

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

**AUGUST 15, 2022**

**REGULAR MEETING**

**BUCHANAN HIGH SCHOOL**

**CALL TO ORDER**

**PRESIDENT:** Dr. Burnett opened the meeting at 6:03pm

**PLEDGE OF ALLEGIANCE**

Dr. Burnett led the Pledge of Allegiance.

**ROLL CALL**

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

**ABSENT:** K. Laesch

**OTHERS PRESENT:** Superintendent Patricia Robinson, Phil Place, Carrie Brunsting, Mark Kurland, Michael Babcock

**ADOPTION OF AGENDA**

MOTION by **C. Carlson**, SECONDED BY Member **C. Lee** the agenda for the board meeting of August 15, 2022 be adopted as written.

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

NAYS: None **MOTION ADOPTED**

**RECOGNITION OF VISITORS**

Mrs. Robinson welcomed Mr. Adam Burck from the Buchanan Senior Center as well as the new Moccasin Principal, Mr. Michael Babcock and his family.

J. Brackett, T. Myers, A. Burck

**CLOSED SESSION –  
STUDENT DISCIPLINE**

MOTION by **R. Writer**, SECONDED BY Member **C. Lee**, the Buchanan Board of Education moves into closed session for a hearing on student discipline – Student #4552503561. Time 6:07pm

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

NAYS: None **MOTION ADOPTED**

**RETURN TO OPEN SESSION**

MOTION by **C. Carlson**, SECONDED BY Member **R. Writer**, the Buchanan Board of Education resolves to return to open session. Time 6:29pm

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

NAYS: None **MOTION ADOPTED**

**STUDENT REINSTATEMENT**

MOTION by **H. Burnett**, SECONDED BY Member **R. Writer**, the Buchanan Board of Education approves the recommendation to reinstate student #4552503561 effective the first semester of the 2022-23 school year.

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

NAYS: None **MOTION ADOPTED**

**POINTS OF PRIDE**

Band Camp Week – Mrs. Robinson commended all involved with marching band for getting through a hot and humid week, spoke of their amazing performance on Friday and thanked students, staff, and parents for their hard work.

Buchanan Athletics Beginning – Meet the Teams night was well attended and was proud to show case our teams and talent.

**SUPERINTENDENT/  
DEPARTMENT REPORTS**

Moccasin Principal, Mr. Michael Babcock – Mr. Babcock introduced himself and family to the board.

Buchanan Area Senior Center Executive Director, Mr. Adam Burck – Mr. Burck presented to the board and explained the ornament fundraiser.

**INFORMATION/REPORTS &  
NEW BUSINESS**

Human Resources Committee, August 3<sup>rd</sup> Meeting – Mrs. Berry updated the board that they discussed openings from resignations, new hires, position changes/transfers and the letter of agreement for the CAP classes.

Facilities Planning Committee, August 11<sup>th</sup> Meeting – Mr. Carlson stated they spoke primarily on transportation and the request to donate/scrap two buses.














Curriculum & Planning Committee, August 11<sup>th</sup> Meeting – Mrs. Writer shared they spoke of long-range plan for academic materials and progress.

**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 August 15<sup>th</sup>, 2022 be adopted as written:

1. Minutes:
  -  7-18-2022 Work Session
  -  7-18-2022 Regular Meeting
2. Warrants:
  -  Treasury & Expenditure Reports – July 2022
3. Employment Contracts for 2022-23 School Year:
  -  Miranda Capron, Interventionist
  -  Sandra Emerick, Interventionist
  -  Karen McGuirt, Interventionist
  -  Dottie Prince, Interventionist
  -  Donna Southwell, Interventionist
  -  Christin Taylor, Interventionist
  -  Jody Tittle, Interventionist
  -  Donna Trigg, Interventionist
  -  Douglas Zundel, Interventionist
  -  Ryan Frontczak, Interventionist / Dean of Students
4. Amended Employment Contract for Laura Morris
5. Custodial & Operations Pay Rate Amendment
6. Recommendations to Hire as submitted by:
  - Buchanan High School Principal, Mr. Brian Pruett
  - Transportation Supervisor, Mr. Nate Will
  - Superintendent, Mrs. Patricia Robinson
  - Buchanan Middle School Principal, Mrs. Shelby Beasley




Recommended Employee	Title
Jordan Hurst	Instrumental Music Aide
Lindsay Adams	Marching Band Percussion Instructor (contract attached)
Jacqueline Tidey	BHS Special Education Teacher
Jamie Schneck	Marching Band Color Guard Instructor (contract attached)
Michael Babcock	Moccasin Elementary Principal
Rosemarie Riggins	Substitute Bus Driver

