

**Fowlerville Community Schools
Board of Education
Regular Meeting
Agenda**

Fowlerville Elementary School Cafeteria, 7:00 p.m.

June 30, 2025

District Mission Statement-Fowlerville Community Schools are committed to providing a quality educational experience for all students in a safe, orderly, healthy, and nurturing environment.

The district's guiding principles are educational excellence, effective leadership, personal integrity, mutual respect and continuous improvement through staff, student, and community involvement.

- I. Call to Order
- II. Pledge of Allegiance
- III. Consent Agenda
 - A. Roll Call
 - B. Approval of Minutes from June 3, 2025 School Board Meeting
 - C. Approval of Superintendent's Personnel Report
- IV. Reports/Recognition
 - A. Board Committee Reports
 1. 6/10 Asset Management Committee Report
 2. 6/23 Personnel Committee
 - a. Recommendation to Approve Contract and Extensions for Administrators and Directors
 - b. Recommendation to Approve Updated Salary Range and Job Title for Director of Finance Position
 - c. Recommendation to Approve One-Year Extension for the Superintendent's Contract
 - B. Assistant Superintendent's Report – Mrs. Adva Ringle
 - C. Superintendent's Report – Mr. Matt Stuard
- V. Call to the Public
- VI. New Business/Presentation
 - A. Discussion and Recommendation to Set Fiscal Year Organizational Meeting Date
- VII. Old Business
- VIII. Introduction of Other Matters by Members of the Board
- IX. Introduction of Other Matters by the Superintendent
- X. Information
 - A. 7/8/25 Organizational School Board Meeting, 7:00 p.m. in the FHS Alverson Center
- XI. Closed Session Regarding Privileged Attorney-Client Legal Opinion
- XII. Closed Session for the Purpose of Negotiations
- XIII. Adjournment

CALL TO THE PUBLIC GUIDELINES:

- Any audience member may address the Board about topics on the agenda or not on the agenda.
- Each person shall be allowed to speak for a maximum of 3 minutes.
- Individuals addressing the Board should take into consideration the rules of common courtesy.
- Comments cannot be used to make personal attacks against Board members, District employees, or students.
- Call to the Public is not a question-and-answer period.
- Board members may ask questions of the speaker but are not obligated to answer questions or make statements or commitments in response to issues raised by the public.
- The Board President may refer questions/issues to the Superintendent for investigation, study, or recommendation. He/She may ask the Superintendent to address questions directly during the Superintendent's report.

IV. Reports/Recognition

A. Board Committee Reports

1. 6/10 Asset Management Committee Report
2. 6/23 Personnel Committee Report

- a. Recommendation to Approve Administrators' and Directors' Contract Changes and Contract Extensions – Administrative contracts are reviewed on an annual basis. Those listed without an asterisk are recommended for one-year extensions and those listed with an asterisk are recommended for two-year extensions. Directors move to a two-year contract upon reaching three years of service in the position.

Recommendation: Administration recommends one-year extensions for those Administrators and Directors listed below without an asterisk, and two-year extensions for those Administrators and Directors listed below with an asterisk. Roll Call Vote Needed.

<u>Employee</u>	<u>New Expiration Date</u>
Andy Comb, Instructional Support Specialist	2027
Dana Coon, FJHS Principal	2027
Jeffrey Finney, FHS Athletic Director	2027
Nick Krueger, FJHS Assistant Principal	2027
Jason Miller, KES Principal	2027
Molly Moulton, FES Intervention Specialist/Assistant Principal	2027
Ross Richards, Fowlerville Elementary School Principal	2027
Adva Ringle, Assistant Superintendent for Academics	2027
Tammy Steffee, FHS Assistant Principal	2027
Nick Zajas, FHS Principal	2027
Kristin Rosalez, Executive Assistant HR/Academics	2026
Zack Douglass, Director of Recreation	2026
Jillian Martin, PAC Manager	2026
Trisha Reed, Human Resources Director	2027*
Janice Avis, Executive Secretary to the Superintendent	2027*
Kim Hively, Director of Operations	2027*
Amy Verhele-Smith, Director of Food Service	2027*
Lisa Leonard, Director of Little Glad Early Childhood Center	2027*
Alyce Simonson, Assistant Information Technology Director	2027*

- b. Recommendation to Approve Updated Salary Range and Job Title for the Director of Finance Position.

