$ 12,752,534
SUPPORT SERVICES					
Pupil (21x)	\$ 1,259,643			\$ -	\$ 1,389,200
Instructional Staff (22x)	\$ 617,502			\$ -	\$ 757,587
General Administration (23x)	\$ 440,123			\$ -	\$ 510,712
School Administration (24x)	\$ 1,036,191	\$ (8,235)		\$ -	\$ 1,044,426
Business (25x)	\$ 420,697			\$ -	\$ 474,571
Operations and Maintenance (26x)	\$ 2,034,228		\$ 3,620,463	\$ -	\$ 3,620,463
Transportation (27x)	\$ 1,175,329	\$ (34,583)		\$ -	\$ 1,209,912
Other Central Support (28x)	\$ 491,381	\$ (29,087)		\$ -	\$ 520,468
Athletics (29x)	\$ 413,979	\$ (17,039)		\$ -	\$ 431,018
Community Services (3xx)	\$ 48,251	\$ -	\$ 48,251	\$ -	\$ 48,251
Non-Public Schools	\$ -	\$ -	\$ -	\$ -	\$ -
Other Financing Uses	\$ -	\$ (4,916)			\$ (4,916)
Sub-Total:	\$ 7,937,324	\$ (2,074,200)	\$ 10,011,524	\$ -	\$ 10,011,524
Outgoing Transfers and Other	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL EXPENDITURES	\$ 19,708,276	\$ (3,055,784)	\$ 22,764,060	\$ -	\$ 22,764,060
GRAND TOTAL REVENUES	\$ 19,438,493	\$ 3,079,121	\$ 22,517,614	\$ -	\$ 22,517,614
REVENUES/EXPENDITURES	\$ (269,783)	\$ 23,337	\$ (246,446)	\$ -	\$ (246,446)
Favorable (unfavorable)	E 4 200 450		E 4 200 450		E 4 200 450
Fund Balance 7/1/2023 Less Transfers from Fund Equity	\$ 4,308,158		\$ 4,308,158 \$ -		\$ 4,308,158
Proj. Fund Balance 06/30/2024	\$ 4.038.375		\$ 4.061.712		\$ 4.061.712

Buchanan Community Schools Sinking Fund 2023-2024

Revenues and Expenditures First Update 01/16/2024

	ORIGINAL		FAVORABLE (LINEAVORABLE)		BUDGET UPDATE 01/16/2024		VARIANCE FAVORABLE (UNFAVORABLE)		BUDGET UPDATE 06/10/2024		
REVENUES:	-				H				\vdash		
Local Taxes	s	378,686	\$	(128)	\$	378,558	S		S	378,558	
Earnings on Investments	\$	-	\$	10	\$	10	\$	-	\$	10	
Transfer from General Fund	\$	-	\$	-	\$	-	\$	-	\$	-	
Other Sources	\$	-	\$	-	\$	-	\$	-	\$	-	
Sub-Total	\$	378,686	\$	(118)	\$	378,568	\$	-	\$	378,568	
TOTAL REVENUES	\$	378,686	\$	(118)	\$	378,568	\$	-	\$	378,568	
EXPENDITURES:											
Expenditures	\$	876,055	\$	-	\$	876,055	\$	-	\$	876,055	
Due to General Fund	\$	-	\$	-	\$	-	\$	-	\$	-	
Sub-Total:	\$	876,055	\$	-	\$	876,055	\$	-	\$	876,055	
GRAND TOTAL EXPENDITURES	\$	876,055	\$	-	\$	876,055	\$	-	\$	876,055	
GRAND TOTAL REVENUES	\$	378,686	\$	(118)	\$	378,568	\$	-	\$	378,568	
REVENUES/EXPENDITURES	\$	(497,369)	\$	(118)	\$	(497,487)	\$	-	\$	(497,487)	
Favorable (unfavorable)			-		\vdash		-		\vdash		
Audited Fund Balance 7/1/2023	\$	952,962			\$	952,962			\$	952,962	
Projected Fund Balance 6/30/24	\$	455,593			\$	455,476			\$	455,476	

