

**MINUTES**  
SHEPHERD PUBLIC SCHOOLS  
REGULAR BOARD MEETING  
MIDDLE/HIGH SCHOOL MEDIA CENTER  
JANUARY 16, 2024  
7:00 p.m.

Present: Rick Judge, President  
Matthew Showalter, Secretary  
Janet Willoughby, Trustee  
Andrew Curtiss, Trustee

Absent: Tracey Galgoci, Vice President  
Katie Eisenberger, Trustee  
Katie Travis, Treasurer  
Kathryn Showalter, Student Board Representative (SBR)

Also Present: Terry Starr, Superintendent, Carl Seiter, Director of Business Services, Holly Moeggenberg, Steve Sura, Aaron Lloyd, Administrators, Educators, School Social Worker Marisa Bullard and spouse

**REGULAR MEETING**

I. **CALL TO ORDER**

Mr. Judge called the meeting to order at 7:00 p.m.

II. **PLEDGE OF ALLEGIANCE**

III. **ROLL CALL**

**Present:** Rick Judge, Matthew Showalter, Janet Willoughby, Andrew Curtiss

**Absent:** Katie Eisenberger, Tracey Galgoci, Katie Travis, Kathryn Showalter

IV. **SHEPHERD PUBLIC SCHOOL BELIEFS**

V. **ADOPTION OF AGENDA**

**Showalter moved, seconded by Willoughby, to adopt the Revised Agenda for the January 16, 2024 Regular Meeting of the Shepherd Public Schools Board of Education as presented.**

The vote was taken on the motion.

**Ayes: 4**

**Nays: 0**

**Absent: Eisenberger, Galgoci, Travis**

**The motion carried.**

VI. **ACCEPTANCE OF MINUTES**

**Showalter moved, seconded by Curtiss, to approve the minutes of the Shepherd Public Schools Board of Education as presented.**

**A. Regular Board Meeting – December 19, 2023**

**B. Committee of the Whole Meeting – January 8, 2024**

The vote was taken on the motion.

Ayes: 4  
Nays: 0  
Absent: Eisenberger, Galgoci, Travis

**The motion carried.**

VII. PUBLIC COMMENT

President Rick Judge asked if anyone would like to address the board; there were NO public comment/audience participation.

VIII. NEW AND OLD BUSINESS

A. Presentations

1. Board Appreciation Month - Terry Starr  
Terry thanked the board for their service.
2. Student/Staff Spotlight - Jason Wolf and Ana Allingham, SMS  
Jason and Ana explained how they are using co-teaching in their school and how it could benefit the students. If the schedule permits; the students and the Special Education teacher will join the General Education classroom. The students learn in the same classroom rather than a few students having to learn in a different classroom.
3. Principal's Reports (All)  
Each principal gave an update on their respective buildings.
4. School Index/School Grades - Laurie Richards  
Laurie shared information from MI School Data and the Michigan School Index System will now measure public school performance in seven key areas. Schools receive credit in each areas based on the degree to which it meets its targets and an overall index. This will help to identify which public schools need support.
5. Revised Board Policies - Terry Starr
  - a. po1540 - NEW Administrative Staff Reduction/Recalls
  - b. po2370.01 - Online/Blended Learning Program
  - c. po7217 - Weapons
  - d. po7540.03 - Student Technology Acceptable Use and Safety
  - e. po8305 - Information Security
  - f. po8531 - Free and Reduced - Price Meals
  - g. po1623 - Section 504/Ada Prohibition Against Disability Discrimination In Employment
  - h. po3123 - Section 504/Ada Prohibition Against Disability Discrimination In Employment
  - i. po4123 - Section 504/Ada Prohibition Against Disability Discrimination In Employment
  - j. po2260 - Section 504/Ada Prohibition Against Discrimination Based On DisabilityTerry asked the board if they had any questions on the policies listed above. There were no questions asked.

**Katie Travis arrived at 7:30 p.m.**

B. Action Items

1. ADOPTION OF BY-LAWS AND BOARD POLICIES, SETTING 2024 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 Willoughby, to adopt the current by-laws and board policies found in the current policy manual for the 2023 and 2024 calendar years; 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 2024 and 2025 calendar years; 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 approve Roslund,**

**Prestage & Company as the District's auditing firm for fiscal year ending June 30, 2024. 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 Services, 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, Willoughby, Travis**

**Nays: None.**

**Absent: Eisenberger, Galgoci**

**The motion carried.**

**2. ACCOUNTS PAYABLE**

**Curtiss moved, seconded by Showalter, to approve the December 2023 payments in the total amount \$2,177,580.48 Debt Retirement payments in the total amount of \$0.**

The vote was taken on the motion.

