

Sturgis Public School District, St. Joseph County  
Minutes of the Organizational Meeting of the Board of Education  
Held Virtually Due to Covid 19  
Monday, July 13, 2020 – 5:30 p.m.

President Scott Boland called the Virtual Organizational Meeting of the Board of Education to order at 5:30 p.m.

Present: Emily Halling                      Gwen Donmyer                      Scott Boland  
Ann Bird                      Paul Gorsuch                      Scott Swihart  
Kerri Millett (Arrived at 5:35 p.m.)

Absent:

Administration                      Dr. Arthur Ebert, Superintendent  
Present: Ms. Nicole Airgood, Assistant Superintendent  
Mr. Ray Sterling, Business Manager

Visitors: Von Metzger, Mark Adams, Dan Cherry-Sturgis Journal, Doug Camburn, Mike Stiles-WBET, Jeannine Koeneke, Mike Miller, and two unknown numbers

A motion was made by Mrs. Bird with support from Mr. Swihart to approve the agenda as presented. Roll Call: Ayes-Gorsuch, Donmyer, Boland, Bird, Halling, Swihart. 6 ayes – 0 nays, motion approved.

Dr. Ebert and Mr. Sterling reviewed the following for consideration:

- A. The Board will use the Michigan Liquid Asset Fund and designate Sturgis Bank and Trust Co. as the local depository for Accounts Payable, Payroll, Trust and Agency, Flexible Spending, Capital Projects, and Debt Retirement Accounts. The Board designates Fifth Third Bank as the depository for Health Savings Accounts.
- B. The Board shall designate the Superintendent and/or Director of Finance to sign checks, contracts, agreements, and purchase orders on its behalf and further, that all administrators be authorized to sign purchase orders and petty cash checks.
- C. The Board of Education will establish the schedule for study sessions and regular meetings. In general, the meetings will be held on the second and third Mondays of the month. The second Monday will be a study session in the SCC Board Room. The third Monday will be the regular meeting and location will vary, with meetings scheduled at each school building. There will normally be one scheduled meeting in July, August, December and February.
- D. Grant the Superintendent, Director of Finance, Bookkeeper and Superintendent's Secretary the authority to access the District Safety Deposit Box.
- E. Authorize the Superintendent and Director of Finance to attend and delegate as necessary the routine responsibilities of the Board Treasurer and Secretary including, but not limited to, investing funds, conducting elections, and posting

notices in accordance with Board Policy. The Board Finance Committee is charged with the task of approving recommendations for the movement of investments.

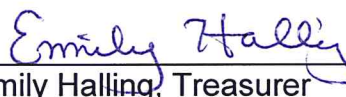
- F. Retain the Thrun Law Firm, P.C. for the 2020-2021 school year. Haas/ Caywood PC will continue to be used for specific local issues.
- G. The Board shall designate the Superintendent, Director of Finance, and/or Assistant Superintendent to apply for and oversee Federal and State Programs as required for Civil Rights Compliance.
- H. The Board shall designate the Director of Finance as Electronic Transfer Officer (ETO).

There was a motion to approve items A-H by Mrs. Donmyer with support from Mrs. Halling. Roll Call: Ayes-Gorsuch, Donmyer, Boland, Millett, Halling, Bird, Swihart. 7 ayes – 0 nays, motion approved

Mr. Boland adjourned the organizational meeting at 5:40 p.m. after a motion by Mr. Swihart with support from Mrs. Halling. Roll Call: Ayes-Gorsuch, Donmyer, Boland, Millett, Halling, Bird, Swihart. 7 ayes – 0 nays, motion approved



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Scott Boland, President



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Emily Halling, Treasurer

Sturgis Public School District, St. Joseph County  
Minutes of the Regular Meeting of the Board of Education  
Held in the Sturgis Central Commons Board Room (With Remote Access)  
Monday, July 20, 2020 – 5:30 pm

The Regular Meeting of the Board of Education was called to order by President Scott Boland at 5:32 p.m.

A motion was made by Mrs. Halling with support from Mrs. Donmyer to approve the agenda as presented. Roll Vote: Ayes-Swihart, Gorsuch, Bird, Millett, Donmyer, Halling, Boland. 7 ayes, 0 nays, motion approved.