Recommendation: Administration with unanimous support from the Personnel Committee, recommends the Title for the Director of Finance be changed to "Chief Financial Officer" and that the established salary range be \$105,000 to \$142,000. Roll Call Vote Needed.

- c. Recommendation to Approve Superintendent's Contract Extension

Recommendation: The Personnel Committee unanimously recommends the contract extension of the Fowlerville Community Schools Superintendent contract for Mr. Matthew Stuard to June 30, 2028. Roll Call Vote Needed.

- B. Assistant Superintendent's Report – Mrs. Adva Ringle
- C. Superintendent's Report – Mr. Matt Stuard

V. Call to the Public

VI. New Business/Presentation

- A. Discussion and Recommendation to Set July Fiscal Year Organizational Meeting Date

Recommendation: Board members recommend that the July Fiscal Year Organizational meeting take place on Tuesday, July 8, 2025 at 7:00 p.m. in the Fowlerville High School Performing Arts Center. Roll Call Vote Needed.

VII. Old Business

VIII. Introduction of Other Matters by the Board

IX. Introduction of Other Matters by the Superintendent

X. Information – See Agenda

XI. Recommendation for Closed Session Regarding a Privileged Attorney-Client Legal Opinion
Roll Call Vote Needed

- A. Recommendation to Reconvene Open Session – Roll Call Vote Needed
- B. Recommendation to Approve the Closed Session Minutes
- C. Motion from Closed Session

XII. Recommendation for Closed Session for the Purpose of Negotiations – Roll Call Vote Needed

- A. Recommendation to Reconvene Open Session – Roll Call Vote Needed
- B. Recommendation to Approve the Closed Session Minutes
- C. Motion from Closed Session

XIII. Adjournment

FOWLerville COMMUNITY SCHOOLS
Board of Education Minutes
Regular Meeting
June 3, 2025

The meeting was called to order by School Board President, Mrs. Amy Sova, at 7:00 p.m. in the media center at Fowlerville High School.

The Pledge of Allegiance was recited.

Members Present: Mrs. Sue Charron, Mrs. Danielle DeVries, Mrs. Diana Dombrowski, Mrs. Lindsey Redinger and Mrs. Amy Sova

Members Absent: Mr. Belcher, Mr. Hinton

Motion by Mrs. Redinger, supported by Mrs. Dombrowski, to approve the consent agenda including Board minutes from May 27, 2025 May payables and to amend the agenda adding a motion under 'New Business'. The motion was adopted unanimously.

Recognition of the following Fowlerville Community Schools (FCS) retirees took place: Ken Damerow, Lisa Magusin & Lauri Coe. These retirees were recognized but not in attendance: Carrie DeLuca, Carla Larson-Smith, Shawn Messner, Barb Sinke, Amy Lemke and Barb Piper.

A short recess took place.

A Board Committee Report took place including:

5/27 Curriculum & Technology Committee Report – Mrs. Dombrowski

Motion by Mrs. Charron, supported by Mrs. DeVries, recommending approval two new courses at Fowlerville High School for the 2025-2026 school year – Introduction to Computer Programming and Robotics. [Appendix A]

Ayes: Mrs. Charron, Mrs. DeVries, Mrs. Dombrowski, Mrs. Redinger and Mrs. Sova

Nays: None

The motion carried.

Assistant Superintendent's Report – Mrs. Adva Ringle shared some enrollment data regarding students who did not re-enroll at FCS for 2024-2025 .

Superintendent's Report – Mr. Matt Stuard offered his time to Ms. Coe for the 2025-2026 budget presentation.

