



**SAUGATUCK
PUBLIC SCHOOLS**

**BOARD OF EDUCATION
WORKSHOP MEETING
MINUTES
FEBRUARY 5, 2024**

PLACE OF MEETING: Douglas Elementary School
Upper El Learning Commons
261 Randolph Street, Douglas, MI 49406

TIME OF MEETING: 6:00 pm

ADMINISTRATION:

Dr. Tim Travis, Superintendent; Kim Sharda, Executive Assistant

1. CALL TO ORDER The meeting was called to order at 6:00 pm.

2. ROLL CALL

PRESENT: Bernie Merkle, Amanda Frank, Eric Birkholz,
Laura Zangara, Nicole Lewis, Frank Marro III, Karen Sherwood

ABSENT:

3. PUBLIC COMMENT – a number of parents addressed the board regarding the stage, lighting, sound, etc. for the auditorium.

4. ADDITIONS OR CHANGES TO THE AGENDA - NONE

5. ACTION ITEMS

a. Middle & High School Furniture Purchase – The Board was asked to approve the purchase of furniture for the new MS/HS Office, Special Education Suite, and Student Services Center in the not to exceed amount of \$105,000.
It was moved by with support from to approve the purchase of furniture for the new MS/HS Office, Special Education Suite, and Student Services Center in the not to exceed amount of \$105,000. The motion carried unanimously.

b. Board Policy Updates - The following policy updates will be presented to the board for consideration and possible adoption at the February 19, 2024, Regular Meeting of the Board of Education.

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| 0122 | Board Powers |
| 1420 | School Administrator Evaluations |
| 3131 | Staff Reduction/Recall |
| 3142 | Probationary Teachers |
| 3220 | Professional Staff Evaluations |

6. BOARD WORKSHOP

a. Establishment of School Safety Committee – President Zangara appointed Trustee Amanda Frank to Chair an Ad Hoc School Safety Committee.

1. Update from Trustee Frank
2. Next Steps

- b. Establishment of Board Operating Procedures Committee – President Zangara appointed Secretary Sherwood to Chair an Ad Hoc committee to update the board operating procedures.
 - 1. Discussion on MASB Board operating procedures checklist
- c. District Issued School Board Email Addresses – the Board discussed moving to district-issued email addresses for individual board members.
 - 1. Communications Policies
 - 1. 0167.5 Use of Electronic Mail
 - 2. 7545 Electronic Communications
 - 3. Saugatuck Public Schools Technology Acceptable Use Policy

7. **PUBLIC COMMENT** – a few parents addressed the board regarding the stage, lighting, sound, etc. for the auditorium.

8. REVIEW UPCOMING DATES/MEETINGS

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|--------------------|--------------------------------------|
| February 9 – 12 | Mid-Winter Break |
| February 19 | Regular Meeting |
| March 4 | Workshop Meeting |
| March 8 | ½ Day of School |
| March 15 | NO SCHOOL |
| March 18 | Regular Meeting |
| Mar 29 – Apr 5 | Spring Break |
| April 15 | Regular Meeting |
| May 20 | Regular Meeting |
| May 23 | Graduation |
| May 27 | Memorial Day – NO SCHOOL |
| June 3 | Workshop Meeting |
| June 7 | ½ Day of School – Last Day of School |
| June 17 | Regular Meeting |
| July 15 | Regular/Organization Meeting |

9. **ADJOURN** - there being no further business; the meeting was adjourned at 7:50 pm.

Respectfully submitted,



Secretary, Karen Sherwood