

BOARD OF EDUCATION REGULAR (ORGANIZATIONAL) MEETING MINUTES
July 23, 2024

The Board of Education of the Plymouth-Canton Community Schools, Wayne and Washtenaw Counties, Michigan, met in a Regular Meeting on Tuesday, July 23, 2024, at 7:00 p.m. at the E. J. McClendon Educational Center, 454 S. Harvey Street, Plymouth, Michigan, 48170.

Superintendent Merritt called the Regular (Organizational) Meeting to order at 7 p.m. in the Boardroom.

Present: Members Christenson, Kehoe, McCoin, Picard, Sidhu, and Westra
Absent: Member Wilson

Administrators Present: Dr. Monica L. Merritt, Superintendent of Schools
Dr. Liz Vartanian-Gibbs, Assistant Superintendent of Student & Family Engagement
Mr. Kurt Tyszkiewicz, Assistant Superintendent of Student Services
Ms. Bethany Rayl, Chief Academic and Innovation Officer
Ms. Carly Rays, Assistant Director of Marketing and Promotion

Others Present: Ms. Diane Robertson, Executive Assistant to the Superintendent and Board
Mr. Josh Patterson, SVA Student Representative
Ms. Sae Pawar, SVA Student Representative

Josh Patterson led the Pledge of Allegiance.

1. Adoption of the Organizational Meeting Agenda

It was moved by Member Sidhu and seconded by Member Kehoe to adopt the agenda as presented.

Ayes: Members Christenson, Kehoe, McCoin, Picard, Sidhu, and Westra
Nays: None
The motion was carried 6-0

2. Discussion of Officer Positions

3. Election of Officers 2024-2025

Nominations for **President** were called.

It was moved by Member Kehoe to nominate Member Christenson for President of the Board of Education for the 2024-2025 school year.

Ayes: Members Christenson, Kehoe, McCoin, Picard, Sidhu, and Westra
Nays: None
The motion was carried 6-0

Member Christenson was declared to be President.

President Christenson immediately commenced responsibilities as President of the Board of Education and conducted the remainder of the July 23, 2024, Organizational Meeting.

Nominations for **Vice President** were called.

It was moved by Member Sidhu to nominate Member McCoin for Vice President of the Board of Education for the 2024-2025 school year.

Ayes: Members Christenson, Kehoe, McCoin, Picard, Sidhu, and Westra
Nays: None
The motion was carried 6-0

Member McCoin was declared to be Vice President.

Nominations for **Secretary** were called.

It was moved by Member Sidhu to nominate Member Westra or Secretary of the Board of Education for the 2024-2025 school year.

Ayes: Members Christenson, Kehoe, McCoin, Picard, Sidhu, and Westra
Nays: None
The motion was carried 6-0

Member Westra was declared to be Secretary.

Nominations for **Treasurer** were called.

It was moved by Member McCoin to nominate Member Kehoe for Treasurer of the Board of Education for the 2024-2025 school year.

Ayes: Members Christenson, Kehoe, McCoin, Picard, Sidhu, and Westra
Nays: None
The motion was carried 6-0

Member Kehoe was declared to be Treasurer.

2024-2025 Board of Education Officers

President: Lauren Christenson
Vice-President: Patti McCoin
Secretary: Judy Westra
Treasurer: Patrick Kehoe

4. By-Laws Nos. 0164.1 and 0164.2 - Time, Place, and Notification of Meetings

It was moved by Member Sidhu and seconded by Member Kehoe to adopt the following By-Laws:

By-Law Nos. 0164.1: Regular Meetings - Time, Place, and Notification

Regular meetings of the Board of Education of the Plymouth-Canton Community Schools, Wayne and Washtenaw Counties, Michigan, shall be held on the second and fourth Tuesdays of each month. Exceptions: There will be only one meeting in July (7-23-24), one meeting in December (12-10-24), and one meeting in March (3-11-25) beginning at 7:00 p.m. at the following location (except as agreed herein) unless otherwise directed by a majority vote of the members:

E. J. McClendon Educational Center
454 South Harvey Street
Plymouth, Michigan 48170

By-Law No. 0164.2 Special Meetings - Time, Place, and Notification

Special meetings of the Board of Education of the Plymouth-Canton Community Schools, Wayne and Washtenaw Counties, Michigan, may be called by the President of the Board, or any two members thereof, by serving on the other members a written notice of the day, time, and place of such special meetings, or by a majority vote of the Board.

PUBLIC NOTICE of each meeting of the Board of Education shall be given by posting a copy of the NOTICE on the message board by the front entrance to the E. J. McClendon Educational Center, 454 South Harvey, Plymouth, Michigan, at least eighteen (18) hours prior to the time of the meeting. The Executive Assistant to the Board of Education or other central office staff, in her absence, shall be appointed the designee for posting notice of meetings.

