



# Kalkaska Public Schools

*Board of Education Regular Meeting – Minutes  
Monday, January 20, 2025*

*Kalkaska Public School  
315 South Coral Street  
Kalkaska, MI 49646  
5:30 p.m.*

Members Present: Dr. Richard Hodgman (in at 5:39), Steve Ordway, Mitch Saxton, Mary Scobey, Chase Stevenson, Wendy Watson and Rachael Birgy

Staff Present: Superintendent, Rick Heitmeyer, Administrators, Staci Short, Aaron Ostrander and Scott Morey, Director of Business Services, Jeffrey Scroggins, Human Resource Director, David Alan Tucker, and Executive Administrative Assistant, Cari Jo Roberts

Others: 12

<b>1. Call to Order</b>	
	The meeting was called to order by Rachael Birgy, at 5:30 p.m.
<b>2. Pledge of Allegiance</b>	
<b>3. Election of Officers</b>	
a. <b>Office of the President:</b>	<i>Nominations will be requested (nominations do not require a second). Voting will take place in the order names are presented and voice votes will be cast.</i>
	<i>President: Rachael Birgy</i>
	Motion by Steve Ordway, support by Wendy Watson, to nominate Rachael Birgy, for the Office of the President.  Motion Carried 6 to 0.
b. <b>Other Board Officers:</b>	<i>Nominations will be requested (nominations do not require a second). When all nominations have been made for each position, nominations will be closed and voting will take place. Voting will take place in the order names are presented and voice votes will be cast.</i>
	<i>Vice President: Steve Ordway</i>
	<i>Secretary: Wendy Watson</i>
	<i>Treasurer: Mary Scobey</i>
	Motion by Mitch Saxton, support by Chase Stevenson, to nominate officers as named above.  Motion Carried 6 to 0.
c. <b>Establishment of Standing Committees:</b>	<i>Note: Three members will be needed for each committee with one alternate. The President will ask Board members to state their interest in serving on a standing committee. Per the bylaws, The President is authorized to appoint, as soon after the organizational meeting as practicable, members of the Board to the standing committees where they shall serve a term of one (1) year.</i>
	Personnel: Steve Ordway**, Chase Stevenson*, Rachael Birgy, alt: Mitch Saxton

	Public Relations: Wendy Watson**, Dr. Richard Hodgman*, Mitch Saxton, alt: Mary Scobey
	Finance/Operations:/Policy: Mary Scobey**, Mitch Saxton*, Steve Ordway, alt: Rachael Birgy
	<p>Motion by Steve Ordway, support by Mary Scobey, to nominate officers as named above.</p> <p>Motion Carried 7 to 0.</p>
<b>4.</b>	<b>Approval of/Amendment to the Agenda</b>
	<p><i>Approval of Agenda</i></p> <p>Motion by Wendy Watson, support by Steve Ordway, to approve the agenda, as presented.</p> <p>Motion Carried 7 to 0.</p>
<b>5.</b>	<b>Public Communication</b>
	<ul style="list-style-type: none"> <li>· Lisa Sutton</li> <li>· Don Vyverberg,</li> <li>· Staci Short</li> <li>· Natalie Haver</li> <li>· Ashley Boger</li> <li>· Bryan Karazia</li> </ul>
<b>6.</b>	<b>Consent Agenda Items</b>
	<p><i>Approval of Consent Agenda Items</i></p> <p>Motion by Wendy Watson, support by Steve Ordway, that the Board approves the following consent agenda items:</p> <ul style="list-style-type: none"> <li>a) Designation of Depositories for School Funds</li> <li>b) Authorization of Account Signatories</li> <li>c) Authorization to Deposit Funds and Invest Surplus Funds</li> <li>d) Authorization to Sign Contract/Agreement Documents</li> <li>e) Authorization to Sign Purchase Orders</li> <li>f) Determination of Dates, Times and Locations of Regular Meetings</li> <li>g) Posting of Meetings</li> <li>h) Appointment of Member to County Election Scheduling Board</li> <li>i) Appointment of Legislative Relations Network (LRN) Representative</li> <li>j) Retainer of Legal Counsel</li> <li>k) Approval of the December 16, 2024 Minutes, as presented</li> <li>l) Payment of General, Bond and Athletic fund bills, as presented</li> <li>m) Hiring of Staff (pending cleared background checks): <ul style="list-style-type: none"> <li>· Korrina Musselman, Preschool Paraprofessional</li> <li>· Jennifer Yalden, KMS Physical Education Teacher</li> <li>· Amy Doehring, KMS Track and Field Head Coach – Boys and Girls</li> </ul> </li> </ul> <p>Motion Carried 7 to 0.</p> <p>Ayes: Wendy Watson, Steve Ordway, Dr. Richard Hodgman, Mitch Saxton, Mary Scobey, Chase Stevenson and Rachael Birgy</p>

