

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

**JULY 21, 2025**

**REGULAR MEETING**

**BUCHANAN MIDDLE SCHOOL**

**CALL TO ORDER**

**PRESIDENT:** Mrs. Berry opened the meeting at 6:00pm

**PLEDGE OF ALLEGIANCE**

Mrs. Berry led the Pledge of Allegiance.

**ROLL CALL**

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

**ABSENT:** None

**OTHERS PRESENT:** Superintendent Robinson, Michelle Munyon, Phillip Place, Carrie Brunsting, Mark Kurland, Matthew Orsillo

**ADOPTION OF AGENDA**

MOTION by **C. Carlson**, SECONDED BY Member **H. Burnett**, the agenda for the regular board meeting of July 21, 2025 be adopted as written.

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

NAYS: None **MOTION ADOPTED**

**RECOGNITION OF VISITORS**

Mrs. Berry & Mrs. Robinson welcomed all.

**POINTS OF PRIDE**

Security window coverings installed

Athletic Fencing Project

**PRESENTATIONS**

Mark Kurland – Goal Reporting

**INFORMATION, REPORTS  
& NEW BUSINESS**

Curriculum & Programming Committee – July 1 Meeting

Human Resources Committee – July 16 Meeting

Strategic Plan Update

Fencing Project Update

A/C Project Update

Berrien/Cass/Van Buren School Board Association Update

**PUBLIC COMMENT**

None.

**ADOPTION OF CONSENT  
AGENDA**

MOTION by **J. Brackett**, SECONDED **H. Burnett**, the Buchanan Board of Education approves the consent agenda for the regular meeting of July 21, 2025 be adopted as written:

1. Minutes:

- 6-16-2025 Regular Meeting

2. Warrants:

- Treasury, Expenditure Reports & Dashboard – June 2025

3. Employment Contracts for 2025-26 School Year:

- Michelle Munyon, Administrative Assistant to the Superintendent & BOE
- Tami Wreggelsworth, Payroll & Accounts Payable Clerk

- Rebecca Kaltenbach, Food Service Supervisor
- Nate Will, Transportation Supervisor
- Jennifer Templeton, Administrative Assistant to Transportation
- Violet Greenfield, Custodian Coordinator
- Michael Cornelius, Maintenance
- David Short, Maintenance
- Stephen Schaefer, Bus Mechanic
- Ethan Cauffman, Custodian
- Robert Cauffman, Custodian
- Dave Griswold, Custodian
- Judith Harman-Conrad, Custodian
- Jessica Hendrian, Custodian
- Patricia Hosmer, Custodian Substitute
- Bryant House, Custodian
- Jared Huttenstine, Outdoor Education Coordinator & Custodian Substitute
- Felicia Mack, Custodian
- Dawn Spielman, Custodian
- Sandra Summers, Custodian
- Joy Tignor, Custodian
- LV Tignor, Custodian
- Vincent Tincher, Custodian
- Michelle Trail, Custodian
- Sophia Williams, Custodian
- Joyce Zielke, Custodian

4. 2024-25 Extra Curricular Contract for Dawn VanDyke

5. Recommendations to Hire as submitted for:

Recommended Employee	Position
Lindsey Saal	2nd Grade Teacher
Dawn Huff	Buchanan High School Assistant Principal & CTE Director
Hillary Casey	Media Assistant, Moccasin

6. Coaching Recommendations to Hire for 2025-26 submitted for:

Recommended Employee	Position	Class	Step
Lillian Holmer	7th Grade Volleyball Coach	7	1

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

NAYS: None **MOTION ADOPTED**

#### BUCHANAN VIRTUAL ACADEMY GRADUATION CERTIFICATION

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

Buchanan Virtual Academy Students:

- Sarah Cruz
- Lilian Jerelos-West

Buchanan Step Up Student

- Bella Backus

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

NAYS: None **MOTION ADOPTED**

#### BVA COURSE OFFERINGS 2025-2026

MOTION by **H. Burnett**, SECONDED **J. Brown**, the Buchanan Community Schools Board of Education approves the courses for the 2025-2026 school year to be

offered through Buchanan Virtual Academy as submitted.