Present: Paul Gorsuch Kerri Millett Scott Boland  
Emily Halling Gwen Donmyer Ann Bird  
Scott Swihart (Remote)

Absent:

Administration Dr. Arthur Ebert, Superintendent  
Present: Ms. Nicole Airgood, Assistant Superintendent  
Mr. Ray Sterling, Business Manager

Visitors Von Metzger, Julia Alwine, Alicia Wilber, Amy Claar, Ashley Zierle, Ashly Luna, Brian Tallmadge, Christine Earl, Dan Cherry-Sturgis Journal, Darcy Wynes, Deanna Strudwick, Heather George, Danielle Miller, Jeannine Koeneke, Jenny Robare, Jimmy Shoesmith, J B Starkey, Audrey Green, Bev Larimer, Jerrod Warner, Jodie Scheid, Julie Ellis, Kam Britvec, Kaitlyn Lundquist, Karen Wegner, Katelynd Dreger, Kris Leach, Krystal Watson, Laura Huff, Lauren Cypher, Lisa Tisdell, Lisa Yoquelet, Lori Schudel, Marissa Welch, Melissa Frye, Olivia Oberc, Pam Keeslar, Peter Larr, Pete Palasinski, Precious Smiley, Roxanne Persing, Sherri Wheeler, Sherry Hibbard, Stephanie Pierson, Sarah Stiennon, Theresa Solis, Tracie Pueschel, Tracy Sterling, Mike Stiles-WBET, Zackary Drumm, J Yesh, J VeldKamp Coburn, Ashley Mostrom, Mindy Cardiel, Dawn Rooyakkers, Allison Carter, and one unknown number

Public Comments: There were no public comments.

The Consent Agenda: There was a motion to approve the consent agenda by Mrs. Bird with support from Dr. Millett. Roll Vote: Ayes-Swihart, Gorsuch, Bird, Millett, Donmyer, Halling, Boland. 7 ayes, 0 nays, motion approved.

Action Items:

A. Exemption Request for Transportation to Athletic Events  
The request was withdrawn by Mr. Adams.



B. Change to 2020-2021 Meeting Schedule

After a closer review of the calendar, it was suggested to move the October meetings to the first and fourth Mondays to avoid a conflict with parent/teacher conferences. There was a motion to approve by Mrs. Halling with support from Mr. Gorsuch. Roll Vote: Ayes-Swihart, Gorsuch, Bird, Millett, Donmyer, Halling, Boland. 7 ayes, 0 nays, motion approved.

C. Milk Bid Recommendation

There was a motion to approve the recommendation by Mrs. Donmyer with support from Dr. Millett. Roll Vote: Ayes-Swihart, Gorsuch, Bird, Millett, Donmyer, Halling, Boland. 7 ayes, 0 nays, motion approved.

D. SPS Back-to-School Plan

Dr. Ebert reviewed the process and the plan. Mrs. Halling asked about procedures and standards for the Kids Care Before and After School Program. There will be a rollout of the plan after the meeting to parents, media, and social media. Roll Vote: Ayes-Swihart, Gorsuch, Bird, Millett, Donmyer, Halling, Boland. 7 ayes, 0 nays, motion approved.

E. Memorandum of Understanding SPS/SEA

Dr. Ebert reviewed the memorandum detailing procedures to limit contact between groups with breakfast and lunch being served in the classroom and students reporting directly to classrooms in the morning along with other measures. There was a motion to approve by Mrs. Donmyer with support from Dr. Millett. Roll Vote: Ayes-Swihart, Gorsuch, Bird, Millett, Donmyer, Halling, Boland. 7 ayes, 0 nays, motion approved.

F. Wenzel Paging System

Director of Technology Von Metzger reviewed the system and the request to install now with the ongoing construction to keep the cost down. There was a motion to approve by Mr. Gorsuch and support from Mrs. Bird. Roll Vote: Ayes-Swihart, Gorsuch, Bird, Millett, Donmyer, Halling, Boland. 7 ayes, 0 nays, motion approved.

In administrative reports Mr. Sterling offered current project updates.

Ms. Airgood has been busy with Back-to-School and Professional Development plans.

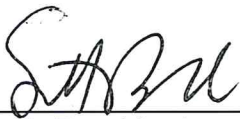
Dr. Ebert congratulated Mr. Herblet and Mr. Lamb on the successful SHS graduation ceremony, even with rain. The eCademy graduation went well, too. Thanks to all who attended these events. There were great personal stories about some of the grads. He will review the new questions on the Back-to-School Plan and post.

In Board Comments Mr. Swihart heard good things about graduation. Mrs. Bird also heard great things. She thanked Ms. Airgood and her daughter Lexi for everything for the seniors. She then thanked Dr. Ebert for the Back-to-School Plan. Mr. Gorsuch commented that he's been

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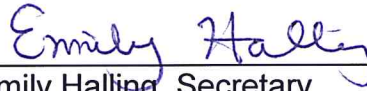
attending graduations for 45 years and never had one like that! He commended the staff for the adjustments to make it happen. He was glad to see an all-encompassing plan with options for parents that are fluid. Dr. Millett thanks the Back-to-School committee, and thanked Mr. Metzger for the attention to the Wenzel project. Both graduations were great. She loves the Class of 2020! Mrs. Donmyer thinks the Back-to-School plan is great. Mrs. Halling thanked the Back-to-School team and said this is an example for other districts. This type of collaboration is not happening everywhere. Thanks to SHS and eCademy staff for the wonderful experience at graduations. She would like to see the new questions on the plan and suggested those interested take advantage of the public comments section of the agenda. Mr. Boland thanked all for their work on Back-to-School and graduations.