7.	<b>Staff / Student Recognition</b>
	<ul style="list-style-type: none"> <li>· Staci Short, KHS Principal, honoring the following students: <ul style="list-style-type: none"> <li>· Jenena Marshall – Unsung Hero</li> <li>· Aubrey Manchester – Uber Person</li> <li>· Chase Allarding – New and On the Move</li> </ul> </li> </ul>
8.	<b>Report Items</b>
a.	<p>Superintendent’s Report (1) (2) (3) (4) (5) (6)</p> <ul style="list-style-type: none"> <li>· I Love You Guys Foundation training 1/20/2025 (4) (5) (6)</li> <li>· Board Appreciation (1) (2) (3) (4) (5) (6)</li> <li>· End of First Semester (1) (2) (3)</li> <li>· DSIC (1) (2) (3) (4) (5) (6)</li> <li>· Growth at Early Childhood Learning Center (1) (2) (3) (4) (5) (6)</li> <li>· Title IX (4) (5)</li> </ul>
9.	<b>Discussion Items</b>
a.	Neola Policy Update 39-1
b.	Purchase of Window Film
c.	Purchase of Multi-Function School Activity Bus
d.	Building Level Principal Reports
10.	<b>Action Items</b>
a.	<p><b><i>Neola Policy Update 39-1</i></b></p> <p>Motion by Dr. Richard Hodgman, support by Steve Ordway, that the Board of Education approves the following Neola policies: 1130, 3110, 4110, 7440.03, 5330.02, 5340, 5500, 6110, 6111, 6112, 6114, 6325, 6550, 7310, 7450 and 8321, as presented and discussed.</p> <p>Motion Carried 7 to 0.</p> <p>Ayes: Dr. Richard Hodgman, Steve Ordway, Wendy Watson, Mitch Saxton, Mary Scobey, Chase Stevenson and Rachael Birgy</p>
b.	<p><b><i>Purchase of Window Film</i></b></p> <p>Motion by support by Steve Ordway, support by Chase Stevenson, that the Board of Education approves the purchase of safety window film from West Michigan Glass Coatings, in the amount of \$98,481, as presented and discussed.</p> <p>Motion Carried 7 to 0.</p> <p>Ayes: Steve Ordway, Chase Stevenson, Dr. Richard Hodgman, Mitch Saxton, Mary Scobey, Wendy Watson and Rachael Birgy</p>
c.	<p><b><i>Purchase of Multi-Function School Activity Bus</i></b></p> <p>Motion by Chase Stevenson, support by Mitch Saxton, that the Board of Education approves the purchase of a multi-function school activity bus from Midwest Transit Equipment, in the amount of \$114,626, as presented and discussed.</p> <p>Motion Carried 7 to 0.</p>

Ayes: Chase Stevenson, Mitch Saxton, Dr. Richard Hodgman, Steve Ordway, Mary Scobey, Wendy Watson and Rachael Birgy

**11. Adjournment**

Motion by Steve Ordway, support by Wendy Watson, to adjourn.

Motion Carried 7 to 0.

Time adjourned: 6:29 p.m.