

Union City Community Schools

“Educating and Preparing Each Child for Their Future”

Union City, Michigan 49094 / Superintendent’s Office (517) 741-3300 – Fax (517) 741-5205

Board of Education Agenda

Monthly Board Meeting	High School Media Center
Monday, March 18, 2024	6:30 PM

I. **Call To Order**

a. **Pledge of Allegiance**

b. **Opening Statement**

Welcome to the Union City Community Schools Board meeting. Our meeting agenda is available for you to follow. The expectation for our board meeting is to follow this agenda closely. We operate under the Open Meetings Act and utilize Roberts Rule of Order to govern our discussion and decision-making process. There is an opportunity for public comment during our set agenda. We welcome the public to express their opinions during this time of our agenda. If there are questions about the agenda or the board meeting process, please seek out one of the Board members for clarification.

II. **Addition or Deletion of Items to the Agenda**

III. **Consent Agenda**

a. **Approval of Minutes**

1. Regular 2/19/24
2. Closed 2/19/24

b. **Softball Field Trip Request**

The high school softball team is requesting to attend a U of M softball game on April 14, 2024.

c. **Maternity Leave**

Kimberly Hudson, elementary teacher, is requesting maternity leave for the beginning of the 2024-25 school year with a return date for the week of November 11, 2024.

IV. **Correspondence**

a. **Board Member Resignation**

Dave Mathis is resigning from the board effective today.

V. **Comments From the Audience on Agenda Items**

a. **Public Comments Statement**

This is the section of the meeting in which the public may make comments or share their opinions about items on the agenda. We ask you to limit your comments to no longer than 5 minutes per person to allow others the opportunity to speak. This is an opportunity for the Board to listen to your concerns. It is not Board practice to act on the concerns voiced during this meeting to allow for the Board to do further

research.

VI. **Action Items**

a. **Financials**

Board action is required to approve the financials for the month ending February 29, 2024.

b. **Retirement**

Keo Sok, middle school custodian, is retiring effective April 12. Keo has worked for UCCS for 28 years.

c. **Board President Pay Increase**

Board action is required to increase the board president's pay.

d. **Termination of Bus Driver**

Board action is required to terminate Nicholas Stull, bus driver.

e. **Spring Coaching Recommendations**

Board action is required to approve the spring coaching recommendations of Hayley Denney, Athletic Director as presented.

f. **Track Resurfacing Bid**

Board action is required to approve the track resurfacing bid.

VII. **Discussion Item**

a. **Dedication Plaque for Bleacher Project**

Board discussion about whether there should be a dedication plaque and what should be on the plaque.

VIII. **Information Items**

a. **Grant Award Notification**

Awarded a grant in the amount of \$45,500 to conduct a consolidation study.

b. **Softball Scoreboard Donation**

Thank you to Southern Michigan Bank and Trust for their donation of a new scoreboard for the softball field.

IX. **Public Comment**

a. **Public Comments Statement**

This is the section of the meeting in which the public may make comments or share their opinions about Union City Community Schools. We ask you to limit your comments to no longer than 5 minutes per person to allow others the opportunity to speak. This is an opportunity for the Board to listen to your concerns. It is not Board practice to act on the concerns voiced during this meeting to allow for the Board to do further research.

X. **Board Roundtable**

XI. **Closed Session**

Board action is required to adjourn to closed session for the purpose of Security Planning and Threats per Section 8(k) of the Open Meetings Act.

XII. **Adjournment**

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in agenda items five (V) and nine (IX).

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the meeting or hearing,

please contact, Kelly AcMoody at 517-741-8091 at least one week prior to the meeting or as soon as possible.

Monthly Board Meeting
Monday, February 19, 2024 6:30 PM Eastern

High School Media Center
430 St. Joseph Street
Union City, MI 49094

Call To Order

President Amber Herman called the meeting to order at 6:30 p.m.

Paula DeJongh:	Absent
Jennifer Gautsche:	Present
Amber Herman:	Present
Darin LaBar:	Present
Dave Mathis:	Absent
Archie Mears:	Absent
Paul Arlt:	Present

Pledge of Allegiance

Opening Statement

Addition or Deletion of Items to the Agenda - None

Consent Agenda

The Board of Education approves the Consent Agenda as presented. This motion, made by Darin LaBar and seconded by Jennifer Gautsche, Carried.

Jennifer Gautsche: Yea, Amber Herman: Yea, Darin LaBar: Yea, Paul Arlt: Yea
Yea: 4 Nay: 0

Approval of Minutes

Organizational/Regular 1/15/24

Field Trip (Overnight)

Correspondence - None

Comments From the Audience on Agenda Items - None

Public Comments Statement

Action Items

Financials

The Board of Education approves the financials for the month ending January 31, 2024 as presented. This motion, made by Darin LaBar and seconded by Jennifer Gautsche, Carried.

