

**CHEBOYGAN AREA SCHOOLS
ORGANIZATIONAL MEETING
CHEBOYGAN ADMINISTRATIVE BUILDING**

7461 N. Straits Hwy.
Cheboygan, MI 49721
231.627.4436

MINUTES

Monday, January 27th, 2025, 6:30 p.m.

The Board of Education Organizational Meeting was called to order by Superintendent Byrd at 6:29 p.m.

Roll call was taken.

Present: Luke Kwiatkowski, Julie Lohela, Tim Tarjeft, Matt Mlynarchek, Travis Neville, Richard Pilon. Absent: Debra Buehner

The Pledge of Allegiance was recited.

Election of Temporary Chairperson

Moved by Tim Tarjeft and supported by Travis Neville to nominate Superintendent, Spencer Byrd to serve as temporary chairperson.

A roll call vote was taken.

Luke Kwiatkowski	Yes	Julie Lohela	Yes
Tim Tarjeft	Yes	Matt Mlynarchek	Yes
Travis Neville	Yes	Richard Pilon	Yes
Debra Buehner	Absent		

Motion Carried Unanimously, 6/0

Election of President

Moved by Tim Tarjeft and supported by Travis Neville to nominate Julie Lohela for President of the Board of Education for 2025.

A roll call vote was taken.

Luke Kwiatkowski	Yes	Julie Lohela	Abstain
Tim Tarjeft	Yes	Matt Mlynarchek	Yes
Travis Neville	Yes	Richard Pilon	Yes
Debra Buehner	Absent		

Motion Carried, 5/0, 1 abstain

President for the Board for 2025 is Julie Lohela.

Election of Vice President

Moved by Richard Pilon and supported by Travis Neville to nominate Tim Tarjeft for Vice President of the Board of Education for 2025.

A roll call vote was taken.

Luke Kwiatkowski	Yes	Julie Lohela	Yes
Tim Tarjeft	Abstain	Matt Mlynarchek	Yes
Travis Neville	Yes	Richard Pilon	Yes
Debra Buehner	Absent		

Motion Carried, 5/0, 1 abstain

Vice President for the Board for 2025 is Tim Tarjeft.

Election of Secretary

Moved by Tim Tarjeft and supported by Richard Pilon to nominate Debra Buehner for Secretary of the Board of Education for 2025.

A roll call vote was taken.

Luke Kwiatkowski	Yes	Julie Lohela	Yes
Tim Tarjeft	Yes	Matt Mlynarchek	Yes
Travis Neville	Yes	Richard Pilon	Yes
Debra Buehner	Absent		

Motion Carried Unanimously, 6/0

Secretary for the Board for 2025 is Debra Buehner.

Election of Treasurer

Moved by Tim Tarjeft and supported by Richard Pilon to nominate Matt Mlynarchek for Treasurer of the Board of Education for 2025.

A roll call vote was taken.

Luke Kwiatkowski	Yes	Julie Lohela	Yes
Tim Tarjeft	Yes	Matt Mlynarchek	Abstain
Travis Neville	Yes	Richard Pilon	Yes
Debra Buehner	Absent		

Motion Carried, 5/0, 1 abstain

Treasurer for the Board for 2025 is Matt Mlynarchek.

Organizational Matters

President Julie Lohela stated that there is a consent motion to approve all organizational matters, a-f. No discussion.

Moved by Matt Mlynarchek and supported by Travis Neville to adopt the recommendations of Agenda items 9a through 9f, as one consent motion, as presented.