Valerie Phillips	Substitute Bus Driver
Erin Kratky	6 <sup>th</sup> & 7 <sup>th</sup> Technology Teacher

7. Coaching Recommendation for Fall 2022-23 submitted by Assistant Athletic Coordinator, Mr. Ryan Frontczak:

Coach	Position	Class/Level	Step
Sarah Blair	7 <sup>th</sup> Grade Volleyball Coach	7	1
Joshua Wegener	Middle School Cross Country Coach	7	1

8. Resignations:

-  Cindy Stacey, First Grade Teacher
-  Belinda Vaz, Moccasin Interventionist
-  Marion Hurd, Ottawa Administrative Assistant

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

NAYS: None **MOTION ADOPTED**

#### BUCHANAN VIRTUAL ACADEMY GRADUATION CERTIFICATION

MOTION by **C. Lee**, SECONDED BY Member **C. Carlson**, upon satisfactory completion of district requirements for high school graduation, the Board of Education hereby approves:

Buchanan Virtual Academy Student:

-  Reem Kado

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

NAYS: None **MOTION ADOPTED**

#### BUCHANAN VIRTUAL ACADEMY COURSE OFFERINGS 2022-23

MOTION by **R. Writer**, SECONDED BY Member **C. Lee**, the Buchanan Board of Education approves the courses for the 2022-23 school year to be offered through Buchanan Virtual Academy as submitted.

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

NAYS: None **MOTION ADOPTED**

#### 2022-2023 ADMINISTRATIVE CONTRACTS

MOTION by **C. Carlson**, SECONDED BY Member **R. Writer**, the Buchanan Board of Education approves the annual district Administrative Contracts for the 2022-2023 school year from August 1, 2022 through June 30, 2023.

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

NAYS: None **MOTION ADOPTED**

#### BEA LETTER OF AGREEMENT – ATHLETIC CAP CLASSES

MOTION by **C. Lee**, SECONDED BY Member **K. Berry**, the Buchanan Community Schools Board of Education approves the attached letter of agreement with the Buchanan Education Association for Athletic CAP Classes.



# LETTER OF AGREEMENT

Between

Buchanan-5C Education Association, MEA/NEA

and the

Buchanan Community Schools Board of Education

July 1, 2022

The Buchanan-5C Education Association, MEA/NEA ("Association") and the Buchanan Community Schools Board of Education ("Board") agree to the following:

Effective July 1, 2022, The SCHEDULE C: Extracurricular Salary Classification Proposal shall be as follows with the removal of the required MHSA Certification in all of the Years Experience.

## SCHEDULE C

### Extracurricular

#### Salary Classification Proposal

No longer tied to Teacher Salary Scale.

**No longer tied to MHSA Cap Classes beyond the the MHSA required Cap 1**

Steps granted annually on Extra-curricular Schedule unless otherwise negotiated.

<b>Class 1</b> Basketball – Boys Varsity Basketball – Girls Varsity Football – Varsity Volleyball	<b>Class 5</b> Baseball - JV Softball - JV Volleyball – JV Wrestling – Varsity Assistant Track – Varsity Assistant
<b>Class 2</b> Baseball – Varsity Softball - Varsity Soccer – Boys Varsity Soccer – Girls Varsity Track – Boys Varsity Track – Girls Varsity Wrestling – Varsity *Band *Drama	<b>Class 6</b> Basketball – Girls Freshman Soccer – Boys JV Soccer – Girls JV Sideline Cheer - Varsity *HS Yearbook *HS Student Council Advisor
<b>Class 3</b> Competition Cheer – Varsity Cross Country – Varsity Golf – Boys Varsity Tennis – Boys Varsity Tennis – Girls Varsity	<b>Class 7</b> Middle School Coaches *Close-up (paid when trip is during spring break) *Senior Class Advisor *Junior Class Advisor
<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	<b>Class 8</b> Middle School Chorus *Approved Club/Activity (HS/MS/Elementary)
*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.	

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 + <b>Level 1</b> MHSAA Certification	\$6500	\$4375	\$3850	\$3075	\$2550	\$2250	\$1750	\$1200
5-6 Steps + <b>Level 1</b> MHSAA Certification	\$7000	\$4750	\$4200	\$3400	\$2850	\$2500	\$2000	\$1400
7-8 Steps + <b>Level 1</b> MHSAA Certification	\$7500	\$5125	\$4550	\$3725	\$3150	\$2750	\$2250	\$1600
9 + Steps + <b>Level 1</b> 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

Schedule C: By June 15<sup>th</sup> 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.

