Minutes
Regular Board of Education Meeting
Montrose Community Schools
July 28, 2025 6:00 pm
KHMS Media Center

Members Present: Chuck Wright, Mary Kreider, Vicki Van Cura, Dan Hill, Trevor Jones, Barry Gross
Members Absent: Chris Zolinski
Other Participants: Dr. Linden Moore, Cassandra Jackson
Guests:

Call to Order	Chair called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance.
Presentation	Digital Media Class Members receiving Citizens of the Month for July 2025
First Call for Citizen Comment	Robert Cole – 126 Feher Dr. Montrose, MI 48457
BOARD MEMBERS ARE REMINDED TO CONSIDER AND DECLARE POTENTIAL CONFLICT OF INTEREST ISSUES WITH ANY ACTION ITEM	
Recommended Actions	A motion was made by Chair to approve the: • Approval of the June 23, 2025 Truth in Taxation Meeting Minutes • Approval of the June 23, 2025 Regular Board Meeting Minutes • Approval of Financial/Secretary Report and Bills as Presented • Approval of Proposed Agenda Support: Dan Hill *The motion carried with all members' present voting yes.*
Consider Setting Regular and Committee Meeting Dates, Times, and Locations for the 2025-2026 School Year	As a matter of organizational practice, the School Board sets its regular and committee meeting dates, times, and locations for the ensuing school year. For the purposes of this action item, Board members are asked to reference the calendar of Board Meeting and Committee Meeting dates that is included in their packet. **RECOMMENDATION:** The Montrose Schools Board of Education approves the regular and committee meeting dates, times, and locations for the 2025-2026 school year as presented. Motion: Barry Gross Support: Mary Kreider *The motion carried with all members present voting yes.*
Consider Approval of Banks of Deposit for the 2025-2026 School Year	As a matter of organizational practice, the School Board annually reviews and approves the banks of deposit that the ensuing school year. **RECOMMENDATION:** The Montrose Schools Board of Education approves the following financial institutions as banks of deposit for the 2025-2026 school year:

General Fund	• Chase Bank
Lunch Fund	• Chase Bank

	<table><tr><td>**Internal Fund**</td><td>• ChoiceOne Bank</td></tr><tr><td>**Trust and Agency Fund**</td><td>• ChoiceOne Bank</td></tr><tr><td>**Debt Fund**</td><td>• ChoiceOne Bank</td></tr></table> Motion: Trevor Jones Support: Barry Gross *The motion carried with all members present voting yes.*
Consider Resolution to Approve Check Signature Authorization, Instructions, and Directions for Identified Accounts for the 2025-2026 School Year	As a matter of organizational practice, the School Board annually reviews and approves the authorized check signatories, and those who have authority to provide instructions, and directions for identified accounts in the ensuing school year. **RECOMMENDATION:** The Montrose Schools Board of Education approves the following authorized check signatories, and those who have authority to provide instructions, and directions for identified accounts (see attached list) for the 2025-2026 school year. Motion: Dan Hill Support: Barry Gross *The motion carried with all members present voting yes.*
Consider Approval of School Attorneys for the 2025-2026 School Year	As a matter of organizational practice, the School Board annually reviews and approves the legal firms that the district may employ during the ensuing school year. **RECOMMENDATION:** The Montrose Schools Board of Education retains the firms of **Collins & Blaha, PC, Attorney at Law**; **Thrun Law Firm, PC** as attorneys and **PFM Financial Advisors, LLC** as investment advisors. Services provided by all firms will be paid on an hourly basis for the 2025-2026 school year. Motion: Mary Kreider Support: Vicki Van Cura *The motion carried with all members present voting yes.*
Consider Approval of the Delegation of Election Duties, Board Treasurer Duties, and Board Secretary Duties for the 2025-2026 School Year	As a matter of organizational practice, the School Board annually approves the delegation of election duties, Board Secretary/Treasurer duties, and the posting of special meetings for the ensuing school year. **RECOMMENDATION:** The Montrose Schools Board of Education approves the Superintendent to assume the specified duties of the Board Treasurer for the 2025-2026 school year **AND** the appointment of the Executive Secretary to the Superintendent to assume the specified duties of the Board Secretary and the posting of Special Board meetings for the 2025-2026 school year. Motion: Trevor Jones Support: Barry Gross *The motion carried with all members present voting yes.*