Ayes: Members Christenson, Kehoe, McCoin, Picard, Sidhu, and Westra
Nays: None
The motion was carried 6-0

It was moved by Member Kehoe and seconded by Member McCoin to direct the Board of Education Executive Assistant to advertise By-Laws Nos.0164.1 and 0164.2 in the Detroit Newspaper Agency newspapers.

Ayes: Members Christenson, Kehoe, McCoin, Picard, Sidhu, and Westra
Nays: None
The motion was carried 6-0

5. Authorized Signatures for School District Business:

It was moved by Member Kehoe and seconded by Member McCoin to authorize the following signatures for School District business.

<u>Documents</u>	<u>2024-2025 Authorized Signatures</u>
A. Administrator Contracts	President, Secretary, or Superintendent
B. Teacher Contracts	
(1) Probationary	President, Secretary, or Superintendent
(2) Continuing Tenure	President, Secretary, or Superintendent
C. Motor Vehicle Titles	Superintendent, Chief Finance, and Operations Officer
D. Land Contracts	President, Secretary, or Superintendent
E. Deeds to Real Estate	President, Secretary, or Superintendent
F. Leases and Easements	President, Secretary, Superintendent, or Chief Finance and Operations Officer
G. Deposit and Investment Accounts	President, Treasurer, Superintendent, Chief Finance and Operations Officer, Director of Finance & Accounting
H. Vendor Contracts	Superintendent, Chief Finance and Operations Officer

Ayes: Members Christenson, Kehoe, McCoin, Picard, Sidhu, and Westra

Nays: None

The motion was carried 6-0

6. Consider the Following Resolutions:

A. Naming Depository, Investment of Moneys, and Naming Signatories for all Funds

It was moved by Member Kehoe and seconded by Member Picard that the Treasurer and/or Chief Finance and Operations Officer be authorized to deposit all monies for all funds of the Plymouth-Canton Community Schools in the following banks:

- Community Financial Credit Union
- Fifth Third Bank
- Flagstar Bank
- J. P. Morgan Chase Bank, N.A.
- Michigan Liquid Asset Fund Plus
- PNC Bank and PNC Capital Markets, LLC
- Public Trust Advisors, LLC
- The Bank of New York Mellon Trust Company, N.A.
- U.S. Bank, N.A.

and further, to invest all monies of all funds of the Plymouth-Canton Community Schools in investments authorized under Section 1223 of the Michigan School Code of 1976, as amended,

and, further, that these banks be requested, authorized, and directed to honor checks, drafts, and other orders for the payment of money drawn in the name of Plymouth-Canton Community Schools against the named funds when bearing facsimile signature of TREASURER Kehoe and the facsimile signature of PRESIDENT Christenson

and, further, that the Huntington National Bank, Bank of New York Mellon, and UMB Bank, N.A., be designated as the paying agents for bonds of the Plymouth-Canton Community Schools as required,

and, further, a Blanket Position Bond is required for all School District employees in the amount of \$100,000, and the cost of the Bond be provided by the School District.

Ayes: Members Christenson, Kehoe, McCoin, Picard, Sidhu, and Westra

Nays: None

The motion was carried 6-0

B. Naming General Counsel

It was moved by Member Kehoe and seconded by Member Picard to appoint legal counsel for the 2024-2025 school year.

Collins and Blaha Law Firm, P.C. (General Counsel)

Ayes: Members Christenson, Kehoe, McCoin, Picard, Sidhu, and Westra
Nays: None
The motion was carried 6-0

C. Naming Other Specific Legal Counsel as appointed by the Board of Education

It was moved by Member Kehoe and seconded by Member Picard to appoint other specific legal counsel as appointed by the Board of Education for the 2024-2025 school year. In addition, the Board of Education has the right to name other legal firms during the course of the year as they deem necessary.

Clark Hill, PLC
Lacey & Jones, LLP
LaPointe and Associates, P.C.
Miller, Canfield, Paddock, and Stone, PLC
Thrun Law Firm, P.C.

Ayes: Members Christenson, Kehoe, McCoin, Picard, Sidhu, and Westra
Nays: None
The motion was carried 6-0

D. Naming School District Auditor

It was moved by Member Kehoe and seconded by Member Westra to appoint Plante Moran, LLC, Certified Public Accountants, as the School District auditors for the 2024-2025 school year.

Ayes: Members Christenson, Kehoe, McCoin, Picard, Sidhu, and Westra
Nays: None
The motion was carried 6-0

E. Naming School District Bond Financial Advisor

It was moved by Member Sidhu and seconded by Member Kehoe to appoint PFM Financial Advisors, LLC, as the School District's Bond Financial Advisor for the 2024-2025 school year.