Jennifer Gautsche: Yea, Amber Herman: Yea, Darin LaBar: Yea, Paul Arlt: Yea
Yea: 4 Nay: 0

Budget Amendment Resolution for 2023-2024

The Board of Education approves the Budget Amendment Resolution as presented. This motion, made by Jennifer Gautsche and seconded by Darin LaBar, Carried.

Paul Arlt: Yea, Jennifer Gautsche: Yea, Darin LaBar: Yea, Amber Herman: Yea
Yea: 4 Nay: 0

NEOLA Policy Winter 2023 Special Update

The Board of Education approves the NEOLA Policy Winter 2023 Special Update as presented. This motion, made by Darin LaBar and seconded by Jennifer Gautsche, Carried.

Jennifer Gautsche: Yea, Amber Herman: Yea, Darin LaBar: Yea, Paul Arlt: Yea
Yea: 4 Nay 0

Board President Pay Increase

The Board of Education approves the President's per meeting pay as \$40. This motion, made by Darin LaBar and seconded by Jennifer Gautsche, Carried.

Jennifer Gautsche: Nay, Amber Herman: Recused, Darin LaBar: Nay, Paul Arlt: Nay
Yea: 0 Nay 4

Discussion Items

Mission and Vision Statements

Information

Construction Update

Preliminary Enrollment Information Spring Count Day

Closed Session in March

Public Comment - None

Public Comments Statement

Board Roundtable – Darin LaBar

Closed Session

The Board of Education adjourns to closed session for the purpose of Collective Bargaining Strategy per Section 8© of the Open Meetings Act. This motion, made by Darin LaBar and seconded by Jennifer Gautsche, Carried.

Jennifer Gautsche: Yea, Amber Herman: Yea, Darin LaBar: Yea, Paul Arlt: Yea
Yea: 4 Nay

President Amber Herman adjourned to closed session at 7:18 p.m.

The Board of Education returns to open session This motion, made by Darin LaBar and seconded by Jennifer Gautsche, Carried.

Jennifer Gautsche: Yea, Amber Herman: Yea, Darin LaBar: Yea, Paul Arlt: Yea
Yea: 4 Nay

President Amber Herman called the meeting back to order at 8:20 p.m.

Adjournment

The Board of Education adjourns the regular meeting. This motion, made by Jennifer Gautsche and seconded by Darin LaBar, Carried.

Jennifer Gautsche: Yea, Amber Herman: Yea, Darin LaBar: Yea, Paul Arlt: Yea
Yea: 4 Nay

President Amber Herman adjourned the meeting at 8:20 p.m.

Jennifer Gautsche
Secretary

Kelly AcMoody
Recording Secretary

FIELD TRIP REQUEST FORM

Teacher: Adams School/Class: Softball

Request Date: 3/1/24 Trip Date: 4/14/24 Destination: UoRM University

Number of Students: 30-35 Number of Staff/Chaperones: 4-5
(SUNDAY)

Purpose of Trip: Watch college softball game

Course of Study: _____ Fee(s): \$1 per person

Specific Learning Objectives to be Accomplished:

See how upper level athletes play

Student Behaviors that will Confirm Achievement of the Learning Objectives:

N/A

Course Objectives Related to the Learning Objectives:

N/A

Pre-Trip Lessons/Activities to be Done in the Classroom:

N/A

Post Trip Activities/Lessons to Reinforce/Extend Learning:

We will stop for dinner on the way home

I have utilized the guidelines in 2340A to plan, conduct, and evaluate the trip and, upon approval of the trip, I will obtain parental permission (2340 F2 or F2A) and use the Checklist for Trips (2340 F3). I certify that this trip, as requested, is in conformity with the administrative guidelines established by the District.

Field Trip Approval

Trip Approved: _____ Trip Disapproved: _____

Principal: _____ Date: _____

NOTE: All field trips over 50 miles, one way, must be approved by the Board of Education

Trip Approved: _____ Trip Disapproved: _____

Superintendent: _____ Date: _____

HIGH SCHOOL USE ONLY

SUBSTITUTE NEEDED:	A1 _____	B1 _____
	A2 _____	B2 _____
	A3 _____	B3 _____
	A4 _____	B4 _____

DUE 15 WORKDAYS BEFORE TRIP

SUBMIT 2 COPIES TO BUILDING OFFICE

SUBMIT A BUS REQUEST IF USING DISTRICT TRANSPORTATION

From: David Mathis davepastordave@gmail.com
Subject: Resignation
Date: March 12, 2024 at 11:14 AM
To: Chris Katz ckatz@unioncityschools.org

DM

As the March Board meeting approaches I realize that I will not be able to return in a reasonable time. Therefore I will resign as a board member effective March 18,2024.