- a. The Superintendent will be the authorized signatory for the following funds: General Fund, Payroll, Food Service Fund, Sinking Fund, Bond Fund, Contracts:
Superintendent
- b. Authorized Depositories for District funds: Citizens National Bank, MILAF+, First Community Bank
- c. Authorized Signatories for Board Minutes: Board President and the Board Secretary.
- d. Retain Thrun Law Firm as legal counsel for 2025.
- e. Board Meeting Dates and Time

February 24	August 25
March 17 (spring break)	September 22
April 28	October 27
May 19 (Memorial Day)	November 24
June 23	December 15 (Christmas break)
July 28	January 26, 2026 (Organizational)
- f. Approve the positions of Business Manager, Athletic Director, Assistant Athletic Director, Building Secretaries, Administrative Assistant, Human Resources Manager, and any other school employees designated by the Superintendent to be included in our bonding insurance policy, as they deal with cash in their normal workday.

A roll call vote was taken.

Luke Kwiatkowski	Yes	Julie Lohela	Yes
Tim Tarjeft	Yes	Matt Mlynarchek	Yes
Travis Neville	Yes	Richard Pilon	Yes
Debra Buehner	Absent		

Motion Carried Unanimously, 6/0

Approval of Minutes

Moved by Tim Tarjeft and supported by Richard Pilon to approve the minutes of the December 16th, 2024 Regular Meeting and the January 21st, 2025 Special Meeting as presented.

A roll call vote was taken.

Luke Kwiatkowski	Abstain	Julie Lohela	Yes
Tim Tarjeft	Yes	Matt Mlynarchek	Yes
Travis Neville	Yes	Richard Pilon	Yes
Debra Buehner	Absent		

Motion Carried, 5/0, 1 abstain

Recognition of Board Members

January is School Board Recognition Month and as such, Superintendent Byrd presented each Board member with a certificate and thanked them for their service to the District.

Board President, Julie Lohela asked for a motion to amend the agenda to include information for the purchasing of two buses and bid information for the baskets in the high school gym.

Moved by Tim Tarjeft and supported by Matt Mlynarchek to amend the agenda to include the above items.

A roll call vote was taken.

Luke Kwiatkowski	Yes	Julie Lohela	Yes
Tim Tarjeft	Yes	Matt Mlynarchek	Yes
Travis Neville	Yes	Richard Pilon	Yes
Debra Buehner	Absent		

Motion Carried Unanimously, 6/0

Quality Education

The following students were recognized by High School Principal Marty Mix – High School Student of the Month – December 2024

9	Liam Fradette	Bill Nesbitt
10	Cloee Rupp	Miranda MacLean
11	Elijah Chase	Sandra Safford-Groff
12	Quincy Schneider	Cris Nesbitt/Kate Brand

Inverness Academy-Student Spotlight – Lucas Eagleson – December 2024 presented by teacher Mik Kengis.

Curriculum Committee Update

Julie Lohela gave an update on behalf of the Curriculum Committee.

Early Graduation

Moved by Tim Tarjeft and supported by Travis Neville to approve the request by Vanessa Lutrell to graduate early, upon completion of the 1st semester in January 2025.

A roll call vote was taken.

Luke Kwiatkowski	Yes	Julie Lohela	Yes
Tim Tarjeft	Yes	Matt Mlynarchek	Yes
Travis Neville	Yes	Richard Pilon	Yes
Debra Buehner	Absent		

Motion Carried Unanimously, 6/0

Federal Programs Update

Jamie McClintic, Director of Instructional Support updated the board of education on the types of state and federal grant allocations for fiscal year 25 (FY25). The following are the types of grants and allocation amounts:

Types of Grants and Allocations FY25

Grant Title	Type	Amount
Title I	Federal- yearly	\$458,311
Title II	Federal- yearly	\$60,587
Title IV	Federal- yearly	\$33,591
Title VI	Federal- yearly	\$33,637
31a	State- yearly	\$1,322,443
23g	State- FY24-FY25	\$176,426
27b GYO	Federal- FY21-FY27	\$83,073
27k	State- FY24-FY25	\$26,400
31aa	State- FY24-FY25	\$505,492
35a	State- yearly	\$21,451
35j	State- FY24-FY25	\$195,671
GEER 11bb	Federal- FY24	\$23,730
TOTAL Grant Funds Awarded		\$2,938,257

Public comment was held at the end of the meeting allowing feedback from the community in utilizing the funds.

