

**Unofficial Meeting Minutes**

The Regular Board of Education meeting was called to order by President Brandon Woods at 6:00pm.

Members present: Brandon Woods, Corey Horky, Sandra Wiitala, Rebecca Harvey, Michael Tindall, Jeff White

Absent: Ryan Novess

Agenda was approved by Tindall support by Horky. Roll call vote: All yes (6-0)

Minutes of the Regular Board of Education Meeting on June 19, 2023 were approved. Motion by Horky, support by Tindall Roll call vote: All yes (6-0)

**TREASURER'S REPORT**

The Treasurer's Report was approved. Motion by Wiitala, support by Harvey. Roll call vote: All yes (6-0)

**COMMUNICATION**

- A. Correspondence - None
- B. Public Questions - None

**OLD BUSINESS**

- A. Board Operating Procedures
  - a. The Board approved the Updated Board of Education Operating Procedures with a clarifying question statement to public participation language. Woods motion Horky support. Roll Call vote: All yes (6-0)
  - b. The Board discussed and approved the updated Public Participation Guidelines with a clarifying question statement to public participation language. Motion by Wiitala, support by Harvey. Roll call vote: All yes (6-0)
  - c. The Board discussed correspondence parameters and will review in a future meeting. Motion by White, support by Harvey. Roll Call vote: All yes (6-0)
- B. Athletic Code of Conduct
  - a. The Board approved an amended and updated enrollment policy. Motion by Harvey, support by Horky. Roll call vote: Roll call vote: Yay (5) Woods, Horky, Harvey, White, Wiitala. Nay (1) Tindall.
- C. MHSAA
  - a. The Board approved the MHSAA Membership Resolution for the 2023-2024 school year. Motion by Harvey, support by White. Roll call vote: All yes (6-0)

**NEW BUSINESS**

- A. Handbook Updates
  - a. Jr/Sr High School Student Handbook  
The Board discussed and approved the handbook with a family to school communication procedure. Motion by Tindall, support by White. Roll call vote: All yes (6-0)
  - b. Riverside Student Handbook  
The Board discussed and approved the handbook with a family to school communication procedure. Motion by Harvey, support by Horky. Roll call vote: All yes (6-0)
  - c. Klager Student Handbook  
The Board discussed and approved the handbook with a family to school communication procedure. Motion by Horky, support by Tindall. Roll call vote: All yes (6-0)

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d. Employee Handbook Update

The Board approved the Employee Handbook update as presented. Motion by Woods, support by Wiitala. Roll call vote: All yes (6-0)

B. Appointment of Auditor Liaison

Horky was nominated to be the Auditor Liaison. Roll call to appoint Horky; All Horky(6-0)

C. Engagement Letter for Auditing Services

The Board acknowledged and accepted the Engagement Letter for Auditing services. Motion by Harvey, support by Tindall. Roll call vote: All yes (6-0)

D. Manchester Community Schools: Washtenaw and Jackson Counties, Michigan: Resolution calling for Bond Renewal election on Tuesday, November 7, 2023

The Board accepted the Resolution calling for Election as presented. Motion by Tindall, support by Horky. Roll call vote: All yes (6-0)

PERSONNEL REPORT

A. New Hires - None

B. Resignations

<i>Relationship to District</i>					
Department	Position	Name	Exit Date	District	EDUstaff
Athletics	7th Grade Basketball Coach	Riley Ballard	6/28/23		X
Jr/Sr High School	ELA Teacher	Chelsea Schittenhelm	7/14/23		x

Chelsea Schittenhelm was an addition to the resignations. Ms Schitenheim was recognized for being an awesome teacher. The Board accepted the resignations as presented. Motion by Tindall, support by Woods. Roll Call Vote: All yes (6-0)

C. Position Changes

<i>Relationship to District</i>					
Department	Position	Name	Effective Date	District	EDUstaff
Special Education	Special Education Supervisor (0.5 FTE) School Social Worker (0.5 FTE)	Rachel Tierney	7/1/23	X	
Luther C Klager	Second Grade Teacher	Karen Villarreal	TBD	X	

The Board accepted the position changes as presented. Thank you Karin Villarreal for your leadership. Motion by Horky, supported by Tindall. Roll Call Vote: All yes (6-0)

D. Open Positions

The open positions for Manchester Community School are listed on the school website.

DISCUSSION ITEMS/REPORTS

- Klager / MECC - Ms. Villarreal extended farewell and thank you for her time as principal, and that she is looking forward to teaching again.
- Riverside -Summer camps are in full swing thank you Katie Altherr for all your hard work.
- Jr-Sr High School - Student Schedule/Chromebook pick-up:
  - Aug 16, 2023 Grades 11/12

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- Aug 17, 2023 Grades 9/10
- Aug 17, 2023 Junior High
- Aug 17, 2023 7th Grade Orientation
- Athletic Department - Coaching updates, and first day of fall sports begins August 7, 2023
- Special Education - None
- Business Office - Busy closing out the 2022-2023 school year and preparing for the audit in August.
- Technology - Classroom clean-up and new device enrollment. Jaxon DuRussel, incoming Senior, has joined us in assisting with the summer clean up and new device enrollment.
- Buildings & Grounds - Building and Grounds Team is hard at work cleaning classrooms and servicing all of the schools mechanical and HVAC equipment.
- PTSA - None
- PTO - None
- Board - None

## SUPERINTENDENT REPORT

- Thank you Katie Altherr and Coach Rickert for a great summer camp experience for the kids.
- Thank you students and staff who helped at the 70th Manchester Chicken Broil.
- We look forward to seeing you on August 8, 2023 for the kick off to the Manchester Community Fair Parade. Staff and Board members who would like to ride the bus representing Manchester Community Schools please arrive at Riverside parking lot by 5:30pm .

## PUBLIC PARTICIPATION

1. Gordon McCalla - Union Contract Support

## UPCOMING DATES

- Summer Camps:
  - Week 4: July 17-21, 2023 - Crafting Fun
  - Week 5: July 24-28, 2023 - STEM/Marketplace
  - Week 6: July 31- August 4, 2023 - Magic Ink
  - Week 7: August 4-11, 2023 - Mural Painting
- First day of practice for fall sports is August 7, 2023
- Regular Board of Education Meeting August 21,, 2023
- First full day of school August 28, 2023
- Manchester Community Fair August 8-12, 2023

OTHER- None

## ADJOURNMENT

Motion by Woods, support by Wiitala to adjourn meeting at 7:57pm. Roll call vote: All yes (6-0)