It has been a pleasure to be part of the Union City school system for 33 years.

Sincerely

David Mathis

FUNCTION SECTION DESCRIPTIONS

Definitions of Operating Expenditure Categories:

Basic Program- Includes general education teachers pay and benefits. Also includes costs associated with use in the classroom such as school supplies, school furniture, curriculum purchases/subscriptions, and iPad/laptop purchases, etc.

Added Needs-Special education, at risk (behavior interventionist positions) and title (Paras) cost fall under this function.

Pupil Support Services - Consist of those activities that are designed to assess and improve the well-being of pupils and to supplement the teaching process. Included in this area are the cost of guidance counselors, social work, and other pupil support activities.

Instructional Staff Support Services - Consist of activities associated with assisting the instructional staff with the content and process of providing learning experiences for pupils. These activities include curriculum development, techniques of instruction, in-service training for instructional staff, library and educational media services, and supervision and direction of instructional services and program compliance.

General Administration - Consist of those activities concerned with establishing policy, operating schools and the school system, and providing the essential facilities and services for the staff and pupils. Also included are community relations. This area covers the board of education and superintendent's office.

School Administration - Consist of those activities concerned with overall administrative responsibility for a single school. This covers the office of the principal and related building-specific administrative staff.

Fiscal Services - Activities concerned with purchasing, paying, transporting, exchanging and maintaining goods and services for the school district. This includes fiscal services, which covers budgeting, accounting, and payroll services, as well as costs associated with short-term borrowing.

Operations and Maintenance - Activities concerned with keeping the physical plant open, clean, and ready for daily used, as well as maintaining order and safety in school buildings. They include operating the heating, lighting, and ventilation systems, and repairing facilities/equipment. Also included are operating building leases, property and liability insurance, janitorial and ground maintenance costs.

Transportation - Activities concerned with the conveyance of pupils to and from school. It includes trips between home and school or trips to school activities. All other direct costs related to pupil transportation should be included under this function, i.e., physical exams, uniforms, school bus driver licenses, etc.

Central and Other Support Services - Activities other than general administration that support each of the other instructional service programs. This covers a number of areas, technology services, pupil accounting, and other support services. Technology services include supporting administrative networks, maintaining administrative information systems, and processing data for administrative and managerial purposes. Includes costs associated with the administration and supervision of technology personnel, systems planning and analysis, systems application development, systems operations, network support services, and hardware maintenance and support.

Community Services – Services provided by the school system for the community as a whole or some segment of the community, such as community recreation programs, civic activities, public libraries, programs of custody and care of children, and community welfare activities. **Facilities Acquisition** - Activities concerned with initially acquiring and improving sites. This includes architectural services, site work, construction, and building improvements.

Debt Service – Payments made for principal and interest on short- or long-term obligations.

Capital Outlay - Expenditures for the acquisition of fixed assets or additions to fixed assets. They are expenditures for land or existing buildings, improvements of grounds, construction of buildings, additions to buildings, remodeling of buildings, initial equipment, additional equipment, and replacement of equipment.

Other Transactions – Payments to other districts in sub-grantee relationships and prior year adjustments.

FOOD SERVICE-February

Union City Community Schools

School Service Fund

Combined Statement of Revenue and Expenditures Compared to Budget

For The Period Ending

February 29, 2024

	FOOD SERVICE			
	<u>Actual</u>	<u>Proposed Budget</u>	<u>Variance</u>	<u>% of Budget</u>
REVENUE:				
Local Sources	23,273	\$ 47,000	\$23,727	18%
State Sources	70,375	15,960	(54,415)	0.00%
Federal Sources	332,192	558,000	225,808	0.00%
INCOMING TRANSFERS		0	0	
TOTAL REVENUE	425,840	620,960	\$195,120	
EXPENDITURES:				
Salaries	132,237	202,468	(70,231)	65.31%
Employee Benefits	79,804	118,450	(38,646)	67.37%
Purchased Services	29,401	33,540	(4,139)	87.66%
Supplies & Materials	234,470	275,000	(40,530)	85.26%
Capital Outlay	27,333	-	27,333	
Other Expense	1,002	800	202	125.24%
Other Transactions	0	32,882		
TOTAL EXPENDITURES	504,248	663,140	(126,010)	0.00%
OUTGOING TRANSFERS				
TOTAL EXPENDITURES	504,248	663,140	(126,010)	0.00%
EXCESS REVENUE (EXPENDITURES)	(78,408)	(42,180)		
BEGINNING FUND BALANCE	69,655	69,655		
ENDING FUND BALANCE	(\$8,753)	\$27,475		

