

## MINUTES

### SHEPHERD PUBLIC SCHOOLS REGULAR BOARD MEETING

#### VIRTUAL BOARD MEETING

January 19, 2021

7:00 p.m.

Present: Brent Curtiss, Vice President  
Rick Judge, Treasurer  
Matt Showalter, Trustee  
Gina Gross, Trustee  
Katie Eisenberger, Trustee  
Tracey Galgoci, Trustee  
Katie Travis, Trustee

Absent: None.

Also Present: Greg McMillan, Interim Superintendent  
Julie Freeze, Director of Business and Finance  
Administrators, Directors, Athletic Director and Educators  
50+ Community Members

## REGULAR MEETING

- I. CALL TO ORDER  
Mr. McMillan called the meeting to order at 7:00 p.m.
- II. PLEDGE OF ALLEGIANCE
- III. WELCOME THE NEW BOARD MEMBERS  
Greg McMillan welcomed the new board members; Katie Eisenberger, Katie Travis, and Tracey Galgoci
- IV. ROLL CALL  
Present: Brent Curtiss, Vice President, Rick Judge, Treasurer, Matt Showalter, Trustee  
Gina Gross, Trustee, Katie Eisenberger, Trustee, Tracey Galgoci, Trustee  
Katie Travis, Trustee  
  
Absent: None.
- V. ELECTION OF OFFICERS  
Greg McMillan opened nominations for Board President. A motion was made by Gross, seconded by Galgoci, to nominate Brent Curtiss as Board President. A motion to close nominations was made by Showalter, seconded by Judge.

The vote was taken on the motion.

**Ayes:** Curtiss, Judge, Showalter, Gross, Eisenberger, Galgoci, Travis  
**Nays:** None.  
**Absent:** None.

**The motion carried.**

Brent Curtiss is the new President and has taken over running the meeting.

President Curtiss opened nominations for Board Vice President. A motion was made by Gross, seconded by Galgoci, to nominate Rick Judge as Board Vice President. A motion to close nominations was made by Showalter, seconded by Eisenberger.

The vote was taken on the motion.

**Ayes:** Curtiss, Judge, Showalter, Gross, Eisenberger, Galgoci, Travis  
**Nays:** None.  
**Absent:** None.

**The motion carried.**

President Curtiss opened nominations for Board Secretary. A motion was made by Gross, seconded by Curtiss, to nominate Matt Showalter as Board Secretary. A motion to close nominations was made by Judge, seconded by Curtiss.

The vote was taken on the motion.

**Ayes:** Curtiss, Judge, Showalter, Gross, Eisenberger  
**Nays:** Galgoci, Travis  
**Absent:** None.

**The motion carried.**

President Curtiss opened nominations for Board Treasurer. A motion was made by Showalter, seconded by Judge, to nominate Tracey Galgoci as Board Treasurer. A motion to close nominations was made by Curtiss, seconded by Eisenberger.

The vote was taken on the motion.

**Ayes:** Curtiss, Judge, Showalter, Gross, Eisenberger, Galgoci, Travis  
**Nays:** None.  
**Absent:** None.

**The motion carried.**

VI. ADOPTION OF AGENDA

**Showalter moved, seconded by Gross, to adopt the Agenda of the January 19, 2021 Regular Board meeting of the Shepherd Public Schools Board of Education as presented.**

The vote was taken on the motion.

**Ayes: 7**  
**Nays: 0**  
**Absent: None.**

**The motion carried.**

VII. ACCEPTANCE OF MINUTES

**Galgoci moved, seconded by Judge, to approve the minutes of the December 15, 2020 Regular Board Meeting and the January 11, 2021 Committee of the Whole Meeting of the Shepherd Public Schools Board of Education as presented.**

The vote was taken on the motion.

**Ayes: 7**  
**Nays: 0**  
**Absent: None.**

**The motion carried.**

VIII. COMMENTS BY GUESTS

None.

V. NEW AND OLD BUSINESS

A. Presentations

1. Board Member Recognition

McMillan recognized the board members for their dedication and service to the district. Appreciation certificates will be mailed to each board member.

2. Laurie Richards

Richards first showed the goals of the return to school plan for the newest board members. She presented the latest information on comparing the percentages of contact with the face2face students and the online students. Laurie stated that the numbers looked good. The reason for the dip in percentages is because the weeks were split up from the holiday break. The weeks she compares start with Wednesday and go through Tuesday of the following week. She mentioned that she is utilizing the Standard Reporting tool that the school was given to record this information.

3. Board Policies First Reading

These policies will be voted on at the next regular board meeting on Tuesday, February 16, 2021 if there are no changes.

4. Review Support Staff Handbooks

McMillan stated that Julie Freeze and Bruce Bigham worked on the handbooks so that the handbooks and board policies had matching language. The handbook verbiage will rule over the contracts.

B. Action Items

1. ADOPTION OF BY-LAWS AND BOARD POLICIES, SETTING 2021 BOARD MEETING, DATES/LOCATIONS, BOARD ATTORNEY EMPLOYMENT, CONFLICT OF INTEREST, AUTHORIZATION OF SCHOOL DEPOSITORIES, AUTHORIZATION OF INVESTMENTS, AUTHORIZATION OF FUND TRANSFER AND CHECK SIGNING

**Showalter moved, seconded by Gross, to adopt the current by-laws and board policies found in the current policy manual for the 2021 calendar year; further, to adopt the attached calendar of the regular board meeting dates/locations; further to retain the law firm of Thrun as the school attorneys for the 2021 calendar year; and further, that in any normal business dealing in which board members are involved, the Board will comply with the laws concerning conflict of interest. To allow administration to invest funds with any legal financial institute maintaining an office in the State of Michigan in accordance with Michigan Compiled Laws, Section 129.91, and to authorize the Director of Business and Finance, and the Accounts Payable/Receivable Bookkeeper, to deposit, invest and transfer monies between bank accounts and transact wire transfers for bond payments. To authorize check signers and authorize computer software for check signing per the attached schedule.**

The vote was taken on the motion.

