

# 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 17, 2025	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 Meeting 2/17/25
2. Workshop 3/10/25

##### b. **High School Over 50-Mile Field Trip**

High School Spanish Club would like to go to Chicago in April.

#### IV. **Correspondence**

#### 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 28, 2025.

##### b. **Superintendent Evaluation**

Board action is required to approve moving the superintendent evaluation from annual to biennial.

c. **Facilities Plan Approval**

Board action is required to accept the report of the Facilities Steering Committee and to approve presenting the plan to the State Treasurer for a potential bond election.

VII. **Discussion Items**

a. **Special Meeting on April 7**

The board needs to schedule a meeting on April 7 regarding placing the bond proposal on the August 5 ballot.

VIII. **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.

IX. **Board Roundtable**

X. **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 eight (VIII).

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 17, 2025 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.

Jennifer Gautsche:	Present
Amber Herman:	Present
Darin LaBar:	Present
Jeremy Steele:	Present
Archie Mears:	Present
Paul Arlt:	Present
Andrew Yockey	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 Paul Arlt, Carried.

Jennifer Gautsche: Yea, Amber Herman: Yea, Darin LaBar: Yea, Archie Mears: Yea,  
Paul Arlt: Yea, Jeremy Steele: Yea, Andrew Yockey: Yea  
Yea: 7 Nay: 0

### Approval of Minutes

Organizational/Regular 1/20/25  
Closed 1/20/25

**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, 2025. This motion, made by Darin LaBar and seconded by Archie Mears, Carried.

Jennifer Gautsche: Yea, Amber Herman: Yea, Darin LaBar: Yea, Archie Mears: Yea,  
Paul Arlt: Yea, Jeremy Steele: Yea, Andrew Yockey: Yea  
Yea: 7 Nay: 0

### **Middle School Paraprofessional Hiring**

The Board of Education approves the hiring of Leanna Vandenburg as a middle school paraprofessional. This motion, made by Archie Mears and seconded by Darin LaBar, Carried.

Jennifer Gautsche: Yea, Amber Herman: Yea, Darin LaBar: Yea, Archie Mears: Yea, Paul Arlt: Yea, Jeremy Steele: Yea, Andrew Yockey: Yea  
Yea: 7 Nay: 0

### **High School Cook Hiring**

The Board of Education approves the hiring of Cindy Tremblay as a high school cook. This motion, made by Darin LaBar and seconded by Archie Mears, Carried.

Jennifer Gautsche: Yea, Amber Herman: Yea, Darin LaBar: Yea, Archie Mears: Yea, Paul Arlt: Yea, Jeremy Steele: Yea, Andrew Yockey: Yea  
Yea: 7 Nay: 0

### **Special Education Teacher Hiring**

The Board of Education approves the hiring of Adah Gaborik as an elementary special education teacher. This motion, made by Darin LaBar and seconded by Jennifer Gautsche, Carried.

Jennifer Gautsche: Yea, Amber Herman: Yea, Darin LaBar: Yea, Archie Mears: Yea, Paul Arlt: Yea, Jeremy Steele: Yea, Andrew Yockey: Yea  
Yea: 7 Nay: 0

### **NEOLA Volume 39, Number 1 Policy Updates**

The Board of Education approves the NEOLA Volume 39, Number 1 Policy Updates as presented. This motion, made by Darin LaBar and seconded by Andrew Yockey, Carried.

Jennifer Gautsche: Yea, Amber Herman: Yea, Darin LaBar: Yea, Archie Mears: Yea, Paul Arlt: Yea, Jeremy Steele: Yea, Andrew Yockey: Yea  
Yea: 7 Nay: 0

### **Discussion Items**

#### **Facilities/Steering Committee Update**

Chris presented information to update the board on the Facilities Steering Committee meetings.

#### **Board Policy Transition Update**

Chris updated the board and presented a timeline for the transition to Thrun policies.

#### **Succession Planning**

Information on succession planning was presented.

### **Information Items - None**

### **Public Comment - None**

#### **Public Comments Statement**

#### **Board Roundtable**

Amber Case, Jennifer Gautsche

## **Adjournment**

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

Jennifer Gautsche: Yea, Amber Herman: Yea, Darin LaBar: Yea, Archie Mears: Yea, Paul Arlt: Yea, Jeremy Steele: Yea, Andrew Yockey: Yea  
Yea: 7 Nay: 0

President Amber Herman adjourned the meeting 8:05 p.m.