Stable Finances

Finance B&G Update

Matt Mlynarchek provided an update on behalf of the Finance/Building & Grounds Committee.

Flooring Bid

Moved by Matt Mlynarchek and supported by Tim Tarjeft to approve the bid from Kuhn Special Flooring for work on the High School gym floor in the amount of \$34,400.

A roll call vote was taken.

Luke Kwiatkowski	Yes	Julie Lohela	Yes
Tim Tarjeft	Yes	Matt Mlynarchek	Yes
Travis Neville	Yes	Richard Pilon	Yes
Debra Buehner	Absent		

Motion Carried Unanimously, 6/0

Bus Purchase

Moved by Matt Mlynarchek and supported by Richard Pilon to approve the purchase of two new buses from Midwest Transit in the amount of \$296,436.

A roll call vote was taken.

Luke Kwiatkowski	Yes	Julie Lohela	Yes
Tim Tarjeft	Yes	Matt Mlynarchek	Yes
Travis Neville	Yes	Richard Pilon	Yes
Debra Buehner	Absent		

Motion Carried Unanimously, 6/0

Baskets

Moved by Travis Neville and supported by Tim Tarjeft to approve the purchase of new retractable basketball backstops, for the high school gym, in the amount of \$57,000 which includes backboard lighting.

A roll call vote was taken.

Luke Kwiatkowski	Yes	Julie Lohela	Yes
Tim Tarjeft	Yes	Matt Mlynarchek	Yes
Travis Neville	Yes	Richard Pilon	Yes
Debra Buehner	Absent		

Motion Carried Unanimously, 6/0

Superintendent Contract

Moved by Richard Pilon and supported by Matt Mlynarchek to approve the recommended changes to the Superintendent contract.

A roll call vote was taken.

Luke Kwiatkowski	Abstain	Julie Lohela	Yes
Tim Tarjeft	Yes	Matt Mlynarchek	Yes
Travis Neville	Yes	Richard Pilon	Yes
Debra Buehner	Absent		

Motion Carried, 5/0, 1 abstain

Payment of Bills

Moved by Matt Mlynarchek and supported by Tim Tarjeft to acknowledge payment of the current regular and bond invoices in the amount of \$858,957.00.

A roll call vote was taken.

Luke Kwiatkowski	Yes	Julie Lohela	Yes
Tim Tarjeft	Yes	Matt Mlynarchek	Yes
Travis Neville	Yes	Richard Pilon	Yes
Debra Buehner	Absent		

Motion Carried Unanimously, 6/0

Budget Amendment

Moved by Matt Mlynarchek and supported by Richard Pilon to approve the 2024-25 amended budget as presented.

A roll call vote was taken.

Luke Kwiatkowski	Yes	Julie Lohela	Yes
Tim Tarjeft	Yes	Matt Mlynarchek	Yes
Travis Neville	Yes	Richard Pilon	Yes
Debra Buehner	Absent		

Motion Carried Unanimously, 6/0

Strong Communications

Athletic Committee Update

Matt Mlynarchek provided an update on behalf of the Athletic Committee.

Overnight Trips

Moved by Matt Mlynarchek and supported by Tim Tarjeft to approve the March 12-16th, 2025 overnight field trip to the DECA State Conference in Detroit.

A roll call vote was taken.

Luke Kwiatkowski	Yes	Julie Lohela	Yes
Tim Tarjeft	Yes	Matt Mlynarchek	Yes
Travis Neville	Yes	Richard Pilon	Yes
Debra Buehner	Absent		

Motion Carried Unanimously, 6/0

Public Comment/Recognition of Citizens

None.

Motion to Adjourn

Moved by Matt Mlynarchek and supported by Travis Neville to adjourn the meeting.

Motion Carried Unanimously, 6/0

Meeting adjourned at 7:59 p.m.