Consider Approval of the Student Handbooks for the 2025-2026 School Year	Each building Principal has revised their respective school's student handbook for the 2025-2026 school year. In addition to the policies and procedures unique to each building, the handbooks also reflect compliance with the annual notices required by law. **RECOMMENDATION:** The Montrose Schools Board of Education approves the 2025-2026 student handbooks for Carter Elementary, Kuehn-Haven Middle School, Hill-McCloy High School, and Montrose Alternative High School as presented. Motion: Chuck Wright Support: Dan Hill *The motion carried with all members present voting yes.*
Consider Approval of the School Calendar for the 2025-2026 School Year	The MEA Master Agreement does not contain a school calendar for the 2025-2026 school year. The calendar presented has been tentatively agreed upon by the association and the administration. **RECOMMENDATION:** The Montrose Schools Board of Education approves the calendar as presented. Motion: Barry Gross Support: Mary Kreider *The motion carried with all members present voting yes.*
Consider Approval of Building Aides Contract for 2025-2028	The District and the Building Aides have successfully negotiated a new contract through 2028 (see attached summary). **RECOMMENDATION:** The Montrose Schools Board of Education approves the 2025-2028 contract with the Building Aides as presented. Motion: Mary Kreider Support: Dan Hill *The motion carried with all members present voting yes.*
Consider Approval of Memorandum of Understandings	To remain in alignment with other bargaining groups the Board and the following Montrose Groups agree to update the compensation formula, as well as the wage schedules. Central Office Personnel Food Service Bus Drivers Custodial/Maintenance Administrators **RECOMMENDATION:** The Montrose Schools Board of Education approves the Memorandum of Understandings for the following groups as presented.

Motion: Dan Hill
Support: Vicki Van Cura

The motion carried with all members present voting yes.

Consider Approval of Wage Schedule for Executive Administration

Based on guidance from legal counsel at Collins & Blaha and Thrun Law, district employees who are not part of a collective bargaining unit must have a salary schedule tied to their position. This schedule should be consistent with the structure of other salary schedules within the district.

The salary schedule below outlines four levels applicable to District Executive Administrators. While the district currently employs a Superintendent and an Assistant Superintendent, the scale also includes provisions for a Business Director and an Interim Superintendent, should those positions become necessary.

Furthermore, to remain in alignment with other bargaining groups, these employees would be subject to the same compensation model used for those groups.

RECOMMENDATION:
The Montrose Schools Board of Education approves the wage schedule and compensation formula for district executive administrators as presented.

	Base	Step 2	Step 3	Step 4	Step 5
Level 1 (Each Step 1.5%)	$145,369	$147,550	$149,763	$152,009	$154,289
Level 2 (Each Step 2.0%)	$122,030	$124,471	$126,960	$129,499	$132,089
Level 3 (Each Step 2.0%)	$115,000	$117,300	$119,646	$122,039	$124,480
Level 4 (Each Step 2.0%)	$90,500	$92,310	$94,156	$96,039	$97,960

Level 1: Superintendent
Level 2: Assistant Superintendent
Level 3 Interim Superintendent
Level 4 Business Director

Audited General Fund Balance	Compensation Formula
General Fund Balance less than 6%	An additional 0.75% (0.0075) decrease to the base (cumulative decrease of 1.5% (0.015%) to the base) and No Step Increase
General Fund Balance less than 8%	0.75% (0.0075) decrease to the base and No Step Increase
General Fund Balance less than 10%	Freeze in Salary and No Step Increase
General Fund Balance equal to or greater than 10%	Step Increase
General Fund Balance equal to or greater than 12%	0.75% (0.0075) increase to the base
General Fund Balance equal to or greater than 14%	An additional 0.75% (0.0075) increase to the base (cumulative gain of 1.5% (0.015) to the base