**Ayes: Judge, Curtiss, Showalter, Gross, Eisenberger, Galgoci, Travis  
Nays: None.  
Absent: None.**

**The motion carried.**

**2. ACCOUNTS PAYABLE**

**Gross moved, seconded by Judge, to approve General Fund bills, Payroll and Accounts Payable as of December 31, 2020 in the total amount of \$2,441,050.57; Internal Service Fund in the total amount of \$92,809.39; Food Service Fund in the total amount of \$59,164.60; Student Activity Fund in the total amount of \$3,793.46; and Debt Retirement in the total amount of \$-0-.**

The vote was taken on the motion.

**Ayes: Curtiss, Showalter, Gross, Eisenberger, Galgoci, Travis, Judge  
Nays: None.  
Absent: None.**

**The motion carried.**

**3. REVISED BOARD POLICIES**

**Showalter moved, seconded by Gross, to adopt the following policies as presented at the December 15, 2020 Regular Board Meeting:**

- a. Revised Board Policy 5610 - Removal, Suspension, Expulsion, Permanent Exclusion of Student**
- b. Revised Board Policy 5611 - Due Process Rights**

The vote was taken on the motion.

**Ayes: Showalter, Gross, Eisenberger, Galgoci, Travis, Judge, Curtiss  
Nays: None.  
Absent: None.**

**The motion carried.**

4. KIDS READ NOW PROGRAM

**Eisenberger moved, seconded by Travis, to approve the recommendation to purchase the Kids Read Now subscription for the summer of 2021 not to exceed \$24,766.20.**

The vote was taken on the motion.

**Ayes: Gross, Eisenberger, Galgoci, Travis, Judge, Curtiss, Showalter  
Nays: None.  
Absent: None.**

**The motion carried.**

5. CHROMEBOOK PURCHASE

**Judge moved, seconded by Gross, to approve the purchase of 540 Chromebooks from CDW-G in an amount not to exceed \$157,994.**

The vote was taken on the motion.

**Ayes: Eisenberger, Galgoci, Travis, Judge, Curtiss, Showalter, Gross  
Nays: None.  
Absent: None.**

**The motion carried.**

6. SEA – LETTER OF AGREEMENT

**Galgoci moved, seconded by Gross, to approve the Letter of Agreement with the SEA to continue the EPSLA and EFMLA through March 31, 2021.**

The vote was taken on the motion.

**Ayes: Galgoci, Travis, Judge, Curtiss, Showalter, Gross, Eisenberger  
Nays: None.  
Absent: None.**

**The motion carried.**

7. CONTINUE EPSLA AND EFMLA

**Showalter moved, seconded by Eisenberger, to continue the provisions of the Emergency Paid Sick Leave Act and the Emergency Family Medical Leave Act through March 31, 2021.**

The vote was taken on the motion.

**Ayes: Travis, Judge, Curtiss, Showalter, Gross, Eisenberger, Galgoci  
Nays: None.  
Absent: None.**

**The motion carried.**

8. SET UP BOARD WORKSHOP

**Showalter moved, seconded by Judge, to set the date of Tuesday, January 26, 2021, at 7:00 p.m., for a Special Board of Education Workshop with Chuck Dumas, MASB consultant. This meeting will be virtual.**

The vote was taken on the motion.

**Ayes: Judge, Curtiss, Showalter, Gross, Eisenberger, Galgoci, Travis**

**Nays: None.**

**Absent: None.**

**The motion carried.**

9. NEW HIRE AND RESIGNATION

**Galgoci moved, seconded by Gross, to approve the hiring of Eva Spedoske as the Elementary School Dishwasher and the resignation of Cameron Gatrell.**

The vote was taken on the motion.

**Ayes: Curtiss, Showalter, Gross, Eisenberger, Galgoci, Travis, Curtiss**

**Nays: None.**

**Absent: None.**

**The motion carried.**

- C. Student Council President  
Absent.

D. Superintendent's Items

Greg said that Richards is handling the return to school plan information well, and that everything seems to be going smoothly in the schools since students returned from holiday break. He mentioned that one first grade class is on quarantine due to a student testing positive for the Coronavirus. The student contracted the virus outside of school. Ryan Harkrader, Athletic Director, is handling all the constant changes with sports due to COVID19. He has created a website that will have all sports information in one place and will also update the sport information on the school website too. All changes will be real time updates.

Greg is working on Freeze and Moeggenberg's annual evaluations. He stated he is also working on having a job description for every position at Shepherd Public Schools. There is a board policy that states that job descriptions will be available for review at Shepherd Public School's Central Office.

E. Director of Business & Finance Items

Julie stated she will have a motion for next week's special board meeting (workshop) on the 3% healthcare deduction. She also mentioned that she and Trina Smith, Accounts Payable, have been training on the financial software that will hopefully be implemented in July 2021 with the payroll portion in July 2022. This program is called MUNIS and all districts within Gratiot-Isabella RESD will be utilizing this same program.

F. Secretary Announcements

Moeggenberg mentioned to the board that she hasn't been through a superintendent search so to keep her in the loop.

G. Board Member's Items

There were no comments for the record.

VI. ADJOURNMENT

The Board adjourned the Shepherd Public School Regular Board Meeting at 8:48 p.m.

Respectfully submitted,

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Matthew Showalter, Board Secretary

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Holly Moeggenberg, Recording Secretary