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, August 17, 2026	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 on the Agenda

III. Consent Agenda
   a. Approval of Minutes
      1. Regular Meeting 7/20/2026

         a. Closed Session 7/20/2026
   b. Special Meeting 8/12/2026
      1. Closed Session 8/12/2026

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. Discussion Items
   a. Construction Update
      Mr. Chris Katz will provide a construction update to the board

VII. Action Items
   a. Approval of Superintendent Goals
   b. Approval of Policy Revisions
      Board approval is needed to approve the policy updates as provided
   c. Policy 5209 Revision
      Board approval is needed to update policy as presented.
   d. Policy 3102 and 4210 Revision
      Board approval is needed to update policies as presented.
   e. Policy 3410 Revision
      Board approval is needed to update policy as presented.
   f. Financials for June

Board action is required to approve the financials for the month ending June 30, 2026.

g. Financials for July

Board action is required to approve the financials for the month ending July 31, 2026.

VIII. Information Items

a. Hiring of Emily Fletcher as a Paraprofessional at the Middle School

Emily Fletcher has been hired as a Paraprofessional at the Middle School.

b. Hiring of Andrea Tennyson as the Head Cook at the Elementary.

Andrea has previously worked in food service as a substitute for Union City Community Schools.

c. Hiring of Bethany Bradford as the Assistant Prep Cook at the High School.

Bethany has been hired to fill the open position at the High School as the Assistant Prep Cook.

IX. Public Comment

a. Public Comment 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.

X. Board Roundtable

XI. 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 nine (IX).

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, Rhonda Reese at 517-741-8091 at least one week prior to the meeting or as soon as possible

Monthly Board Meeting
Monday, July 20, 2026 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 6:33pm.

Jennifer Gautsche:	Present
Amber Herman:	Present
Darin LaBar:	Present
Kate Stanton:	Present
Archie Mears:	Present
Paul Arlt:	Present

Pledge of Allegiance

Opening Statement

Addition or Deletion of Items on the Agenda

None

Consent Agenda

Approval of Minutes

Regular Meeting 6/15/2026

Special Meeting - Budget 2026-2027

Resignation, Jamey Cerka-Wilks

The Board of Education approves the Consent Agenda as presented. This motion made by, Darin LaBar and supported by, Jennifer Gautsche, was carried.

Jennifer Gautsche: YEA, Darin LaBar: YEA, Archie Mears: YEA, Kate Stanton: YEA, Paul Arlt: YEA, Amber Herman: YEA

YEA: 6 NAY: 0

Correspondence

Secretary, Jennifer Gautsche read a resignation letter from Andrew Yockey.

Comments From the Audience on Agenda Items

None

Action Items

Interviews for Board Vacancy and Oath of Office for New Board Member

The Board of Education appoints Tyler Burgett to fill the vacancy on the Board. This motion made by Darin LaBar and supported by Archie Mears, was carried.

Jennifer Gautsche: YEA, Darin LaBar: YEA, Archie Mears: YEA, Kate Stanton: YEA, Paul Arlt: YEA, Amber Herman: YEA

YEA: 6 NAY: 0

Group Contracts
The Board of Education approves the group contracts for Bus Drivers, Clerical-Secretarial, Food Service and Paraprofessionals as presented. This motion made by, Archie Mears and supported by Darin LaBar, was carried.
Jennifer Gautsche: YEA, Darin LaBar: YEA, Archie Mears: YEA, Kate Stanton: YEA, Paul Arlt: YEA, Amber Herman: YEA, Tyler Burgett: YEA
YEA: 7 NAY: 0

Individual Contracts
The Board of Education approves the individual contracts for Amber Case, Jamie Thomas, and Michael Bates as presented. This motion made by, Darin LaBar and supported by Archie Mears, was carried.
Jennifer Gautsche: YEA, Darin LaBar: YEA, Archie Mears: YEA, Kate Stanton: YEA, Paul Arlt: YEA, Amber Herman: YEA, Tyler Burgett, YEA
YEA: 7 NAY: 0

New Hire - High School
The Board of Education approves the hiring of Ms. Anna Cupp as the high School 9th and 10th grade English teacher. This motion made by, Archie Mears and supported by Darin LaBar, was carried.
Jennifer Gautsche: YEA, Darin LaBar: YEA, Archie Mears: YEA, Kate Stanton: YEA, Paul Arlt: YEA, Amber Herman: YEA, Tyler Burgett: YEA
YEA: 7 NAY: 0