Ms. Lauri Coe gave the Budget Presentation – Public Hearing for Proposed 2025-2026 General Fund Budget.

Motion by Mrs. Dombrowski, supported Mrs. Redinger, recommending adoption of the 2025-2026 General Fund Budget Resolution as Presented. [Appendix B]

Ayes: Mrs. Charron, Mrs. DeVries, Mrs. Dombrowski, Mrs. Redinger and Mrs. Sova

Nays: None

The motion carried.

Motion by Mrs. Dombrowski, supported by Mrs. Redinger, recommending adoption of the 2025-2026 Food Service Fund Resolution as presented. [Appendix C]

Ayes: Mrs. Charron, Mrs. DeVries, Mrs. Dombrowski, Mrs. Redinger and Mrs. Sova

Nays: None

The motion carried.

Motion by Mrs. Redinger, supported by Mrs. Dombrowski, recommending adoption of the 2025-2026 Community Services Fund Resolution as presented. [Appendix D]

Ayes: Mrs. Charron, Mrs. DeVries, Mrs. Dombrowski, Mrs. Redinger and Mrs. Sova

Nays: None

The motion carried.

Motion by Mrs. Charron, supported by Mrs. DeVries, recommending adoption of the 2025-2026 Special Revenue Fund Resolution as presented. [Appendix E]

Ayes: Mrs. Charron, Mrs. DeVries, Mrs. Dombrowski, Mrs. Redinger and Mrs. Sova

Nays: None

The motion carried.

Motion by Mrs. Dombrowski, supported by Mrs. DeVries, recommending the L-4029s Tax Certifications be approved as presented.

Ayes: Mrs. Charron, Mrs. DeVries, Mrs. Dombrowski, Mrs. Redinger and Mrs. Sova

Nays: None

The motion carried.

Call to the Public – None

Motion by Mrs. DeVries, supported by Mrs. Charron, recommending approval of the Michigan High School Athletic Association Membership Resolution for the 2025-2026 school year as presented. [Appendix F]

Ayes: Mrs. Charron, Mrs. DeVries, Mrs. Dombrowski, Mrs. Redinger and Mrs. Sova

Nays: None

The motion carried.

Motion by Mrs. DeVries, supported by Mrs. Charron, recommending appointing Ms. Kim Cosgrove for the position of Interim Financial Director at Fowlerville Community Schools at the agreed upon per diem, effective June 2, 2025. The motion carried.

Motion by Mrs. DeVries, supported by Mrs. Dombrowski, recommending the elimination of the Fowlerville High School Dean of Students position, effective at the start of the 2025-2026 school year, which begins July 1, 2025. The motion carried.

Motion by Mrs. DeVries, supported by Mrs. Dombrowski, recommending to approve a 'not to exceed' amount of \$200,000 for the Superintendent to contract with Wolverine Engineering & Surveyors for water system mapping, including ground Penetrating Radar (GPR) utility locating, Hydro-Vac truck excavation for visual verification, and surveying services.

Ayes: Mrs. Charron, Mrs. DeVries, Mrs. Dombrowski, Mrs. Redinger and Mrs. Sova

Nays: None

The motion carried.

Motion by Mrs. Redinger, supported by Mrs. Dombrowski, recommending the following policies be approved for a second and final reading: Policy 0131.1-Bylaws and Policies, Policy 5320-Immunization, Policy 5330.01-Epinephrine Auto-Injectors, Policy 5350-Student Health, Well-Being, and Suicide Prevention and Policy 8320-Personnel Files. [Appendix G]

Introduction of Other Matters by the Board Mrs. Charron mentioned the Run for the Impact, and the Family Fun Night, Mrs. Redinger commented on the archery team going to Worlds this weekend and the Graduation ceremony.

Introduction of Other Matters by the Superintendent, Mr. Stuard informed the Board about the water main break on Hibbard today, FCS had water all day. The Village has been requested to repair the water main.