Ayes: Members Christenson, Kehoe, McCoin, Picard, Sidhu, and Westra
Nays: None
The motion was carried 6-0

7. Designate Routine Advertisement

It was moved by Member Kehoe and seconded by Member Westra that the Detroit Newspaper Agency or the Michigan Chronicle newspapers be designated for the following routine advertisements:

- (A) Notice of Budget Hearing and Truth in Taxation Hearing
- (B) Invitation for Bids
- (C) Request for Proposals

And, that The Bond Buyer or the Detroit Legal News, as required, be designated for publication of:

- (A) Call for Redemption of Bonds
- (B) Sale of Bonds
- (C) Sale of Tax Anticipation Notes

And, that Invitation for Bids for Major Renovations, Additions, and New Construction- P.A. 232 of July 21, 2004, requires schools to post-construction solicitations for a minimum of two (2) weeks on the State of Michigan's "SIGMA Michigan" website.

Ayes: Members Christenson, Kehoe, McCoin, Picard, Sidhu, and Westra
Nays: None
The motion was carried 6-0

Without objection, President Christenson adjourned the Organizational Meeting at 7:17 p.m. and called the Regular Meeting to Order in the Boardroom.

Present: Members Christenson, Kehoe, McCoin, Picard, Sidhu, and Westra
Absent: Member Wilson

Administrators Present: Dr. Monica L. Merritt, Superintendent of Schools
 Dr. Liz Vartanian-Gibbs, Assistant Superintendent of Student & Family Engagement
 Mr. Kurt Tyszkiewicz, Assistant Superintendent of Student Services
 Ms. Bethany Rayl, Chief Academic and Innovation Officer
 Ms. Carly Rays, Assistant Director of Marketing and Promotion

Others Present: Ms. Diane Robertson, Executive Assistant to the Superintendent and Board
 Mr. Josh Patterson, SVA Student Representative
 Ms. Sae Pawar, SVA Student Representative

A. Adoption of the Agenda/Approval of the Consent Agenda

Action Item #25-07-02: Member Picard requested that three (3) new hire resolutions for Student Support Coordinators be removed from the consent agenda to allow for additional discussion. It was moved by Member Sidhu and seconded by Member Kehoe to adopt the Agenda and the **Amended** Consent Agenda as presented. The Consent Agenda consisted of New Hires, Leaves, Resignations, Retirements, Regular Meeting Minutes of June 25, 2024, and Special Meeting Minutes of July 15, 2024.

Ayes: Members Christenson, Kehoe, McCoin, Picard, Sidhu, and Westra

Nays: None

The motion was carried 6-0

New Hires

Bennett, Mikaila	Social Worker Bentley Elementary School	Effective 8-26-24
Fairbanks, Jennifer	Elementary ASD Teacher Tonda Elementary School	Effective 8-26-24
Lowes, Geoffrey	Chemistry Salem High School	Effective 8-26-24
McLaren, Marissa	Nurse Eriksson/Isbister Elementary Schools	Effective 8-26-24
Mitchell, Carli	Speech Pathology Allen Early Learning Academy	Effective 8-26-24
Saleh, Caroline	(0.4) Language Arts Pioneer Middle School	Effective 8-26-24
Federhofer, Claire	Assistant Principal Canton High School	Effective 8-8-24
Ulrich, Tara	Assistant Principal Salem High School	Effective 8-8-24
Zhu, Wei	Accounting and Grants Coordinator Administrative Office	Effective 7-1-24
Pelukas, Amanda	Early Middle College and Post-Secondary Coordinator Canton High School	Effective 7-1-24
Hammond, Christopher	Student Support Coordinator Bentley Elementary School	Effective 8-19-24
Wagner, Kathryn	Student Support Coordinator Bird Elementary School	Effective 8-19-24
Thompson, Kara	Student Support Coordinator Field Elementary School	Effective 8-19-24

Leaves

Ladner, Christine	Innovation Period Teacher Tonda Elementary School	Unpaid Leave of Absence 8-26-24 through 6-11-25
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Resignations

Belanger, Heidi	Elementary Classroom Bird Elementary School	Resignation Effective 7-11-24
Farkas, Kristen	APAA Canton High School	Resignation Effective 6-30-24
Hines, Alexia	Nurse Eriksson Elementary School	Resignation Effective 7-15-24
Jarmusevich, Jennifer	(0.5) Elementary Classroom Hoben Elementary School	Resignation Effective 6-30-24
Majszak, Stacie	Counselor (Non-Instructional) Discovery Middle School	Resignation Effective 8-23-24
Marsh, Samuel	Dean of Student Support Discovery Middle School	Resignation Effective 7-15-24
Rea, Kaytlynn	Art Elementary Workman Elementary School	Resignation Effective 7-8-24
Starrak, Jessica	Teacher on Special Assignment-HS Starkweather Academy	Resignation Effective 7-10-24
Reese, Tamona	Elementary Classroom Field Elementary School	Resignation Effective 8-1-24
Williams, Mackenzie	(0.5) Speech Pathologist Dodson Elementary School	Resignation Effective 7-8-24