New Hire - Middle School
The Board of Education approves the hiring of Mrs. Sarah Brown as the middle school Special Education teacher. This motion made by, Darin LaBar and supported by Archie Mears, was carried.
Jennifer Gautsche: YEA, Darin LaBar: YEA, Archie Mears: YEA, Kate Stanton: YEA, Paul Arlt: YEA, Amber Herman: YEA, Tyler Burgett: YEA
YEA: 7 NAY: 0

Financials
The Board of Education approves the financials for the month ending May 31, 2026 as presented. The motion was made by, Archie Mears and supported by Darin LaBar, was carried.
Jennifer Gautsche: YEA, Darin LaBar: YEA, Archie Mears: YEA, Kate Stanton: YEA, Paul Arlt: YEA, Amber Herman: YEA, Tyler Burgett: YEA
YEA: 7 NAY: 0

Discussion Items
Superintendent Goals
Real Estate Decisions

The Board of Education adjourns to closed session for the purpose of discussing real estate property per Section 8(b) of the Open Meetings Act. This motion was made by Archie Mears and supported by Darin LaBar, was carried.
Jennifer Gautsche: YEA, Darin LaBar: YEA, Archie Mears: YEA, Kate Stanton: YEA, Paul Arlt: YEA, Amber Herman: YEA, Tyler Burgett: YEA
YEA: 7 NAY: 0

Board President, Amber Herman adjourned to closed session at 7:15pm.

The Board of Education comes back into open session. This motion made by, Darin LaBar and supported by Jennifer Gautsche, was carried.
Jennifer Gautsche: YEA, Darin LaBar: YEA, Archie Mears: YEA, Kate Stanton: YEA, Paul Arlt: YEA, Amber Herman: YEA, Tyler Burgett: YEA
YEA: 7 NAY: 0

Board President, Amber Herman called the meeting back to order at 7:21pm.

Coaches Handbook
Thrun Summer Policy Updates

Information Items

Hiring of Nicole Marvin as the Food Service Director
Hiring of Abigail Hoffman as a Paraprofessional at the Middle School
Hiring of Kristen Rieder
Hiring of Melissa Koch
Tina Schiedler – Retirement

Public Comment

Jamie Thomas

Board Roundtable

Patrick McKerr, Construction update and Food Club, Darin LaBar Busses

Adjournment

The Board of Education adjourns the meeting. This motion made by, Archie Mears and supported by Jennifer Gautsche, was carried.
Jennifer Gautsche: YEA, Darin LaBar: YEA, Archie Mears: YEA, Kate Stanton: YEA, Paul Arlt: YEA, Amber Herman: YEA, Tyler Burgett: YEA
YEA: 7 NAY: 0

Board President, Amber Herman adjourned the meeting at 7:41pm.

Special Board Meeting
Wednesday, August 12, 2026 6:30 AM 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 6:33am.

Jennifer Gautsche:	Present
Amber Herman:	Present
Darin LaBar:	Present
Kate Stanton:	Present
Archie Mears:	Present
Paul Arlt:	Present
Tyler Burgett:	Present

Pledge of Allegiance

Opening Statement

Addition or Deletion of Items on the Agenda

None

Comments From the Audience on Agenda Items

None

Discussion Items

Discussion on Policy

Closed Session

The Board of Education adjourns to closed session per Section 8(a) of the Open Meetings Act. This motion made by Archie Mears and supported by Jennifer Gautsche, was carried.

Jennifer Gautsche: YEA, Darin LaBar: YEA, Paul Arlt: YEA, Archie Mears: YEA, Tyler Burgett: YEA, Kate Stanton: YEA, Amber Herman: YEA.

YEA: 7 NAY: 0

Board President Amber Herman adjourned to closed session at 7:23am.

The Board of Education comes back into open session. This motion made by Darin LaBar and supported by Jennifer Gautsche, was carried.

Jennifer Gautsche: YEA, Darin LaBar: YEA, Paul Arlt: YEA, Archie Mears: YEA, Tyler Burgett: YEA, Kate Stanton: YEA, Amber Herman: YEA.
YEA: 7 NAY: 0

Board President Amber Herman called the meeting back to order at 8:10am.