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.

\_\_\_\_\_  
Wendy Murphy, BEA President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent, Buchanan Community Schools

\_\_\_\_\_  
Date

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

NAYS: None    **MOTION ADOPTED**

#### TRANSPORTATION LETTER OF AGREEMENT – SPECIAL TRIP ASSIGNMENT PROCESS

MOTION by **C. Carlson**, SECONDED BY Member **K. Berry**, the Buchanan Community Schools Board of Education approves the attached letter of agreement with the Buchanan Community Schools Transportation Association for the Special Trip Assignment Process.



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 Special Trip Assignment process to better accommodate the department.
  - a. B7. Special Trip Assignment
    - A. Notice and Assignment:
      1. Notification: Notification of trips for the two (2) week period beginning one(1) week from the following Monday shall occur by furnishing each driver with a trip list, on or before the Friday before.
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.

For the Board of Education

For the Buchanan Education Association

\_\_\_\_\_  
Patricia Robinson,  
Superintendent

\_\_\_\_\_  
Jennifer Schmidkunz,  
President

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

NAYS: None    **MOTION ADOPTED**

**USE OF LOGO**

MOTION by **R. Writer**, SECONDED BY Member **C. Lee**, the Buchanan Board of Education will allow the Buchanan Area Senior Center to use an image of Buchanan High School along with the Buck logo to create ornaments to sell.

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

NAYS: None    **MOTION ADOPTED**

## RESOLUTION TO CALL BOND ELECTION

Buchanan Community Schools, Berrien County, Michigan (the "District")

A regular meeting of the board of education of the District (the "Board") was held in the Auditorium of Buchanan High School, within the boundaries of the District, on the 15th day of August, 2022, at 6 o'clock in the p.m. (the "Meeting").

The Meeting was called to order by Burnett, President.

Present: Members Burnett, Writer, Lee, Carlson, Berry, Carlin

Absent: Members Laesch

The following preamble and resolution were offered by Member Carlson and supported by Member Writer:

### WHEREAS:

1. Pursuant to the Michigan Election Law, the District's regular school election shall be held on the first Tuesday after the first Monday in November of even years.

2. It is necessary to conduct the District's regular election on Tuesday, November 8, 2022, to fill one or more Board positions.

3. In the opinion of this Board it is necessary and expedient to ask voters whether to approve a bond project consisting of erecting, furnishing, and equipping additions to Moccasin Elementary School; remodeling, furnishing and refurbishing, and equipping and re-equipping school buildings; acquiring and installing instructional technology and instructional technology equipment for school buildings; erecting, furnishing, and equipping a bus garage; and preparing, developing, improving, and equipping athletic fields, athletic facilities, playgrounds, and sites.

4. This Board estimates the necessary cost of the project to be Thirty-Five Million Two Hundred Seventy-Eight Thousand Three Hundred Twenty-Eight Dollars (\$35,278,328).

5. It will be necessary for the District to borrow the sum of Thirty-Four Million Nine Hundred Seventy Thousand Dollars (\$34,970,000) and issue the bonds of the District therefor, the remaining funds to be derived from the investment of the bond proceeds.

6. On or before 4:00 p.m. on Tuesday, August 16, 2022, the Board shall certify any ballot proposition to be submitted to the voters at such election to the election coordinator or coordinators designated to conduct elections within the District (the "Election Coordinator").

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

1. The regular school election of the school electors of the District be called and held on Tuesday, November 8, 2022.

2. The proposition to be voted on at the regular school election shall be stated on the ballots in substantially the form as set forth in Exhibit A.

3. The Election Coordinator is requested to:

- a. Utilize Niles Daily Star (Leader Publications), a newspaper published or of general circulation within the District, for publication of notices in accordance with the election law requirements.
- b. Utilize ballot proposition summary information, as prepared by legal counsel, in the forms of the notices of last day of registration and election in substantially the form as set forth in Exhibit B attached hereto.
- c. Provide a proof copy of the ballot to the District and its legal counsel in sufficient time to allow the ballot to be proofread prior to printing.

4. This Board estimates the period of usefulness of the improvements for which bonds of the District in the amount of Thirty-Four Million Nine Hundred Seventy Thousand Dollars (\$34,970,000) are to be issued to be not less than twenty-eight (28) years.