Motion by Mrs. Charron, supported by Mrs. Dombrowski, recommending going into Closed Session at 7:44 p.m. for the Purpose of Negotiations. The motion carried.

Motion by Mrs. Charron, supported by Mrs. Dombrowski, recommending to Reconvene Open Session at 8:26 p.m.

Ayes: Mrs. Charron, Mrs. DeVries, Mrs. Dombrowski, Mrs. Redinger and Mrs. Sova

Nays: None

The motion carried.

Motion by Mrs. Redinger, supported by Mrs. Dombrowski, recommending approval of the Closed Session Minutes. The motion carried.

Motion by Mrs. DeVries, supported by Mrs. Charron, recommending ratification of the Food Service contract.

Ayes: Mrs. Charron, Mrs. DeVries, Mrs. Dombrowski, Mrs. Redinger and Mrs. Sova

Nays: None

The motion carried.

Motion by Mrs. Dombrowski, supported by Mrs. Redinger, recommending approval of the Transportation contract.

Ayes: Mrs. Charron, Mrs. DeVries, Mrs. Dombrowski, Mrs. Redinger and Mrs. Sova

Nays: None

The motion carried.

Information – See Agenda

Motion by Mrs. Charron, supported by Mrs. Dombrowski, recommending adjournment of the meeting at 8:28 p.m. The motion carried.

Susan Charron, Board Secretary
Fowlerville Community Schools

Fowlerville Board of Education
Superintendent's Personnel Report
Regular Meeting – June 23rd, 2025

FOR ACTION Subject: **PERSONNEL RECOMMENDATIONS**

It is recommended that the following personnel recommendations be approved:

A. EMPLOYMENT:

Angela Zuellig	6th Grade Junior High Teacher	06/10/2025	Onboarding
Tara Foote Keyes	Asst. Archery Coach	05/21/2025	Complete
Kimberlyn Cosgrove	Interim Finance Director	05/27/2025	Complete
Arianne Davis	Asst. Archery Coach	05/19/2025	Complete
Jordan Graves	Bus Driver	05/05/2025	Complete

B. ADDITIONAL ASSIGNMENTS/TRANSFERS/PROMOTIONS/INACTIVATE:

Name:	Position:	Date:	Current Process:

C. RESIGNATIONS/RETIREMENTS/TERMINATIONS:

Name:	Position:	Length of Service:	Effective Date:
Amella Mills	JH Band Teacher	2 Years	6/30/2025

D. LEAVE OF ABSENCE

Name:	Position:	Leave Type:	Effective Date:

E. EMPLOYMENT – PROFESSIONAL STAFF

Name:	Position:	Date:	Current Process:

Asset Management Committee Agenda

Fowlerville Community Schools

June 10, 2025

Fowlerville High School, Computer Lab A, 6:00 p.m.

The meeting was called to order at 6:04 pm by Mrs. DeVries in the FHS Computer Lab A.

Members Present: Mrs. Danielle DeVries, Mrs. Lindsey Redinger and Mr. John Belcher

Staff Present: Mr. Matt Stuard and Mrs. Kim Hively

Others Present: Mr. Ron Drzewicki

Motion by Mrs. Redinger, supported by Mr. Belcher, to approve minutes from the May 12, 2025 meeting.
Motion Carried.

Call to the Public - None

Operations Update - Ms. Hively provided an overview of ongoing and upcoming operational projects across the district:

- **Construction Progress:**
Major construction as part of the 2021 Bond is underway across multiple sites. Fire alarm and suppression systems have been temporarily disabled in some areas, limiting facility use for large-scale events. Concerns were raised by Auch about unauthorized access to construction zones. The district will work on improving signage and may explore the use of trespassing warnings to enhance site safety and communication.
- **Turf and Field Maintenance:**
The football practice field is nearly complete. A new irrigation company will be consulted to improve upkeep of athletic fields and Young's Turn Farm will train maintenance staff on upkeep.
- **Asphalt Conditions:**
Discussions occurred about asphalt long-term maintenance. While some roads / parking lots require sealing to extend their life span, the bus garage and the road in front of Kreeger were deemed beyond repair. Immediate repairs are planned for the deteriorating parking area near Alverson. The issue has been acknowledged and believed to be fixable.
- **Concrete Conditions:**
New concrete methods used in commercial settings are being evaluated for potential application in the district. A contractor is currently reviewing district needs and will provide cost estimates.
- **Strategic Maintenance Planning:**
The committee emphasized prioritizing repairs in high-risk or visible areas. Estimated asphalt/concrete repair costs are substantial, necessitating a phased and strategic approach to funding and repair.
- **Office Space Reorganization:**
Reconfiguration of central office space is under consideration to improve workflow and communication. Ideas include converting underused storage areas into staff offices and building walls or buying movable walls for the large open area where human resources is located.
- **In-House Maintenance Capabilities:**
The potential purchase of in-house equipment for maintenance and plumbing was discussed to reduce contractor dependence and lower long-term costs. Used equipment options are being explored.

Water System - The committee received an update on ongoing discussions with the village about water system infrastructure. Concerns were raised about the ownership and maintenance responsibilities for the broken water main near Munn, which may not be part of the district's system.

Committee members reviewed historical documentation suggesting past intent for the water system to become public and emphasized the importance of clarifying legal responsibilities through legal counsel. Legal review is underway to assess options, with litigation is being considered only as a last resort.

Efforts are being made to keep open communication with village officials to reach a resolution. The committee also discussed preparing clear communication for families in the event of service disruptions, with an emphasis on transparency and planning.

FFA Pole Barn – Mrs. Hively informed the committee that Moore Trosper Construction is acting as project manager for the design and construction of the pole barn. Moore Trosper is coordinating the work with Auch and iDs since work is being completed in the same area as part of the 2021 bond. It was found that a sanitary line may run underneath where the barn is planned to be built. Further, investigation on this is

Other – Mrs. Hively updated the members on the Hydration Grant and the ongoing work across the district related to it.

Motion by Mr. Belcher supported by Mrs. Redinger recommending adjournment of the meeting at 7:21pm.
Motion carried.

Personnel Committee Minutes

Fowlerville Community Schools

June 23rd, 2025

Central Office Conference Room, 4:00 p.m.

The meeting was called to order at 4:15 pm by Mrs. Charron in the FHS Computer Lab A.

Members Present: Mrs. Sue Charron, Mr. Bob Hinton, and Mrs. Amy Sova
Staff Present: Mr. Matthew Stuard, Mrs. Adva Ringle, Mrs. Trisha Reed, Ms. Michelle Spisz
Others Present: None

Motion by Mr. Hinton, supported by Mrs. Sova to approve minutes from the May 5th, 2025 meeting.
Motion Carried.

Call to the Public – None

Staffing Update: -

- Superintendent's Personnel Report – Mrs. Reed reviewed the Superintendent's report
- Review of Open Positions – Mrs. Reed reviewed the district's current vacancies as well as the positions currently in the interview process. She also reported that the district has been receiving a strong volume of applications for open positions, which reflects a positive outlook in attracting highly qualified candidates.

2025-2026 Personnel Projections - Mrs. Reed reviewed the personnel projections and noted that the district has successfully maintained a reduction of 5 full-time equivalent (FTE) positions, consistent with the original budget plan.

Support Staff Negotiation Update - Mrs. Reed provided the committee with an update on current support staff negotiations. The Food and Nutrition and Transportation contracts have reached tentative agreements (TAs) and are currently undergoing final editing and review. The Administrative Assistants and Paraprofessionals have also recently reached tentative agreements on financial terms, with a meeting scheduled for June 26 to finalize contract language. Mrs. Reed expressed appreciation for all bargaining groups and their collaborative efforts throughout the negotiation process.

