



**BOARD OF EDUCATION  
WORKSHOP MEETING  
MINUTES  
NOVEMBER 6, 2023**

**PLACE OF MEETING:** Saugatuck Middle-High School Media Center  
401 Elizabeth Street, Saugatuck Public Schools

**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, Marcy Weston, Eric Birkholz,  
Laura Zangara, Nicole Lewis, Frank Marro III

**ABSENT:**

**3. PUBLIC COMMENT** – there were none

**4. ADDITIONS OR CHANGES TO THE AGENDA** – remove the Legislative Update (6.a) and move 5.a to 5.b and move 5.b to 5.a.

**5. SUPERINTENDENT'S REPORT**

- a. Teacher Travel Presentation – High school teachers, Christina Lewis, Mike Shaw and John Green shared their learnings and experiences from their travels to Italy and Greece this past summer as part of the SPS Teacher Travel Grant Program.
- b. New Staff Introductions – The District welcomed the following new employees to the Saugatuck Public Schools team:  
Josephine Riley – Speech Pathologist  
Cassandra Goerge – DES School Social Worker
- c. Clock/Emergency Notification Purchase – Chief Technology Officer, Rex Thelen provided an overview of the proposed purchase of Clock/Emergency Notification devices for the renovated learning spaces in the middle & high school.

**6. BOARD OF EDUCATION**

- a. Board Communication – Secretary Nicole Lewis shared there was one communication directed to the board of education.

- b. Board Governance & Filling a Board Vacancy – The board of education reviewed the leadership responsibilities of a school board member, the qualifications of a good board member, the legal qualifications of a board member, and the procedure for filling a vacancy on the school board. During discussions, questions to ask applicants were decided on and Bernie Merkle was appointed Vice President for the remainder of 2023.

**7. REVIEW UPCOMING DATES/MEETINGS**

November 17	½ Day of School
November 20	Regular Board Meeting
November 22 - 24	Thanksgiving Break
December 18	Regular Board Meeting
Dec 25 – Jan 5	Holiday Break
January 15	MLK - NO SCHOOL
January 22	Regular/Organizational Meeting
January 26	NO SCHOOL
February 5	Workshop Meeting
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. PUBLIC COMMENT** – there were none

**10. ADJOURN** - there being no further business; the meeting was adjourned at 8:00 pm.

Respectfully submitted,



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Secretary, Nicole Lewis

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11/9/23