Union City Community Schools
 General Fund Statement of Revenue and Expenditure Compared to Budget
 For Period Ending February 29, 2024

	YTD ACTIVITY	CURRENT BUDGET	VARIANCE	PERCENT OF BUDGET	
REVENUE					
Local Sources	1,165,078	\$ 1,574,891	(409,813)	73.98%	
State Sources	4,950,520	10,879,115	(5,928,596)	45.50%	
Federal Sources	764,809	424,653	340,156	180.10%	
Other Financing Sources	228,578	800,000	(571,422)	28.57%	
		32,000			
TOTAL REVENUE	7,108,985	13,710,659	(6,569,674)		
EXPENDITURES					
INSTRUCTION					
Basic Program	4,387,278	6,638,451	2,251,173	66.09%	
Added Needs	1,210,012	1,946,792	736,780	62.15%	
Total Instruction	5,597,291	8,585,243	2,987,952		
SUPPORT SERVICE EXPENSE					
Pupil	474,099	749,839	275,740	63.23%	
Improvement Instructional Staff	157,881	223,542	65,661	70.63%	
General Administration	270,038	405,967	135,929	66.52%	
School Administration	472,489	767,437	294,948	61.57%	
Fiscal Services	215,421	333,857	118,436	64.53%	
Operation & Maintenance	828,064	1,192,972	364,908	69.41%	
Transportation	598,525	785,692	187,167	76.18%	Includes used bus purchase
Central Support	151,522	221,947	70,425	68.27%	
Athletics	344,079	543,981	199,902	63.25%	
Community Services	3,584	5,200	1,616	68.92%	
Payments to Other Govt Units	15,794		(15,794)	0.00%	
Site Improvement Services	537,735		(537,735)	0.00%	MS project covered by ESSER III funds
Prior Period Adjustments	0		0	0.00%	
Debt Service	35,975	36,526	551	0.00%	
Fund Modification to Food Service		0	0	0.00%	
Total Support Services	4,105,205	5,266,960	1,442,790		
TOTAL EXPENDITURES	9,702,496	13,852,203	4,430,742		
EXCESS REVENUE (EXPENDITURES)	(\$2,593,511)	(\$141,544)			
Non-spendable (inventory)	10,410	10,410			
Assigned (Capital Expenditures)	75,000	75,000			
Unassigned (Undesignated)	1,846,140	1,846,140			
BEGINNING FUND BALANCE	1,931,550	1,931,550			
ENDING FUND BALANCE	(\$661,961)	\$1,790,006			

UNION CITY COMMUNITY SCHOOLS - TREASURER'S REPORT STATUS OF GENERAL, DEBT RETIREMENT, FOOD SERVICE, TRUST & AGENCY, AND SINKING FUNDS AS OF FEBRUARY 29, 2024			UNION CITY COMMUNITY SCHOOLS - TREASURER'S REPORT STATUS OF GENERAL, DEBT RETIREMENT, FOOD SERVICE, TRUST & AGENCY, AND SINKING FUNDS AS OF FEBRUARY 28, 2023		
Current Year			Prior Year		
Balance as of 1/31/2024			Balance as of 1/31/2023		
General Fund Cash Accounts	1,126,702		General Fund Cash Accounts	1,539,311	
Food Service Checking Accounts	53,364		Food Service Checking Accounts	8,419	
Trust & Agency Checking Accounts***	150,712		Trust & Agency Checking Accounts***	125,978	
SF Cash	1,517,458		SF Cash	660,865	
Total Cash On Hand	\$2,848,236		Total Cash On Hand	2,334,572	
Current Month Activities			Prior Year-Current Month Activities		
YTD Activities					
General Fund Revenue	1,905,350	12,183,048	General Fund Revenue	1,607,886	
Food Service Revenue	3,817	281,893	Food Service Revenue	79,727	
Trust & Agency Revenue	n/a	57,347	Trust & Agency Revenue	n/a	
SF Revenue	1,490	18,436	SF Revenue	583	
Total Revenue	\$1,910,657	12,540,724	Total Revenue	1,688,195	
General Fund Expenses	927,192	8,476,429	General Fund Expenses	890,483	
Net Payroll	351,992	2,846,647	Net Payroll	335,364	
Food Service Expenses	49,728	323,180	Food Service Expenses	50,249	
Trust & Agency Expenses	n/a	35,038	Trust & Agency Expenses	n/a	
SF Expenses	51,454	1,600,123	SF Expenses	-	
Total Expenses	\$1,380,365	13,281,417	Total Expenses	1,276,096	
Balance as of 2/29/2024			Balance as of 2/28/2023		
General Fund Cash Accounts	1,752,868		General Fund Cash Accounts	1,921,350	
Food Service Checking Accounts	7,454		Food Service Checking Accounts	37,896	
Trust & Agency Checking Accounts***	n/a		Trust & Agency Checking Accounts***	n/a	
SF Cash	1,467,495		SF Cash	661,448	
Total Cash On Hand	\$3,378,528		Total Cash On Hand	2,620,694	