**Ayes: Judge, Curtiss, Showalter, Willoughby, Travis**

**Nays: None.**

**Absent: Eisenberger, Galgoci**

**The motion carried.**

**3. REVISED BOARD POLICIES**

**Showalter moved, seconded by Travis, to adopt the following revised board policies:**

- a. Policy 0122 - Board Powers**
- b. Policy 1420 - School Administrator Evaluation**
- c. Policy 3131 - Staff Reductions/Recalls**
- d. Policy 3142 - Probationary Teachers**
- e. Policy 3220 - Professional Staff Evaluation.**

The vote was taken on the motion.

**Ayes: Curtiss, Showalter, Willoughby, Travis, Judge**

**Nays: None.**

**Absent: Eisenberger, Galgoci**

**The motion carried.**

**4. 24/25 SCHOOL CALENDAR**

**Showalter moved, seconded by Curtiss, to approve the attached calendar for Shepherd Public Schools for the 2024-25 school year.**

The vote was taken on the motion.

**Ayes: Showalter, Willoughby, Travis, Judge, Curtiss**

**Nays: None.**

**Absent: Eisenberger, Galgoci**

**The motion carried.**

5. BEHAVIORAL SPECIALIST PART TIME POSITION

**Showalter moved, seconded by Travis, to approve the restructuring of a current part time social worker position (Laurie Potie) to part-time behavioral specialist a .6 FTE position.**

The vote was taken on the motion.

**Ayes: Willoughby, Travis, Judge, Curtiss, Showalter**

**Nays: None.**

**Absent: Eisenberger, Galgoci**

**The motion carried.**

6. NEW HIRE - SCHOOL SOCIAL WORKER

**Showalter moved, seconded by Curtiss, to approve the hiring of Marisa Bullard for the 1.0 social worker position for Shepherd Public Schools. Marisa Bullard will be placed on the SEA contractual Schedule A payscale at MA Step 15; to receive a prorated salary of \$74,397 pending successful background check.**

The vote was taken on the motion.

**Ayes: Travis, Judge, Curtiss, Showalter, Willoughby**

**Nays: None.**

**Absent: Eisenberger, Galgoci**

**The motion carried.**

7. OVERNIGHT/EXTENDED DAY TRIPS

**Travis moved, supported by Willoughby, to approve the following Overnight/Extended Student Trip Request:**

**(a) Rick Cahoon, Science Club, (9th – 12th grade students), Chicago, Illinois, March 8 - 9, 2024.**

The vote was taken on the motion.

**Ayes: Willoughby, Travis, Judge, Curtiss, Showalter**

**Nays: None.**

**Absent: Eisenberger, Galgoci**

**The motion carried.**

C. Superintendent's Report – Terry Starr

1. School Based Health Clinic

Terry asked Steve and Aaron if the work on the Laidley building had started. Once they get a start date they will let Terry know.

D. Director of Business Services – Carl Seiter

Carl thanked the board members and will be working on the budget amendment and hopes to have it completed no later than March.

E. Administrative Assistant – Holly Moeggenberg

Holly thanked the board members for their service.

F. Student Board Representative Update  
Absent.

G. Board Member's Remarks (for the record only)  
There were no comments for the record.

VIII. CLOSED SESSION - DISCIPLINARY HEARING

**Showalter moved, seconded by Willoughby, to move to Closed Session at 8:02 p.m. to discuss a student disciplinary hearing for student #23-24-DH6.**

The vote was taken on the motion.

**Ayes: Judge, Curtiss, Showalter, Willoughby, Travis**

**Nays: None.**

**Absent: Eisenberger, Galgoci**

**The motion carried.**

**Showalter moved, seconded by Travis, to reconvene Regular Session at 8:45 p.m.**

The vote was taken on the motion.

**Ayes: 5**

**Nays: 0**

**Absent: Eisenberger, Galgoci**

**The motion carried.**

**Resolution:**

**Showalter moved, seconded by Willoughby, to suspend student #23-24-DH-6 for 100 days effective immediately.**

The vote was taken on the motions.

**Ayes: Judge, Curtiss, Showalter, Willoughby, Travis**

**Nays: None.**

**Absent: Eisenberger, Galgoci**

**The motion carried.**

XI. ADJOURNMENT

The Board adjourned the Shepherd Public School Regular Board Meeting at 8:46 p.m.

Respectfully submitted,

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Matthew Showalter, Board Secretary

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Holly Moeggenberg, Recording Secretary