Adjournment

The Board of Education adjourns the meeting. This motion made by, Archie Mears and supported by Paul Arlt, was carried.

Jennifer Gautsche: YEA, Darin LaBar: YEA, Paul Arlt: YEA, Archie Mears: YEA, Tyler Burgett: YEA, Kate Stanton: YEA, Amber Herman: YEA.
YEA: 7 NAY: 0

Board President Amber Herman adjourned the meeting at 8:12am.

	5/31/2026 Begin. Cash on Hand:	$4,312,280		Total of Bills:	1,127,449	
	Total Receipts:	$1,378,285		Total Net Payroll:	472,253	
	Total Expenditures:	$1,599,702		Total Bills and Payroll	$1,599,702	
	6/30/2026 Total Cash on Hand:	$4,090,863		to be Approved:		

UNION CITY COMMUNITY SCHOOLS - TREASURER'S REPORT		
STATUS OF GENERAL, DEBT RETIREMENT, FOOD SERVICE,		
TRUST & AGENCY, AND SINKING FUNDS AS OF JUNE 30, 2026		
Current Year		
Balance as of 5/31/2026		
General Fund Cash Accounts	4,084,458	
Food Service Checking Accounts	26,780	
Trust & Agency Checking Accounts***	185,802	
SF Cash	14,508	
SF DS Cash 2023	$731	
Total Cash On Hand	$4,312,280	
Current Month Activities		**YTD Activities**
General Fund Revenue	1,201,669	19,372,560
Food Service Revenue	24,062	381,884
Trust & Agency Revenue	36,552	192,546
SF Revenue	116,001.71	116,421
SF DS Revenue 2023	$0	445,530
Total Revenue	1,378,285	20,508,942
General Fund Expenses	1,087,789	16,621,887
Net Payroll	472,253	4,889,890
Food Service Expenses	3,942	358,726
Trust & Agency Expenses	35,718	179,306
SF Expenses	-	593,900
SF DS Expenses 2023	$0	445,435
Total Expenses	1,599,702	
Balance as of 6/30/2026		
General Fund Cash Accounts	3,726,085	
Food Service Checking Accounts	46,901	
Trust & Agency Checking Accounts***	186,636	
SF Cash	130,510	
SF DS Cash 2023	$732	
Total Cash On Hand	4,090,863	

UNION CITY COMMUNITY SCHOOLS - TREASURER'S REPORT				UNION CITY COMMUNITY SCHOOLS - TREASURER'S REPORT	
STATUS OF GENERAL, DEBT RETIREMENT, FOOD SERVICE,				STATUS OF GENERAL, DEBT RETIREMENT, FOOD SERVICE,	
TRUST & AGENCY, AND SINKING FUNDS AS OF JULY 31, 2026				TRUST & AGENCY, AND SINKING FUNDS AS OF JULY 31, 2025	
Current Year				**Prior Year**	
Balance as of 6/30/2026				Balance as of 6/30/2025	
General Fund Cash Accounts	3,726,085			General Fund Cash Accounts	5,865,301
Food Service Checking Accounts	46,901			Food Service Checking Accounts	23,743
Trust & Agency Checking Accounts***	185,577			Trust & Agency Checking Accounts***	154,292
SF Cash	130,510			SF Cash	447,488
Bond 2023	732			Bond 2023	71
Total Cash On Hand	$4,089,073			Total Cash On Hand	6,490,825
Current Month Activities		**YTD Activities**		**Prior Year-Current Month Activities**	
General Fund Revenue	1,099,498	1,099,498		General Fund Revenue	1,294,509
Food Service Revenue	226	226		Food Service Revenue	258
Trust & Agency Revenue	N/A	N/A		Trust & Agency Revenue	N/A
SF Revenue	22	22		SF Revenue	161
Bond 2023 Revenue	0	-		Bond 2023 Revenue	0
Total Revenue	$1,099,746	1,099,746		Total Revenue	1,294,928
General Fund Expenses	2,522,375	2,522,375		General Fund Expenses	1,185,069
Net Payroll	493,610	493,610		Net Payroll	273,781
Food Service Expenses	2,922	2,922		Food Service Expenses	899
Trust & Agency Expenses	N/A	N/A		Trust & Agency Expenses	N/A
SF Expenses	-	-		SF Expenses	286,677.13
Bond 2023 Expenses	-	-		Bond 2023 Expenses	-
Total Expenses	$3,018,906	3,018,906		Total Expenses	1,746,426
Balance as of 7/31/2026				Balance as of 7/31/2025	
General Fund Cash Accounts	1,809,599			General Fund Cash Accounts	5,700,960
Food Service Checking Accounts	44,205			Food Service Checking Accounts	23,102
Trust & Agency Checking Accounts***	185,577			Trust & Agency Checking Accounts***	154,292
SF Cash				SF Cash	160,972
Bond 2023 Cash	732			Bond 2023 Cash	71
Total Cash On Hand	$2,169,913			Total Cash On Hand	6,039,327