	<table><tr><td>General Fund Balance equal to or greater than 16%</td><td>An additional 0.75% (0.0075) increase to the base (cumulative gain of 2.25% (0.0225) to the base</td></tr><tr><td>General Fund Balance equal to or greater than 18%</td><td>An additional 0.75% (0.0075) increase to the base (cumulative gain of 3.00% (0.030) to the base</td></tr><tr><td colspan="2">In the event the Montrose Teachers negotiate any deviation from this table, the group will be allowed the opportunity to renegotiate for a similar structure.</td></tr></table> Motion: Barry Gross Support: Mary Kreider *The motion carried with all members present voting yes.*
Consider Acceptance of Resignation – 7th Grade Science	Ms. Tiara McPhail has informed Mrs. Birchmeier of resigning from her Seventh Grade Science Teacher position at Kuehn-Haven Middle School. Ms. McPhail has worked at the district for five years. (See attached letter) **RECOMMENDATION:** The Montrose Schools Board of Education accepts the resignation of Ms. Tiara McPhail. We appreciate her 5 years of service and dedication to the district and wish her well. Motion: Trevor Jones Support: Vicki Van Cura *The motion carried with all members present voting yes.*
Consider Approval of Hire for KHMS 5th Grade Teacher	The posting for a KHMS 5th Grade Teacher went out on July 10, 2025. Four people were interviewed for the position. Mrs. Shawna Birchmeier is pleased to recommend Ms. Kerry Munsey for the position. Ms. Munsey has worked in the district as the KHMS Dean of Students as well as a teacher at Carter Elementary. She has received her K-5 All Subjects Teacher certificate and a Bachelor's degree from Saginaw Valley State University. **RECOMMENDATION:** The Montrose Schools Board of Education approves the hire of Ms. Kerry Munsey for the position of KHMS 5th Grade Teacher. Motion: Vicki Van Cura Support: Barry Gross *The motion carried with all members present voting yes.*
Consider Approval of Hire for Carter 1st Grade Teacher	The posting for a Carter 1st Grade Teacher went out on June 27, 2025. Seven candidates were interviewed for the position. Mr. Shaun Brewer is pleased to recommend Ms. Sydney Hunt for the position. Ms. Hunt worked at Vassar schools last year. She has received her Elementary Education Teacher certificate and a Bachelor's degree from Saginaw Valley State University. **RECOMMENDATION:**

	The Montrose Schools Board of Education approves the hire of Ms. Sydney Hunt for the position of Carter Elementary 1st Grade Teacher. Motion: Barry Gross Support: Dan Hill *The motion carried with all members present voting yes.*
Consider Approval of Custodial Services Contract	In late spring of this year, a Request for Proposals (RFP) for custodial services was published. From that process, two vendors responded to the mandatory pre-bid meeting, with two vendors offering proposals (see attached). Following a review of the proposals, the DM Burr Group emerged as the low bidder. The DM Burr Group is located in Flint, MI and has been providing custodial services for Montrose Community schools since 2016. The contract being proposed is for three years and would include all day time and night time cleaning throughout the district. **RECOMMENDATION:** The Montrose Schools Board of Education approves the custodial services agreement with the DM Burr Group as presented. Motion: Mary Kreider Support: Vicki Van Cura Roll Call: Vicki Van Cura, Dan Hill, Barry Gross, Chuck Wright, Trevor Jones, Mary Kreider *The motion carried with all members present voting yes.*
Information Items	**Superintendent Reports** **Board Calendar** ○ August – School Starts for Students ○ September – Financial Audit Report **School Board Requests for Information** **For the Good of the Order**
Future Business	• August – Regular Meeting • August 19 – Staff Reports • August 25 – First Day of School
Consider Going into Closed Session for Contract Negotiations	Mary Kreider motioned to go into **closed** session at 6:46 pm Support: Dan Hill Dan Hill motioned going into **open** session at 7:17 pm Support: Mary Kreider *The motion carried with all members' present voting yes.*
Adjournment	Chair moved to adjourn the meeting @ 7:17 pm *The motion carried with all member's present voting yes.*

- Minutes recorded and prepared by Jennifer Sutton, Executive Secretary
- Submitted by Vicki Van Cura, Board Secretary