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

NAYS: None **MOTION ADOPTED**

**BHS BAND CLASS  
SUBSTITUTION FOR  
PHYSICAL EDUCATION  
CREDIT**

MOTION by **H. Burnett**, SECONDED **K. Laesch**, the Buchanan Board of Education approves the recommendation for high school students who successfully complete two consecutive years of band may substitute this experience for .5 high school physical education credit. This substitution recognizes the physical and time commitment required for band participation and supports student engagement in the arts.

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

NAYS: None **MOTION ADOPTED**

**BEA 2025-2026 & 2026-  
2027 SALARY "A"  
SCHEDULES**

MOTION by **J. Brackett**, SECONDED **K. Laesch**, the Buchanan Board of Education approves the Buchanan Education Association's Salary Schedule "A" for the 2025-2026 and 2026-2027 school years.

**SCHEDULE A  
SALARIES**

**2025-2026**

- Grant a step on the base to all teachers
- 4% raise on the base
- Change to \$1,465 step

**SCHEDULE A  
SALARIES**

**2026-2027**

- Grant a step on the base to all teachers
- 4% raise on the base
- Change to \$1,494 step

**2025-2026 Schedule A Salaries**

Step	Salary
1	\$43,649.00
2	\$45,114.00
3	\$46,579.00
4	\$48,044.00
5	\$49,509.00
6	\$50,974.00
7	\$52,439.00
8	\$53,904.00
9	\$55,369.00
10	\$56,834.00
11	\$58,299.00
12	\$59,764.00
13	\$61,229.00
14	\$62,694.00
15	\$64,159.00
16	\$65,624.00
17	\$67,089.00
18	\$68,554.00
19	\$70,019.00
20	\$71,484.00
21	\$72,949.00
22	\$74,414.00
23	\$75,879.00
24	\$77,344.00
25	\$78,809.00
26	\$80,274.00
27	\$81,739.00

**2026-2027 Schedule A Salaries**

Step	Salary
1	\$45,395.00
2	\$46,889.00
3	\$48,383.00
4	\$49,877.00
5	\$51,371.00
6	\$52,865.00
7	\$54,359.00
8	\$55,853.00
9	\$57,347.00
10	\$58,841.00
11	\$60,335.00
12	\$61,829.00
13	\$63,323.00
14	\$64,817.00
15	\$66,311.00
16	\$67,805.00
17	\$69,299.00
18	\$70,793.00
19	\$72,287.00
20	\$73,781.00
21	\$75,275.00
22	\$76,769.00
23	\$78,263.00
24	\$79,757.00
25	\$81,251.00
26	\$82,745.00
27	\$84,239.00

ROLL CALL VOTE: J. Brackett, J. Brown, K. Laesch, S. Carlin, and H. Burnett

NAYS: None

ABSTAINED: C. Carlson and K. Berry (immediate family employed by the district)

**MOTION ADOPTED**

**2024-25 ADMINISTRATOR  
CELL PHONE  
REIMBURSEMENT**

MOTION by **K. Laesch**, SECONDED **C. Carlson**, the Buchanan Board of Education approves district leaders who are required to have a personal wireless communication device as a condition of their employment shall receive an annual

stipend to reimburse them for the costs associated with maintaining and using the device for business purposes equivalent to:

- Leadership - \$35 per month (for each month employed)
- Superintendent - \$50 per month (for each month employed)

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

NAYS: None **MOTION ADOPTED**

**2025-2026  
ADMINISTRATIVE  
CONTRACTS**

MOTION by **H. Burnett**, SECONDED **K. Laesch**, the Buchanan Board of Education approves the annual district administrative contracts for the 2025-2026 school year from July 1, 2025 – June 30, 2026 for:

- Brian Pruett, Buchanan High School Principal
- Carrie Brunsting, Business Office Specialist
- Callie Campbell, Director of Special Education
- Dawn Huff, Buchanan High School Assistant Principal & CTE Director
- Michael Babcock, Moccasin Elementary Principal
- Mark Kurland, Director of Operations & Instructional Systems Coordinator
- Reid McBeth, BVA & Athletic Coordinator
- Shelby Beasley, Buchanan Middle School Principal
- Stacey Denison, Ottawa Elementary Principal