Jennifer Gautsche  
Secretary

Kelly AcMoody  
Recording Secretary

Board Workshop  
Monday, March 10, 2025 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.

Jennifer Gautsche:	Present
Amber Herman:	Present
Darin LaBar:	Present
Jeremy Steele:	Present
Archie Mears:	Absent
Paul Arlt:	Present
Andrew Yockey:	Present

### **Pledge of Allegiance**

### **Opening Statement**

**Addition or Deletion of Items to the Agenda** - None

**Comments From the Audience on Agenda Items** - None

### **Public Comments Statement**

### **Discussion Item**

#### **Facilities Planning**

Chris presented information on the facilities planning and the recommendation of the steering committee. Board discussion regarding the plan that will be an action item on the upcoming agenda.

### **Public Comment**

Olivia Collyer, parent  
Veronica Wallen, parent

### **Public Comments Statement**

### **Adjournment**

President Amber Herman adjourned the workshop at 8:30 p.m.

Jennifer Gautsche  
Secretary

Kelly AcMoody  
Recording Secretary

FIELD TRIP REQUEST FORM

Teacher: Erin Ormsky School/Class: Spanish Club (UCTS)

Request Date: 3/11/25 Trip Date: 4/26/25 Destination: Chicago, IL.

Number of Students: ~20 Number of Staff/Chaperones: 4

Purpose of Trip: Visit Mexicantown, the National Museum of Mexican Art, and eat at Pueblito Viejo for COLOMBIAN food.

Course of Study: Mexican and Latin Culture Fee(s): ~\$40.00 per student

Specific Learning Objectives to be Accomplished:

Students will be immersed in the Spanish speaking environment of Mexicantown. There they will interact with native speakers, visit businesses unique to Mexican culture, and

Student Behaviors that will Confirm Achievement of the Learning Objectives: taste Colombian cuisine.

N/A

Course Objectives Related to the Learning Objectives:

Cultures (2.2) Students demonstrate an understanding of the relationship between products and perspectives of Mexican culture.

Comparisons (4.2) Students demonstrate understanding of the concept of culture through comparisons of Mexican Culture on their own.

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

N/A

Post Trip Activities/Lessons to Reinforce/Extend Learning:

N/A

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:

N/A

A1 \_\_\_\_\_

A2 \_\_\_\_\_

A3 \_\_\_\_\_

A4 \_\_\_\_\_

B1 \_\_\_\_\_

B2 \_\_\_\_\_

B3 \_\_\_\_\_

B4 \_\_\_\_\_

**DUE 15 WORKDAYS BEFORE TRIP**

**SUBMIT 2 COPIES TO BUILDING OFFICE**

**SUBMIT A BUS REQUEST IF USING DISTRICT TRANSPORTATION**

UNION CITY COMMUNITY SCHOOLS - TREASURER'S REPORT STATUS OF GENERAL, DEBT RETIREMENT, FOOD SERVICE, TRUST & AGENCY, AND SINKING FUNDS AS OF FEBRUARY 29, 2025			UNION CITY COMMUNITY SCHOOLS - TREASURER'S REPORT STATUS OF GENERAL, DEBT RETIREMENT, FOOD SERVICE, TRUST & AGENCY, AND SINKING FUNDS AS OF FEBRUARY 28, 2024		
<b>Current Year</b>			<b>Prior Year</b>		
Balance as of 1/31/2025			Balance as of 1/31/2024		
General Fund Cash Accounts	962,307		General Fund Cash Accounts	1,126,702	
Food Service Checking Accounts	25,998		Food Service Checking Accounts	53,364	
Trust & Agency Checking Accounts***	170,412		Trust & Agency Checking Accounts***	150,712	
SF Cash	251,129		SF Cash	1,517,458	
2023 Bond Account	88		Total Cash On Hand	2,848,236	
Total Cash On Hand	\$1,409,846				
<b>Current Month Activities</b>			<b>Prior Year-Current Month Activities</b>		
		<b>YTD Activities</b>	General Fund Revenue	1,905,350	
General Fund Revenue	2,030,474	11,770,824	Food Service Revenue	3,817	
Food Service Revenue	31,585	231,440	Trust & Agency Revenue	n/a	
Trust & Agency Revenue	4,855	57,347	SF Revenue	1,490	
SF Revenue	10	3,436	Total Revenue	1,910,657	
2023 Bond Revenue	0				
Total Revenue	\$2,066,924	12,063,047	General Fund Expenses	927,192	
General Fund Expenses	929,747	8,034,244	Net Payroll	351,992	
Net Payroll	352,028	3,068,586	Food Service Expenses	49,728	
Food Service Expenses	43,497	251,879	Trust & Agency Expenses	n/a	
Trust & Agency Expenses	6,834	35,038	SF Expenses	51,454	
SF Expenses	14,693	865,905	Total Expenses	1,380,365	
2023 Bond Expense	-				
Total Expenses	\$1,346,799	12,255,652	Balance as of 2/28/2024		
Balance as of 2/28/2025			General Fund Cash Accounts	1,752,868	
General Fund Cash Accounts	1,711,006		Food Service Checking Accounts	7,454	
Food Service Checking Accounts	14,086		Trust & Agency Checking Accounts***	n/a	
Trust & Agency Checking Accounts***	168,433		SF Cash	1,467,495	
SF Cash	236,446		Total Cash On Hand	3,227,816	
2023 Bond Account	88				
Total Cash On Hand	\$2,129,971				

