



**BOARD OF EDUCATION**  
**REGULAR MEETING**  
**MINUTES**  
**NOVEMBER 20, 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,  
Jeff Malloch, Director of Business

**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**

**5. ACTION ITEMS**

a. Consent Items

- i. Minutes from November 6, 2023 Workshop Meeting
- ii. Minutes from October 16, 2023 Regular Meeting
- iii. Agenda for November 20, 2023 Agenda

*It was moved by Nicole Lewis with support from Bernie Merkle to approve the consent items as presented. The motion carried unanimously.*

- b. Clock/Emergency Notification Purchase – At the November 6, 2023 board workshop Chief Technology Officer, Rex Thelen provided an overview of the bids for the proposed purchase of Clock/Emergency Notification devices for the remaining renovated learning spaces at the middle & high school.

*It was moved by Nicole Lewis with support from Eric Birkholz to purchase Clock/Emergency Notification Devices from Moss Telecommunications in the not to exceed amount of \$106,761.42 as recommended by the Superintendent. A roll call vote showed the motion carried unanimously.*

- c. Middle & High School Furniture Purchase – The Board was asked to approve the purchase of classroom furniture for the middle and high school classrooms in the not exceed amount of \$300,000.00.

*It was moved by Eric Birkholz with support from Nicole Lewis to approve the purchase of middle school and high school classroom furniture in the not to exceed amount of \$300,000.00 as recommended by the Superintendent. A roll call vote showed the motion carried unanimously.*

- d. School Bus Purchase – The board was asked to approve the purchase of a new school bus from Holland Bus Company in the not to exceed amount of \$154,804. The purchase will be made using funds approved by district voters in 2020.

*It moved by Nicole Lewis with support from Marcy Weston to approve the purchase of one new school bus in the not to exceed amount of \$154,804 as recommended by the Superintendent. A roll call vote showed the motion carried unanimously.*

- e. Summer Tax Resolution – Director of Business Services, Jeff Malloch reviewed the summer tax resolution with the board. This annual resolution grants the district authority to levy 50% of school taxes in the summer and the remainder in December.

*It was moved by Frank Marro III with support from Eric Birkholz to approve the summer tax resolution as presented by the Director of Business Services.*

## **6. BOARD OF EDUCATION**

- a. Board Communication – Secretary Nicole Lewis shared there were 4 board vacancy applicant communications directed to the board of education.

## **7. SUPERINTENDENT'S REPORT**

- a. Budget Amendment Presentation – Director of Business Services, Jeff Malloch provided an overview of the 2023-2024 draft general fund budget amendment. He also provided a detailed 2023-2024 general fund budget amendment for board approval at the December meeting of the Board of Education.

## **8. BOARD OF EDUCATION INTERVIEWS**

- a. The board of education conducted interviews for the purpose of filling a vacant seat on the board of education. The applicants were Amanda Frank, James Clark, Karen Sherwood, and Catherine Dritsas.

9. **RECESS** It was moved by Nicole Lewis with support from Frank Marro III to take a 5 minute recess. After a 5 minute recess, the board came back to order at 8:02 pm.

## **10. BOARD OF EDUCATION APPOINTMENT**

- a. It was moved by Bernier Merkle with support from Marcy Weston to appoint Amanda Frank to fill the vacant seat on the board. Amanda will serve on the board of education for the remained of the term which ends on December 31, 2024. A roll call vote showed the motion carried with 4 yes votes to 2 no votes.

## **11. PUBLIC COMMENT** – there were none

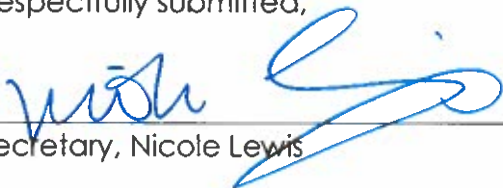
**12. REVIEW UPCOMING DATES/MEETINGS**

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 8:24 pm.

Respectfully submitted,

  
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Secretary, Nicole Lewis