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

NAYS: None **MOTION ADOPTED**

**2026 PUERTO RICO  
PROPOSAL FOR  
OVERNIGHT STUDENT TRIP**

MOTION by **C. Carlson**, SECONDED **J. Brackett**, the Buchanan Board of Education approves the Spanish Trip to Puerto Rico from June 20, 2026 returning June 24, 2026 in accordance with Board Policy #5506, under the supervision of Spanish Teacher Eric Munyon.

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

NAYS: None **MOTION ADOPTED**

**CLOSED SESSION –  
SUPERINTENDENT MID-  
YEAR EVALUATION  
REVIEW & OPINION OF  
ATTORNEY-CLIENT  
PRIVILEGE**

MOTION by **C. Carlson**, SECONDED **H. Burnett**, the Buchanan Board of Education moves into closed session per section 8(A) of the Open Meetings Act, to conduct a mid-year evaluation review of the Superintendent and section 8(H) to discuss an attorney-client privilege written opinion from legal counsel. Time: 6:35pm

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

NAYS: None **MOTION ADOPTED**

**RETURN TO OPEN SESSION**

MOTION by **C. Carlson**, SECONDED **H. Burnett**, the Buchanan Board of Education resolves to return to open session. Time: 8:22pm

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

NAYS: None **MOTION ADOPTED**

**SUPERINTENDENT SALARY  
AMENDMENT**

MOTION by **K. Laesch**, SECONDED **H. Burnett**, the Buchanan Board of Education approves the salary amendment agreement for Superintendent Robinson.

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

NAYS: None **MOTION ADOPTED**

**CUSTODIAL &  
MAINTENANCE EMPLOYEE  
HANDBOOK UPDATE**

MOTION by **H. Burnett**, SECONDED **K. Laesch**, the Buchanan Board of Education approves the updated Operations Custodial and Maintenance Employee Handbook.

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

NAYS: None **MOTION ADOPTED**

**BERRIEN COUNTY  
INSURANCE CONSORTIUM  
AGREEMENT & LOA  
INSURANCE CONSORTIUM**

MOTION by **H. Burnett**, SECONDED **J. Brackett**, the Buchanan Board of Education approves the Berrien County Health Plan Consortium Agreement and the Buchanan Community Schools Letter of Agreement for participation in the Insurance Consortium.

**LETTER OF AGREEMENT**

This Letter of Agreement is entered into between BUCHANAN COMMUNITY SCHOOLS BOARD OF EDUCATION (the "District") and BUCHANAN-5C EDUCATION ASSOCIATION/MEA/NEA, BUCHANAN COMMUNITY SCHOOLS TRANSPORTATION ASSOCIATION, BUCHANAN ASSOCIATION OF PARAPROFESSINALS and BUCHANAN ASSOCIATION OF ADMINISTRATIVE AND MEDIA ASSISTANTS (the "Association").

This agreement shall be in effect once the Berrien County Insurance Consortium is established by the initial participants from the school districts of Brandywine Community Schools, Bridgman Public Schools, Buchanan Community Schools, Eau Claire Public Schools, New Buffalo Area Schools, River Valley School District, and Watervliet Public Schools. Recognizing the importance of making quality health care products and services available and doing so in a cost effective manner, the District and the Association agree as follows:

1. The Parties acknowledges that the District has elected to become a member of an Berrien County Insurance Consortium (the "Consortium") as provided by the health insurance carrier MESSA.  
  
The parties recognize and acknowledge that insurance benefits, policy specifications, and coverages for employee benefit plans are subject to a bargaining under the Michigan Public Employment Relations Act (PERA). The parties further recognize and acknowledge that the allocation of premium responsibility for health insurance plans is subject to the limitations established by the Publicly Funded Health Insurance Contribution Act.  
  