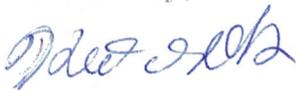
Union City Community Schools
435 St. Joseph Street
Union City, MI 49094

Dear Mr. Katz and the members of the Union City School Board,

I would like to inform you of my intention to retire from my custodial position at Union City Middle School, effective April 12, 2024.

I appreciate the opportunities and experiences I had during my time in this position.

Sincerely,



3-10-2023

Keo Sok
Union City Community Schools
435 St. Joseph Street
Union City, MI 49094

Dear Mr. Katz and the members of the Union City School Board,

I would like to inform you of my intention to retire from my custodial position at Union City Middle School, effective April 12, 2024.

I appreciate the opportunities and experiences I had during my time in this position.

Sincerely,



Union City Community Schools Charger

Athletics Mrs. Hayley Denney 430 St. Joseph Street Athletic Director Union City, MI 49094
hdenney@unioncityschools.org Ph: 517.741.3306
Fax: 517.741.5205

To: Chris Katz, Superintendent
From: Hayley Denney, Athletic Director
Date: March 8, 2024
RE: Coaching Staff

Resignation:

Kit Lepper- JV Baseball

Doug Diamond- MS Girls Track

I recommend the following persons be hired as a coach for the 2023-24 school year.

New Hire:

Aaron Burleigh- JV Baseball Coach

Randall Widener- MS Girls Track

Varsity Softball Trip

Team would like to travel to U of M to watch a softball game. The travel is over 50 miles. Form submitted.

MICHIGAN DEPARTMENT OF EDUCATION

608 W. Allegan P.O. Box 30008
Lansing, Michigan 48909

GRANT AWARD NOTIFICATION

<p>1 Recipient Entity Name and Address: Union City Community Schools 430 Saint Joseph St Union City, MI 49094 District/Recipient Code: 13135</p>	<p>5 Recipient Business Contact: Name: Chris Katz Position: Superintendent Telephone: 517-741-8091 Email: ckatz@unioncityschools.org</p>									
<p>2 Award Information Grant Title: Section 11x(6)-Consolidation Studies Fiscal Year: 2023-2024 Funding Source (check one): <input type="checkbox"/> Federal <input checked="" type="checkbox"/> State <input type="checkbox"/> Other: _____ Subaward Type (select): Competitive Grant Number – Project Number: N/A-N/A Grant Code: 293</p>	<p>6 Authorized Funds:</p> <table border="0" style="width: 100%;"> <thead> <tr> <th></th> <th align="right">Date:</th> <th align="right">Amount:</th> </tr> </thead> <tbody> <tr> <td>Original Approved Amount:</td> <td align="right">10/1/2023</td> <td align="right">\$45,500</td> </tr> <tr> <td>Amendments:</td> <td></td> <td></td> </tr> </tbody> </table> <hr/> <p>Current Authorized Amount: \$45,500</p>		Date:	Amount:	Original Approved Amount:	10/1/2023	\$45,500	Amendments:		
	Date:	Amount:								
Original Approved Amount:	10/1/2023	\$45,500								
Amendments:										
<p>3 Report Due Dates: Final Expenditure Report: N/A Final Performance Report: N/A</p>	<p>7 Expenditure Period: Beginning date: 10/01/2023 Ending date: 09/30/2024</p>									
<p>4 MDE Program Staff Contact: Name: Scott Addison MDE Office: Office of Financial Management Telephone: 517-335-0449 Email: addisons1@michigan.gov</p>	<p>8 Method of Obtaining Payment: Regular monthly State Aid payment upon approval Payment Contact: State Aid/School Finance: 517-241-2208</p>									
<p>9 Legislative Authority Pertaining to Award: Section 11x(6) of Public Act 103 of 2023 (State School Aid Act)</p>										
<p>10 Authorizing Official: Michael F. Rice, Ph.D., State Superintendent</p> <p align="center"></p> <p align="right">Date: 1/25/2024</p>										