5. The Secretary of this Board is hereby authorized and directed to file a copy of this resolution with the Election Coordinator and with any Election Clerk or clerks designated to conduct elections within the District by 4:00 p.m., on Tuesday, August 16, 2022.

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

Ayes: Members Lee, Berry, Carlson, Carlin, Writer, Burnett

Nays: Members

Resolution declared adopted.

## **EXHIBIT A**

### **BUCHANAN COMMUNITY SCHOOLS BONDING PROPOSAL**

Shall Buchanan Community Schools, Berrien County, Michigan, borrow the sum of not to exceed Thirty-Four Million Nine Hundred Seventy Thousand Dollars (\$34,970,000) and issue its general obligation unlimited tax bonds therefor, in one or more series, for the purpose of:

erecting, furnishing, and equipping additions to Moccasin Elementary School; remodeling, furnishing and refurbishing, and equipping and re-equipping school buildings; acquiring and installing instructional technology and instructional technology equipment for school buildings; erecting, furnishing, and equipping a bus garage; and preparing, developing, improving, and equipping athletic fields, athletic facilities, playgrounds, and sites?

The following is for informational purposes only:

The estimated millage that will be levied for the proposed bonds in 2023, under current law, is 3.50 mills (\$3.50 on each \$1,000 of taxable valuation). The maximum number of years the bonds of any series may be outstanding, exclusive of any refunding, is twenty-eight (28) years. The estimated simple average annual millage anticipated to be required to retire this bond debt is 3.43 mills (\$3.43 on each \$1,000 of taxable valuation).

The school district does not expect to borrow from the State to pay debt service on the bonds. The total amount of qualified bonds currently outstanding is \$11,755,000. The total amount of qualified loans currently outstanding is \$0. The estimated computed millage rate may change based on changes in certain circumstances.

(Pursuant to State law, expenditure of bond proceeds must be audited and the proceeds cannot be used for repair or maintenance costs, teacher, administrator or employee salaries, or other operating expenses.)

## **EXHIBIT B**

### **SUMMARY OF BALLOT PROPOSITION TO BE INSERTED IN THE NOTICES OF LAST DAY OF REGISTRATION AND ELECTION:**

**BUCHANAN COMMUNITY SCHOOLS  
GENERAL OBLIGATION UNLIMITED TAX BOND PROPOSAL  
FOR BUILDING AND SITE PURPOSES IN THE AMOUNT OF  
NOT TO EXCEED \$34,970,000**

Full text of the ballot proposition may be obtained at the administrative offices of Buchanan Community Schools, 401 West Chicago Street, Buchanan, Michigan 49107-1099, telephone: (269) 695-8400.

**PLEASE TAKE FURTHER NOTICE THAT THE BONDS OF THE SCHOOL DISTRICT, IF APPROVED BY A MAJORITY VOTE OF THE ELECTORS AT THIS ELECTION, WILL BE GENERAL OBLIGATION UNLIMITED TAX BONDS PAYABLE FROM GENERAL AD VALOREM TAXES.**

### **TRANSPORTATION LETTER OF AGREEMENT – HOUSING BUSES**

MOTION by **C. Lee**, SECONDED BY Member **R. Writer**, 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 December 16, 2022 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

For the Buchanan Education Association

\_\_\_\_\_  
Patricia Robinson,  
Superintendent

\_\_\_\_\_  
Jennifer Schmidkunz,  
President

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

NAYS: None    **MOTION ADOPTED**

**DONATE / SCRAP BUSES**

MOTION by **C. Carlson**, SECONDED BY Member **C. Lee**, the Buchanan Board of Education approves the following recommendations by Transportation Supervisor, Nate Will:

- Donate/scrap Old Bus 8 – 2012 Blue Bird Vision
- Donte/scrap Bus 11 – 2010 Blue Bird Vision

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

NAYS: None    **MOTION ADOPTED**

**QUESTIONS & COMMENTS  
FROM BOARD MEMBERS**

Mr. Carlson thanked Mrs. Vaz and wished her a happy retirement.

Mrs. Berry also thanked Mrs. Vaz for her dedication to Buchanan.

Mrs. Writer wished Buchanan students much luck at the fair this week and wished all staff a great 2022-23 school year.

Dr. Carlin wished administrators much luck for the start of the school year.

Dr. Burnett thanked Mr. Babcock and board members for their dedication.

**NEXT BOARD MEETING**

Monday, September 19<sup>th</sup> at 6pm.

**ADJOURNMENT**

7:00 pm

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Mrs. Kelly Laesch, Secretary, Board of Education  
*(Minutes adopted at the 9/19/22 meeting)*