Mr. Boland adjourned the meeting at 6:42 p.m., after a motion by Mrs. Donmyer with support from Mr. Gorsuch. Roll Vote: Ayes-Swihart, Gorsuch, Bird, Millett, Donmyer, Halling, Boland. 7 ayes, 0 nays, motion approved.



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Scott Boland, President



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Emily Halling, Secretary



**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**STURGIS PUBLIC SCHOOLS**  
**And STURGIS EDUCATION ASSOCIATION**

On June 30, 2020 Governor Whitmer launched a Michigan Safe Return to Schools Roadmap [linked here](#). School districts were then tasked with creating Back-to-School Plans for the 2020-21 school year that best aligned with the state requirements, strong recommendations, and recommendations as outlined in the Roadmap.

As a district, our approach has been to involve stakeholders in the formation of our Back-to-School Plan. This approach takes longer, but will result in a plan that best meets our unique needs here in Sturgis. Furthermore, we apologize that we are not able to share every detail of the plan with you at the moment. Having said that, we felt that it was important to get Association and Board of Education agreement on several key items prior to presenting our plan to the public.

Additionally, we would like to acknowledge that these are unprecedented times, and this Memorandum of Understanding (MOU) calls for non-precedent setting measures. These measures, in addition to all of the items contained within our Back-to-School Plan, are intended to keep staff and students safe, contain/reduce the spread of COVID-19, and allow for meaningful student learning to occur.

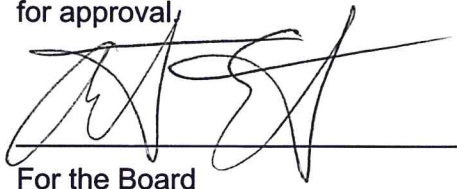
The district and the association agree to the following terms when we are in Phase 4 or Phase 5 of the State's Reopening Plan. These items are not necessary in Phases 1-3, because learning will be remote. Furthermore, these items are not necessary in Phase 6, because most of our operations will shift back to "life-as-normal" when we get to Phase 6. In other words, we will phase these items out when we enter Phase 6 (with the exception of utilizing two bus runs; that practice will remain for the entire 2020-21 school year).

- Breakfast and lunch will be delivered to classrooms; the classroom teacher will then supervise the meals. For this reason, teachers may bring in small refrigerators, microwaves, etc... to the classroom.
- Students will report directly to the classroom at the start of the school day under the supervision of the classroom teacher. Teachers will be expected to start classroom supervision 25 minutes prior to the start of school.

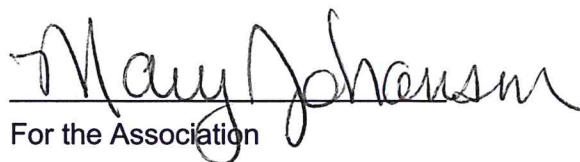
- The school day will be shortened by up to 45-minutes (as allowable by State of Michigan instructional hours requirements) to account for the above items that impact duty-free lunch and the additional supervision time before school.
- Teachers (with the exception of teachers that are medically fragile per a doctor's note) will clean desks after every passing time. Classroom supplies for cleaning and cleaning gear will be provided in each classroom.
- The health department will work with the district to determine when staff and students are to be quarantined. Teachers will be granted Admin Approved Days to utilize when this process deems a teacher to be out for quarantine.
- The district will utilize two bus runs (Secondary then Elementary).

If approved by the Association and Board of Education, we will present our full plan to staff, families and the community on or around July 20th. We feel that this timeline allows for a comprehensive and well thought-out planning process; while providing staff, families, and the community with timely answers for planning purposes.

Please note: The current health crisis is unprecedented and has taken many twists and turns. Both the Association and the District understand that it is likely that we will need to revisit portions of both this MOU and our Back-to-School Plan due to unforeseen circumstances. We agree that either party may bring forward recommendations to revise this MOU. These recommendations will first be brought before the IBB Collaboration Team for consideration, and if supported, will then be brought before the Board of Education and Association Membership for approval.

  
For the Board

7.20.2020  
Date

  
For the Association

9-2-2020  
Date