2. The District and the Association acknowledge that employee benefits or products will be made available to eligible Association bargaining unit members through the District's participation in the Consortium. The District and the Association have agreed that Association bargaining unit members will be allowed to enroll in those plans effective November 1, 2025 and that such plans or products made available through the Consortium shall replace those otherwise in effect for Association bargaining unit members on that date.  
  
Further, the District and the Association acknowledge and recognize that alternative plans with modified specifications may subsequently be made available through the same carrier selected to provide benefit plans or products through the Consortium.  
  
Open enrollment for the selection of health care options for the Consortium will be held from November 1 to November 20 each year for a January 1 implementation for the duration of this agreement.  
  
3. The duration of the commitments made in this Letter of Agreement shall not be affected by the expiration of any current or successor collective bargaining agreement between

the District and the Association. The durational commitments for participation in the employee benefit plans accessed through the Consortium shall supersede any conflicting or contrary terms of an existing or successor collective bargaining agreement between the District and the Association, to the extent of any such conflict or inconsistency.

4. The Parties further voluntarily waive and relinquish their respective rights under PERA for the period beginning January 1, 2026 and concluding on December 31, 2028 to negotiate any contrary durational commitment with regard to the procurement and maintenance of the specified Insurance products and employee benefits plans through the Consortium. This waiver is limited to the bargaining of medical and ancillary insurance (dental, vision, life, and LTD) coverage. Further, the District and the Association agree that their designation of specified insurance products and employee benefit plans through the Consortium satisfies their mutual obligation to bargain over the benefits, policy specifications, and coverages of those insurance products and employee benefit plans, and that neither party shall be obligated to bargain with respect to those matters for the duration of the commitment to maintain those insurance products and employee benefit plans, as indicated in this Letter of Agreement.
5. Nothing in this Letter of Agreement shall waive, qualify, or diminish in any way, the respective rights and obligations of the District and the Association to negotiate over allocation of premium responsibility between the District and enrolled Association bargaining unit members for the insurance products and employee benefits plans in which those individuals and their eligible dependents (if applicable) are enrolled subject to the restriction on District expenditures for medical benefit plan costs under the Publicly Funded Health Insurance Contribution Act. Further, nothing in this Letter of Agreement constitutes a limitation on the obligation of the District to comply with those provisions of state or federal law that limit or regulate the amount of District payment for medical benefit plan costs.
6. Nothing in the terms of this Letter of Agreement is intended to confer eligibility upon any employee (or their eligible dependents, if applicable) to enroll in an employee benefit plans or programs, it being recognized that those eligibility determinations are set forth in the collective bargaining agreement between the District and the Association and are not intended to be altered or modified by the terms of this Letter of Agreement.
7. Should the Consortium dissolve or no longer function or operate, or if the district no longer participates in the Consortium, the District and Association agree the most recent medical and ancillary plan options available to the employees through the Consortium shall remain in effect until otherwise negotiated.
8. Any disputes over the interpretation, application, or implementation of the terms of this Letter of Agreement shall be resolved under the grievance procedure in the collective bargaining agreement then in effect between the District and the Association.
9. By entering into this Letter of Agreement, neither the District nor the Association amend, modify, waive, or qualify any other provisions, conditions, rights, or duties specified in their current or any successor collective bargaining agreement between them, except as are otherwise specifically waived, modified, or relinquished herein.
10. This Letter of Agreement shall become effective **July 21, 2025** and shall expire on December 31, 2028.

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

NAYS: None **MOTION ADOPTED**

#### **APPOINTMENT TO BUCHANAN DISTRICT LIBRARBY BOARD**

MOTION by **C. Carlson**, SECONDED **K. Berry**, the Buchanan Board of Education appoints Nathanael Lyon as a Buchanan Library Board representative to serve on the Buchanan District Library Board of Trustees.

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

NAYS: None **MOTION ADOPTED**

#### **QUESTIONS & COMMENTS FROM BOARD MEMBERS**

Board members spoke.

**NEXT BOARD MEETING**

August 11, 2025 at 6pm

**ADJOURNMENT**

8:28 pm

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Mrs. Kelly Laesch, Secretary, Board of Education  
*(Minutes adopted at the 8/11/2025 meeting)*