

## MINUTES

SHEPHERD PUBLIC SCHOOLS  
Middle/High School Media Center

June 7, 2021

5:45 p.m.

Present: Brent Curtiss, President  
Rick Judge, Vice-President (left at 6:45 p.m.)  
Matthew Showalter, Secretary  
Tracey Galgoci, Treasurer  
Katie Eisenberger, Trustee  
Katie Travis, Trustee

Absent: Gina Gross, Trustee

### COMMITTEE OF THE WHOLE MEETING

#### I. CALL TO ORDER

Mr. Curtiss called the meeting to order at 5:47 p.m.

#### II. ROLL CALL

Present: Brent Curtiss, Rick Judge, Matthew Showalter, Tracey Galgoci, Katie Eisenberger,  
Katie Travis

Absent: Gina Gross

Others in attendance:

Greg McMillan, Interim Superintendent  
Julie Freeze, Director of Business & Finance  
Steve Sura, Dabney Dusenbury, Julie Sickles, 2 Community Members

#### III. PUBLIC COMMENT:

President Curtiss asked if anyone would like to address the board; Jamie Clute, Shepherd resident, addressed the board.

#### IV. ITEMS OF DISCUSSION

##### 1. Building and Grounds - Steve Sura

Steve Sura stated he had Central Asphalt give him a quote on the gravel parking lot over by the ball fields and they quoted it at about \$72,000, and that is why he stated that yearly maintenance on the parking lots is so beneficial. He mentioned that he has been in touch with E&S Graphics to help refurbish some school signs. The signs will be updated with the correct mascot and placed on campus to help navigate the grounds better for visitors. He is posting a job for a Mechanic/Maintenance Helper.

##### 2. Bills for the Month - Julie Freeze

Freeze asked the board if there were any questions on the bills; there were no questions asked.

3. Financial Statements - Julie Freeze  
Freeze stated that the financial statements look good so far.
4. Budget Amendments - Julie Freeze  
Freeze passed out a packet to the board members explaining each and every budget amendment for the past school year. There were no questions asked on the amendments.
5. 2021-2022 Proposed Budget - Julie Freeze  
Freeze stated that the budget hearing will be on the agenda for the next board meeting, on June 15, 2021. She explained the totals for each of the general ledger, internal service fund, and student activities fund to the board members. The new year will be starting with a (\$584,000) deficit which is down from last years amount. She stated that she will be attending a meeting next week to discuss the ESSER money with the committee.
6. Committed Fund Equity - Julie Freeze  
Freeze stated she created a spreadsheet that lists all the amounts that are committed. There are usually changes on this once the auditors are done. There are a few items that Julie was hoping to get in on this fiscal year, buses, air filtration, and phone system.
7. Non-Union Pay Rates 2021-2022 - Julie Freeze  
Freeze stated that she would like to go ahead with the proposed wages for non-union staff.
8. Technology Specialist Position - Julie Freeze/Corey Grim  
Grim would like to create this position for his department, and train them for a possible successor in the future.
9. Custodial/Maintenance Contract - Julie Freeze  
Freeze stated that there is a tentative agreement coming to the board for approval at next Tuesday's board meeting.
10. Accounting Software Maintenance - Julie Freeze  
Freeze stated that the school will be utilizing Munis and School's Open at the same time, while School's Open software is being phased out. She mentioned that Shepherd schools will be utilizing the same program as the GI-RESA, which is MUNIS.
11. MHSAA Annual Membership Renewal – Greg McMillan  
Greg stated that this is done every year with no cost to the district; a resolution needs to be completed in order to participate with the MHSAA.
12. NWEA renewal - Julie Freeze  
Freeze stated that Shepherd Public Schools does use this testing system and therefore it will be coming to the board at next Tuesday's meeting for approval.
13. PCMI Extension - Julie Freeze  
Freeze stated that PCMI/Willsub is the third-party vendor the school uses for all substitute teachers and the special education secretary.
14. Plato Courseware/Edmentum renewal - Julie Freeze  
Freeze stated that both high schools utilize this program and it is over \$10,000 and will be brought to the board for approval at Tuesday's meeting.
15. Houghton/Mifflin Math/ELA Purchase-Julie Freeze  
Freeze mentioned that the June payment for this is \$36,653 and will be brought to the board for approval at Tuesday's meeting.
16. Revised Board Policies – Greg McMillan
  - a. Policy 1422/3122/4122 - Nondiscrimination and Equal Employment Opportunity
  - b. Policy 1623/3123/4123 - Section 504/ADA Prohibition Against Disability Discrimination Based in Employment
  - c. Policy 1662/3362/4362 - Anti-Harassment
  - d. Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity
  - e. Policy 5517 - Anti-HarassmentMcMillan gave an overview of the revised policies and stated that these policies will be up for their first reading at next Tuesday's meeting.

17. Paraprofessional Enhancement – Greg McMillan

McMillan stated that he has been working on this for the past six months trying to invest into the paraprofessionals in order to retain them from year to year. He would like to start them a 4% raise and longevity starting with the 7<sup>th</sup> year of employment. Further details will be in the handbook. Also, once they are here for 6 months, reimburse the employee for their fingerprint cost.

18. Superintendent's Report – Greg McMillan

McMillan reminded the board that the retirement celebration is tomorrow at the elementary cafeteria from 2:30 pm – 3:30 pm. He appreciated all the board members showing up to the high school graduation. He said that Odyssey also had a very nice graduation ceremony. He went out to Winn for their end of school year field day and really enjoyed all the excitement there.

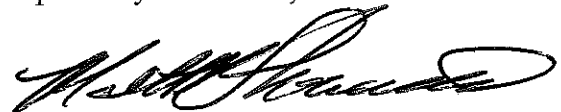
Extra Notes:

Matt Showalter mentioned that the township or road commissioner will need to come out and validate where the alley should be on the purchased property out by Winn. The neighbor next to the property would like to utilize the alley. The structure on this property will need to be removed, but the fire department may use it over the summer for training purposes with the building being torn down before the school year starts.

V. ADJOURNMENT

Meeting was adjourned at 7:52 p.m.

Respectfully Submitted,



Matthew Showalter  
Board of Education, Secretary



Holly Moegggenberg  
Administrative Assistant