UNION CITY COMMUNITY SCHOOLS - TREASURER'S REPORT STATUS OF GENERAL, DEBT RETIREMENT, FOOD SERVICE, TRUST & AGENCY, AND SINKING FUNDS AS OF FEBRUARY 28, 2025			UNION CITY COMMUNITY SCHOOLS - TREASURER'S REPORT STATUS OF GENERAL, DEBT RETIREMENT, FOOD SERVICE, TRUST & AGENCY, AND SINKING FUNDS AS OF FEBRUARY 28, 2024		
<b>Current Year</b>			<b>Prior Year</b>		
Balance as of 1/31/2025			Balance as of 1/31/2024		
General Fund Cash Accounts	962,307		General Fund Cash Accounts	1,126,702	
Food Service Checking Accounts	25,998		Food Service Checking Accounts	53,364	
Trust & Agency Checking Accounts***	170,412		Trust & Agency Checking Accounts***	150,712	
SF Cash	251,129		SF Cash	1,517,458	
2023 Bond Account	88		Total Cash On Hand	2,848,236	
Total Cash On Hand	\$1,409,846				
<b>Current Month Activities</b>			<b>Prior Year-Current Month Activities</b>		
		<b>YTD Activities</b>	General Fund Revenue	1,905,350	
General Fund Revenue	2,030,474	11,770,824	Food Service Revenue	3,817	
Food Service Revenue	31,585	231,440	Trust & Agency Revenue	n/a	
Trust & Agency Revenue	4,855	57,347	SF Revenue	1,490	
SF Revenue	10	3,436	Total Revenue	1,910,657	
2023 Bond Revenue	0				
Total Revenue	\$2,066,924	12,063,047	General Fund Expenses	927,192	
			Net Payroll	351,992	
General Fund Expenses	929,747	8,034,244	Food Service Expenses	49,728	
Net Payroll	352,028	3,068,586	Trust & Agency Expenses	n/a	
Food Service Expenses	43,497	251,879	SF Expenses	51,454	
Trust & Agency Expenses	6,834	35,038	Total Expenses	1,380,365	
SF Expenses	14,693	865,905			
2023 Bond Expense	-		Balance as of 2/28/2024		
Total Expenses	\$1,346,799	12,255,652	General Fund Cash Accounts	1,752,868	
			Food Service Checking Accounts	7,454	
Balance as of 2/28/2025			Trust & Agency Checking Accounts***	n/a	
General Fund Cash Accounts	1,711,006		SF Cash	1,467,495	
Food Service Checking Accounts	14,086		Total Cash On Hand	3,227,816	
Trust & Agency Checking Accounts***	168,433				
SF Cash	236,446				
2023 Bond Account	88				
Total Cash On Hand	\$2,129,971				

**Union City Community Schools**  
 General Fund Statement of Revenue and Expenditure Compared to Budget  
 For Period Ending February 28, 2025