Selection & Interview Process for Central Office Cabinet & Professional Staff - Mrs. Reed facilitated a discussion on establishing consistent processes for hiring professional and administrative staff. The conversation included topics such as committee structures, the application process, and strategies to streamline onboarding procedures.

Food & Nutrition Catering rate - Mrs. Reed addressed the provision in the Director of Food and Nutrition contract requiring annual discussion and agreement on catering revenue for the upcoming school year. The contract includes language stating that, in addition to the base salary, the Director will receive an additional 10% of the gross revenue generated from catering services during the 2024–2025 fiscal year. This compensation component is scheduled for review by the Personnel Committee in June 2025.

Following discussion, it was agreed that the current contract language will remain unchanged for the 2025–2026 school year and will be reviewed again in June 2026.

Athletic Adult Worker rate -The committee briefly discussed the adult athletic pay rate, with consideration given to establishing pay tiers based on the skill level required for specific positions. It was determined that further discussion with the Athletic Department is needed, and the topic will be revisited in July 2025.

Administrator Contract Renewals and Salary Schedules - The committee discussed the renewal of administrator and director contracts, including a one-year extension for individuals currently on two-year agreements. A new policy was also introduced for directors on one-year contracts, allowing them to transition to two-year contracts after completing three years of service with the district, a change the committee supported. It was noted that the recently approved salary schedules have been incorporated into the contracts for ease of reference.

The committee also reviewed the proposed extension of the Superintendent's contract and was informed that a recommendation would be included on the full Board agenda, along with contract actions for other district administrators and directors. The committee supported moving this forward to the full Board for approval.

Mr. Stuard led a discussion about expanding the salary range for the Director of Finance position, based on a market survey conducted by Hiring Solutions, which indicated a range of \$105,000 to \$142,000. He also proposed changing the position title to Chief Financial Officer (CFO). The committee supported both the title change and the updated salary range, with a salary schedule to be implemented once the position is filled, based on the individual's experience. This will be forwarded to the full Board for approval.

Other – None

Motion by Mrs. Sova, supported by Mr. Hinton to adjourn the meeting at 5:05p.m. The motion carried.

Fowlerville Board of Education
Superintendent's Personnel Report
Regular Meeting – June 23rd, 2025

FOR ACTION Subject: **PERSONNEL RECOMMENDATIONS**

It is recommended that the following personnel recommendations be approved:

A. EMPLOYMENT:

Angela Zuellig	6th Grade Junior High Teacher	06/10/2025	Onboarding
Tara Foote Keyes	Asst. Archery Coach	05/21/2025	Complete
Kimberlyn Cosgrove	Interim Finance Director	05/27/2025	Complete
Arianne Davis	Asst. Archery Coach	05/19/2025	Complete
Jordan Graves	Bus Driver	05/05/2025	Complete

B. ADDITIONAL ASSIGNMENTS/TRANSFERS/PROMOTIONS/INACTIVATE:

Name:	Position:	Date:	Current Process:

C. RESIGNATIONS/RETIREMENTS/TERMINATIONS:

Name:	Position:	Length of Service:	Effective Date:
Amelia Mills	JH Band Teacher	2 Years	6/30/2025

D. LEAVE OF ABSENCE

Name:	Position:	Leave Type:	Effective Date:

E. EMPLOYMENT – PROFESSIONAL STAFF

Name:	Position:	Date:	Current Process:

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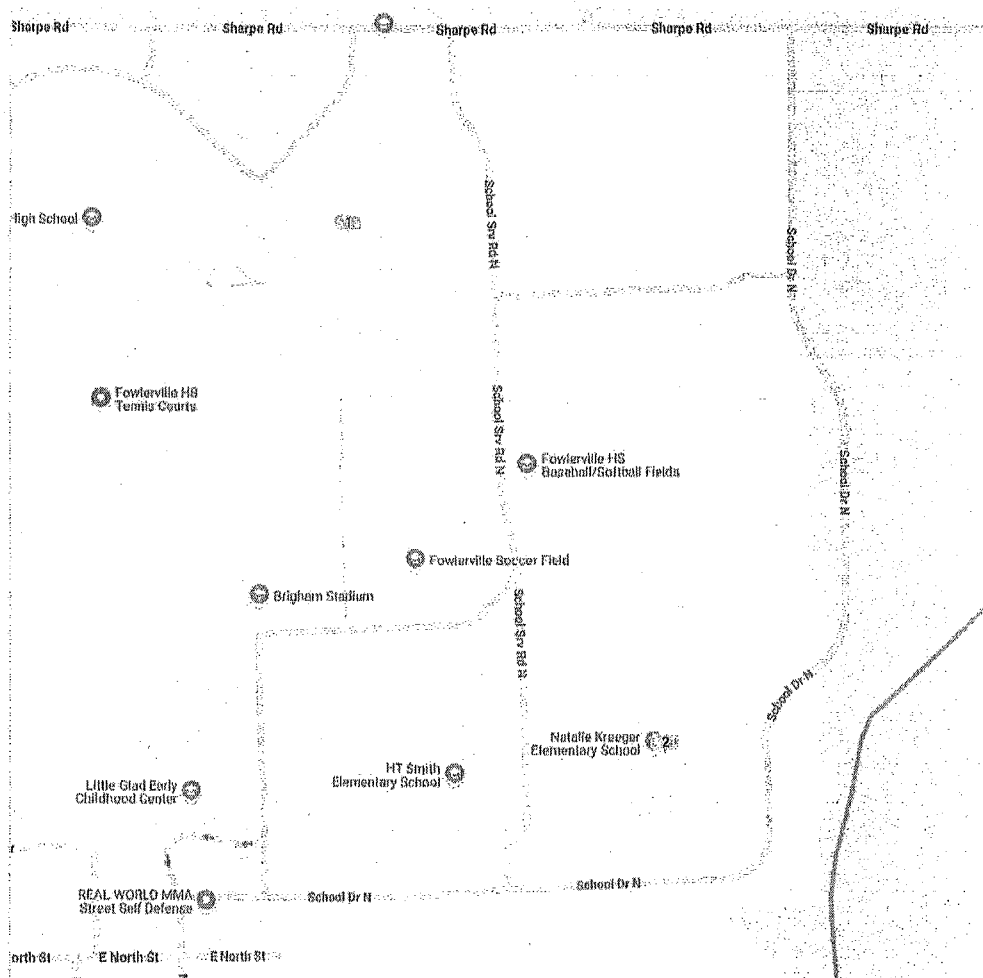
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Director of Finance
Central Office
FOWLERVILLE, Michigan
Jun 14, 2025

Elementary Teacher - Fourth Grade - Kreeger
Natalie Kreeger Elementary
Fowlerville, Michigan
Jun 10, 2025

Elementary Teacher - Fifth Grade - Kreeger
Natalie Kreeger Elementary
Fowlerville, Michigan
Jun 10, 2025



Labor Market Summary: Director of Finance

Position Title	Competitive Labor Market Salaries				
	(A) FCS Current Salary	(B) MSBO Data			
		Employee Count	Student Count	Budget	Weighted Average
Director of Finance	\$123,964	\$125,000	\$124,750	\$115,000	\$118,196
Location Information:	Fowlerville MI	301 - 500	2,001 - 5,000	\$25,514 - \$50,414	K12 State of Michigan

Position Title	Competitive Labor Market Salary and Comparison			
	(A)	(B)	(D)	Market Average Compa-Ratio
	FCS	MSBO Data	Competitive Labor Market Average	(A/D)
Director of Finance	\$123,964	\$124,189	\$124,189	100%

Position Title	Competitive Labor Market Range			
	Salary Range Minimum	Salary Range Midpoint	Salary Range Maximum	Width of Range
Director of Finance	\$117,927	\$123,964	\$130,000	9%
Competitive Labor Market Range	\$105,561	\$124,189	\$142,617	30%