Buchanan Community Schools Debt Retirement Fund 2023-2024

Revenues and Expenditures First Update 01/16/2024

	2023-2024 ORIGINAL 7/1/2023		FAVORABLE (LINEA)(ODABLE)		BUDGET UPDATE 01/16/2024		VARIANCE FAVORABLE (UNFAVORABLE)		BUDGET UPDATE 06/10/2024
REVENUES:									
Local Revenue	\$	1,147,678	\$	(387)	\$	1,147,291	\$		\$ 1,147,291
Transfer from General Fund	\$	-	\$	-	\$	-	\$	-	\$ -
Other Sources	\$	-	\$	-	\$	-	\$	-	S -
Sub-Total	\$	1,147,678	\$	(387)	\$	1,147,291	\$	-	\$ 1,147,291
TOTAL REVENUES	\$	1,147,678	\$	(387)	\$	1,147,291	\$	-	\$ 1,147,291
EXPENDITURES:									
Expenditures	\$	1,113,327	\$	(66,121)	\$	1,179,448	\$	-	\$ 1,179,448
Sub-Total:	\$	1,113,327	\$	(66,121)	\$	1,179,448	\$	-	\$ 1,179,448
GRAND TOTAL EXPENDITURES	\$	1,113,327	\$	(66,121)	\$	1,179,448	\$	-	\$ 1,179,448
GRAND TOTAL REVENUES	\$	1,147,678	\$	(387)	\$	1,147,291	\$	-	\$ 1,147,291
REVENUES/EXPENDITURES	\$	34,351	\$	(66,508)	\$	(32,157)	\$	-	\$ (32,157)
Favorable (unfavorable)			\vdash		H				
Audited Fund Balance 7/1/2023	\$	232,073			\$	232,073			\$ 232,073
Projected Fund Balance 6/30/24	\$	266,424			\$	199,917			\$ 199,917

Buchanan Community Schools Food Service Fund 2023-2024

Revenues and Expenditures First Update 01/16/2024

	ORIGINAL		FAVORABLE (LINEAVORABLE)		BUDGET UPDATE 01/16/2024		VARIANCE FAVORABLE (UNFAVORABLE)		BUDGET UPDATE 06/10/2024	
REVENUES:					H				\vdash	
Local Sources	\$	22,200	\$	5,976	\$	28,176	\$	-	\$	28,176
State Sources	\$	89,186	\$	201,900	\$	291,086	\$	-	\$	291,086
Federal Sources	\$	868,477	\$	(133,816)	\$	734,661	\$	-	\$	734,661
Other Sources	\$	-	\$	-	\$	-	\$	-	\$	-
Sub-Total	\$	979,863	\$	74,060	\$	1,053,923	\$	-	\$	1,053,923
Incoming Transfers	\$	-	\$	-	\$	-	\$	-	\$	-
TOTAL REVENUES	\$	979,863	\$	74,060	\$	1,053,923	\$	-	\$	1,053,923
EXPENDITURES:									F	
Food Service	\$	995,922	\$	(102,256)	\$	1,098,178	\$	-	\$	1,098,178
Sub-Total:	\$	995,922	\$	(102,256)	\$	1,098,178	\$	-	\$	1,098,178
GRAND TOTAL EXPENDITURES	\$	995,922	\$	(102,256)	\$	1,098,178	\$	-	\$	1,098,178
GRAND TOTAL REVENUES	\$	979,863	\$	74,060	\$	1,053,923	\$	-	\$	1,053,923
REVENUES/EXPENDITURES Favorable (unfavorable)	\$	(16,059)	\$	(28,196)	\$	(44,255)	\$	-	\$	(44,255)
ravorable (unitavorable)	-		-		\vdash				\vdash	
Fund Balance 7/1/2023	\$	596,721			S	596.721			\$	596,721
Projected Fund Balance 6/30/24	\$	580,662	\$	(28,196)	\$	552,467			\$	552,467

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

NAYS: None MOTION ADOPTED

NEOLA BOARD POLICIES – FIRST READING

MOTION by **K. Berry**, SECONDED by **R. Writer**, the Buchanan Board of Education approves the first reading of the following NEOLA new and revised policies:

POLICY	Description				
0122	Board Powers				
0131.1	Bylaws and Policies				
1420	School Administrator Evaluation				
3131	Staff Reduction/Recalls				
3142	Probationary Teachers				
3220	Professional Staff Evaluation				

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

NAYS: None MOTION ADOPTED

QUESTIONS & COMMENTS FROM BOARD MEMBERS

Board members spoke.

NEXT BOARD MEETING Tuesday, February 20, 2024 at 6pm

ADJOURNMENT 6:43 pm

Mrs. Kelly Laesch, Secretary, Board of Education (Minutes adopted at the 2/20/2024 meeting)