



**SAUGATUCK
PUBLIC SCHOOLS**

SAUGATUCK PUBLIC SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
MINUTES
JULY 15, 2024

181
8/14/24

This meeting is a meeting of the Board of Education in the public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated on the agenda.

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

TIME OF MEETING: 6:00 pm

1. CALL TO ORDER The meeting was called to order at 6:01 pm

2. ROLL CALL

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

3. PUBLIC COMMENTS – there were NONE

4. ADDITIONS OR CHANGES TO AGENDA – there were NONE

5. OPEN THE ORGANIZATIONAL MEETING

It was moved by Nicole Lewis with support from Eric Birkholz to open the July 15, 2024 organizational meeting.

ORGANIZATIONAL MEETING

Due to the change in the Board's Annual Election from May to November, we will hold an organizational meeting setting business matters in July and an organizational meeting in January electing officers.

1. **ADOPTION OF SCHEDULE OF REGULAR BOARD MEETING DATES FOR 2024-2025 FISCAL YEAR** The Schedule of the Regular Board Meetings for 2024-2025 will be held at the Douglas Elementary Upper Elementary Commons, 261 Randolph Street, Douglas, MI 49406 and will begin at 6 pm as outlined:

| | |
|--------------------|-------------------|
| August 19, 2024 | January 13, 2025 |
| September 16, 2024 | February 17, 2025 |
| October 14, 2024 | March 17, 2025 |
| November 18, 2024 | April 14, 2025 |
| December 16, 2024 | May 19, 2025 |
| | June 16, 2025 |
| | July 14, 2025 |

It was moved by Frank Marro III with support from Karen Sherwood to designate the dates listed to hold Regular School Board Meetings at 6 pm and designate the Douglas Elementary Upper Elementary Commons, 261 Randolph Street, Douglas, MI 49406 as the School Board Regular Meeting location. The motion carried unanimously.

2. **ADOPTION OF SCHEDULE FOR MONTHLY WORKSHOP DATES FOR 2024-2025 FISCAL YEAR** The Schedule of the Board Workshop Meetings for 2024-2025 will be held at the Douglas Elementary Upper Elementary Commons, 261 Randolph Street, Douglas, MI 49406 and will begin at 6 PM as outlined:

| | |
|------------------|---------------|
| November 4, 2024 | March 3, 2025 |
| February 3, 2025 | June 2, 2025 |

It was moved by Nicole Lewis with support from Eric Birkholz to designate the dates listed to hold Board Workshop Meetings at 6 PM and designate the Douglas Elementary Upper Elementary Commons, 261 Randolph Street, Douglas, MI 49406 as the School Board Workshop location. The motion carried unanimously.

3. **DESIGNATION OF PERSON FOR POSTING PUBLIC NOTICES OF MEETINGS** – in addition to posting the entire calendar within 10 days of the organizational meeting, the board will continue to post the agenda for workshop and regular meetings the Friday prior to the date of the meeting. This is in addition to the requirements of the Open Meetings Act.

It was moved by Karen Sherwood with support from Frank Marro III to designate the Central Office Executive Assistant as the person responsible for posting public notices of school board meetings and workshops. The motion carried unanimously.

4. **DELEGATION OF ELECTION DUTIES** – coordination of the election duties between the district's attorney, and the county elections clerk.

It was moved by Amanda Frank with support from Frank Marro III to delegate the school board election duties to the Central Office Executive Assistant. The motion carried unanimously.

5. **ANNUAL RETAINER CONTRACTS** – the following law firms are currently on retainer with the district.
 - a. Thrun Law Firm, PC (for elections, negotiations and general liability)

It was moved by Karen Sherwood with support from Frank Marro III to approve the annual retainer contracts for Thrun Law Firm as presented. A roll call vote showed the motion carried unanimously.

6. **APPOINTMENT OF FISCAL AGENT** – the ISD acts as our fiscal agent for certain programs and federal grant funding, such as Individuals with Disabilities Education Act (IDEA).

It was moved by Eric Birkholz with support from Bernie Merkle to approve the Ottawa Area ISD as the fiscal agent for the 2024-2025 school year. A roll call vote showed the motion carried unanimously.

7. **APPOINTMENT OF BOARD MEMBER TO OTTAWA AREA SCHOOL BOARD ASSOCIATION BOARD OF DIRECTORS** – Last year Eric Birkholz was appointed delegate and Nicole Lewis as the alternate. This Board meets quarterly at the ISD (beginning at 6:00 pm and the meetings were held on a Thursday evening.) The Board will need to appoint a delegate and alternate for this position for the 2024-2025 school year.

It was moved by Frank Marro III with support from Bernie Merkle to appoint Eric Birkholz as the delegate and Nicole Lewis as the alternate to the Ottawa Area School Board Association Board of Directors for the 2024-2025 school year. The motion carried unanimously.

8. **APPOINTMENT OF BOARD MEMBER TO SAUGATUCK PUBLIC SCHOOLS EDUCATIONAL FOUNDATION BOARD** – Last year, Karen Sherwood was appointed to represent the Board on the Saugatuck Public Schools Education Foundation.

It was moved by Nicole Lewis with support from Frank Marro III to appoint Karen Sherwood as the School Board representative on the Saugatuck Public School Education Foundation for the 2024 calendar year.

9. **APPROVE ORGANIZATIONAL MEMBERSHIPS (MASB, MASB-Legal Trust Fund, MASB's and Legislative Relations Network) AND APPOINT LEGISLATIVE RELATIONS NETWORK REPRESENTATIVE** - Last year Amanda Frank was appointed as the Legislative Network Board Representative.

It was moved by Karen Sherwood with support from Frank Marro III to approve school board membership with the Michigan Association of School Boards, Michigan Association of School Board-Legal Trust Fund, and Michigan Association of School Board's Legislative Relations Network and appoint Amanda Frank as the Legislative Network Board Representative. The motion carried unanimously.

10. **CLOSE THE ORGANIZATIONAL MEETING**

It was moved by Frank Marro III with support from Nicole Lewis to close the July 15, 2024 organizational meeting.

REGULAR MEETING

6. ACTION ITEMS

a. Consent Items

- i. Minutes from June 3, 2024 Workshop Meeting
- ii. Minutes from June 17, 2024 Regular Meeting
- iii. Agenda for July 15, 2024 Agenda

It was moved by Bernie Merkle with support from Frank Marro III to approve the consent items as presented. The motion carried unanimously.

b. Staff Retirement

It was moved by Frank Marro III with support from Nicole Lewis to accept the resignation and retirement of Superintendent Dr. Timothy Travis effective December 31, 2024. A roll call vote showed the motion carried unanimously.

7. BOARD OF EDUCATION

- a. Legislation Update - *Trustee Amanda Frank updated the board on what is happening in Lansing and how it impacts schools.*

8. SUPERINTENDENT'S REPORT

- a. Proposed New High School Course – Dorie Galloway presented AP Precalculus as a new high school course for Board consideration and adoption at the regular meeting of the Board of Education in August, 2024.
- b. Board Policy Updates – The following policy updates were presented to the Board for consideration and possible adoption at the regular meeting of the Board of Education in August, 2024.

| | | |
|-------------|--|---------|
| Policy 2266 | Nondiscrimination on the Basis of Sex in Education Programs or Activities | Revised |
| Policy 2264 | Nondiscrimination on the Basis of Sex Education Programs or Activities | NEW |

9. PUBLIC COMMENT – there were none

10. UPCOMING DATES

11. ADJOURN – there being no further business, the meeting was adjourned at 7:20 pm.

Respectfully submitted,



Secretary, Karen Sherwood