	YTD ACTIVITY	CURRENT BUDGET	VARIANCE	PERCENT OF BUDGET	
<b>REVENUE</b>					
Local Sources	998,606	\$ 1,471,676	(473,070)	67.86%	
State Sources	4,981,363	10,741,399	(5,760,036)	46.38%	
Federal Sources	21,540	277,183	(255,643)	7.77%	
Other Financing Sources	271,839	648,000	(376,161)	41.95%	
		32,000			
<b>TOTAL REVENUE</b>	<b>6,273,348</b>	<b>13,170,258</b>	<b>(6,864,910)</b>		
<b>EXPENDITURES</b>					
<b>INSTRUCTION</b>					
Basic Program	4,345,730	5,945,136	1,599,406	73.10%	
Added Needs	1,245,722	2,105,358	859,636	59.17%	
<b>Total Instruction</b>	<b>5,591,452</b>	<b>8,050,494</b>	<b>2,459,042</b>		
<b>SUPPORT SERVICE EXPENSE</b>					
Pupil	465,022	713,208	248,186	65.20%	
Improvement Instructional Staff	193,738	236,756	43,018	81.83%	Software subscriptions paid at beginning of year
General Administration	351,031	462,757	111,726	75.86%	Policy conversion to Thrun
School Administration	489,501	761,681	272,180	64.27%	
Fiscal Services	236,720	340,501	103,781	69.52%	
Operation & Maintenance	962,022	1,185,295	223,273	81.16%	District Sec.Updates-Covered by grants
Transportation	499,620	697,525	197,905	71.63%	
Central Support	141,530	205,626	64,096	68.83%	Pupil Accting Software renewal
Athletics	388,519	565,720	177,201	68.68%	
Community Services	3,261	6,200	2,939	52.59%	
Payments to Other Govt Units	4,837		(4,837)	0.00%	
Site Improvement Services	0		0	0.00%	
Prior Period Adjustments	0		0	0.00%	
Debt Service	35,975	36,342	367	0.00%	
Fund Modification to Food Service		0	0	0.00%	
<b>Total Support Services</b>	<b>3,771,776</b>	<b>5,211,611</b>	<b>1,200,068</b>		
<b>TOTAL EXPENDITURES</b>	<b>9,363,228</b>	<b>13,262,105</b>	<b>3,659,110</b>		
<b>EXCESS REVENUE (EXPENDITURES)</b>					
	<b>(\$3,089,881)</b>	<b>(\$91,847)</b>			
Non-spendable (inventory)	10,410	10,410			
Assigned (Capital Expenditures)	75,000	75,000			
Unassigned (Undesignated)	1,909,777	1,909,777			
<b>BEGINNING FUND BALANCE</b>	<b>1,995,187</b>	<b>1,995,187</b>			
<b>ENDING FUND BALANCE</b>	<b>(\$1,094,694)</b>	<b>\$1,903,340</b>			

FOOD SERVICE-February

**Union City Community Schools**

School Service Fund

Combined Statement of Revenue and Expenditures Compared to Budget

For The Peroid Ending

February 28, 2025

<b>FOOD SERVICE</b>				
	<u>Actual</u>	<u>Proposed Budget</u>	<u>Variance</u>	<u>% of Budget</u>
<b><u>REVENUE:</u></b>				
Local Sources	19,644	\$ 47,000	\$27,356	42%
State Sources	45,860	120,000	74,140	38%
Federal Sources	319,080	509,000	189,920	63%
INCOMING TRANSFERS		0	0	
<b>TOTAL REVENUE</b>	<b>384,584</b>	<b>676,000</b>	<b>\$291,416</b>	
<b><u>EXPENDITURES:</u></b>				
Salaries	131,774	198,000	(66,226)	66.55%
Employee Benefits	73,173	118,450	(45,277)	61.78%
Purchased Services	13,464	15,640	(2,176)	86.09%
Supplies & Materials	227,203	285,000	(57,797)	79.72%
Capital Outlay	9,148	9,000	148	Food Equipment
Other Expense	755	800	(45)	94.33%
Other Transactions	0	32,882		
<b>TOTAL EXPENDITURES</b>	<b>455,517</b>	<b>659,772</b>	<b>(171,373)</b>	<b>0.00%</b>
OUTGOING TRANSFERS				
<b>TOTAL EXPENDITURES</b>	<b>455,517</b>	<b>659,772</b>	<b>(171,373)</b>	<b>0.00%</b>
<b>EXCESS REVENUE (EXPENDITURES)</b>	<b>(70,932)</b>	<b>16,228</b>		
<b>BEGINNING FUND BALANCE</b>	<b>13,578</b>	<b>13,578</b>		
<b>ENDING FUND BALANCE</b>	<b>(\$57,354)</b>	<b>\$29,806</b>		