Retirements

Dean, Kathryn	Elementary Classroom Field Elementary School	Retirement Effective 9-16-24
Wooster, William	Social Studies West Middle School	Retirement Effective 10-20-24

Approval of Minutes

The Regular Meeting Minutes of June 25, 2024, and the Special Meeting Minutes of July 15, 2024, were approved as presented.

B. Board Committee ReportsPresident's Report -

President Christenson shared that she looks forward to serving as President of the Board of Education in the upcoming school year. She asked the current committee chairs to describe their roles and encouraged any Board members interested in chairing a committee for the 2024-2025 school year to email her this week.

Student Performance and Achievement Committee (SPA) - Anupam Chugh Sidhu

Member Sidhu shared that the SPA Committee has not met since the last Board meeting. The next SPA meeting will be announced and posted on the district website when committee chair positions for the 2024-2025 school year have been determined.

Policy Advisory Committee - Patti McCoin

Member McCoin shared that the Policy Committee has not met since the last Board meeting. The next Policy meeting will be announced and posted on the district website when committee chair positions for the 2024-2025 school year have been determined.

Finance and Operations Committee - Patrick Kehoe

Member Kehoe shared that the F&O Committee has not met since the last Board meeting. The next Finance and Operations meeting is scheduled for August 8, 2024, and community members are welcome to attend. The full calendar of committee dates will be published this week.

Student Voice in Action Committee – Member Wilson

Mr. Josh Patterson and Sae Pawar, SVA Committee Student Co-chairs, shared that the Committee has not met since the last Board meeting. The next SVA meeting will be announced and posted on the district website when the 2024-2025 meeting dates are scheduled.

C. Administrative Reports/Recommendations

Superintendent's Report – Dr. Monica Merritt

Superintendent Merritt congratulated P-CEP graduates Charlie Salowich and Madeline White for their impressive victories at the National SkillsUSA Championships in Atlanta last month. Charlie secured the top spot among 43 student chefs nationwide in a challenging five-hour, five-course cooking competition. Madeline's excelled in a four-stage restaurant management and presentation competition. Both students received full-tuition scholarships as a result of their win, along with prize packages to further their culinary education. Superintendent Merritt thanked Chef Diana Woodward for her dedication and mentorship to the many students involved in the P-CEP Culinary Program.

In addition, she spoke about the P-CCS communication and P-CEP Communicator emailed to district families this week, offering a preview of essential back-to-school information, which is also accessible on the district website. This update provides early access to key dates, transportation updates, schedule pick-up details, athletic schedules, extracurricular activities, food service information, and instructions for completing required forms.

Superintendent Merritt also thanked the hard-working P-CCS staff members involved in various summer learning programs throughout the district, offering students expanded enrichment and educational opportunities.

Lastly, she invited the community to the 2024 P-CCS Back to School Bash, which will be held on Saturday, August 24, from 11 a.m. to 2 p.m. at the P-CEP bus loop behind Salem High School. This event will feature opportunities for families to meet school and district leaders, tour the P-CEP campus, learn about P-CCS programs, and enjoy food, fun, and games.

D. Citizens' Comments

- None

E. Discussion/Action Items

- **Action Item #25-07-03:** It was moved by Member Kehoe and seconded by Member McCoin to Approve the New Hire Resolutions of Christopher Hammond, Student Support Coordinator at Bentley Elementary School, Kathryn Wagner, Student Support Coordinator at Bird Elementary School, and Kara Thompson, Student Support Coordinator at Field Elementary School. An opportunity for additional Board discussion related to the Student Support Coordinator positions was provided prior to voting. (First and Final Reading)

Ayes: Members Christenson, Kehoe, McCoin, Sidhu, and Westra

Nays: Member Picard

The motion was carried 5-1

- **Discussion:** Board Members and Superintendent Merritt discussed potential dates to hold a board workshop to review required Superintendent Evaluation Tool Updates and to finalize Board and Superintendent Goals for the 2024-2025 school year. A special meeting/workshop was scheduled for August 26, 2024, at 5:30 p.m.

F. Adjournment

President Christenson adjourned the Regular Meeting at 7:54 p.m.

Judy Westra
Secretary, Board of Education