Union City Community Schools
School Service Fund
Combined Statement of Revenue and Expenditures Compared to Budget
For The Peroid Ending
July 31, 2026

	FOOD SERVICE			
	Actual	Proposed Budget	Variance	% of Budget
REVENUE:				
Local Sources	0	$ 40,000	$40,000	18%
State Sources	0	100,000	100,000	0.00%
Federal Sources	0	510,000	510,000	0.00%
INCOMING TRANSFERS	0	0	0	
TOTAL REVENUE	0	650,000	$650,000	
EXPENDITURES:				
Salaries	8,506	190,000	(181,494)	4.48%
Employee Benefits	2,780	100,000	(97,220)	2.78%
Purchased Services	0	20,000	(20,000)	0.00%
Supplies & Materials	0	300,000	(300,000)	0.00%
Capital Outlay	0	-	0	0.00%
Other Expense	0	1,500	(1,500)	0.00%
Other Transactions	0	32,000		
TOTAL EXPENDITURES	11,285	643,500	(600,215)	0.00%
OUTGOING TRANSFERS				
TOTAL EXPENDITURES	11,285	643,500	(600,215)	0.00%
EXCESS REVENUE (EXPENDITURES)	(11,285)	6,500		
BEGINNING FUND BALANCE	14,853	14,853		
ENDING FUND BALANCE	$3,568	$21,353		

6/30/2026 Begin. Cash on Hand:	$4,089,073		Total of Bills:	2,525,297
Total Receipts:	$1,099,746	Total Net Payroll:		493,610
Total Expenditures:	$3,018,906	Total Bills and Payroll		$3,018,906
7/31/2026 Total Cash on Hand:	$2,169,913	to be Approved:		

Union City Community Schools
General Fund Statement of Revenue and Expenditure Compared to Budget
For Period Ending July 31, 2026

	YTD ACTIVITY	CURRENT BUDGET	VARIANCE	PERCENT OF BUDGET	
REVENUE					
Local Sources	25,570.25	$ 1,588,831	(1,563,261)	1.61%	
State Sources	0	10,812,071	(10,812,071)	0.00%	
Federal Sources	0	301,221	(301,221)	0.00%	
Other Financing Sources	0	820,000	(820,000)	0.00%	
		32,000			
TOTAL REVENUE	**25,570**	**13,554,123**	**(13,496,553)**		
EXPENDITURES					
INSTRUCTION					
Basic Program	620,077	5,975,447	5,364,140	10.36%	
Added Needs	260,025	2,686,302	1,927,393	11.89%	
Total Instruction	880,102	8,661,749	7,291,533		
SUPPORT SERVICE EXPENSE					
Pupil	64,354	685,089	620,735	9.39%	
Improvement Instructional Staff	17,659	38,946	21,288	45.34%	Evaluation tool subscription paid early in year
General Administration	40,733	434,979	394,246	9.36%	
School Administration	71,422	805,753	734,331	8.86%	
Fiscal Services	45,028	368,399	323,371	12.22%	
Operation & Maintenance	233,472	1,218,800	985,328	19.16%	Property Insurance paid early in year
Transportation	45,861	612,998	567,137	7.48%	
Central Support	109,518	163,838	54,320	66.85%	Software subscriptions paid early in year, new laptops purchased
Athletics	35,442	612,743	577,301	5.78%	
Community Services	0	4,300	4,300	0.00%	
Payments to Other Govt Units	0		0	0.00%	
Site Improvement Services	0		0	0.00%	
Prior Period Adjustments	0		0	0.00%	
Debt Service	0	-	0	0.00%	
Fund Modification to Food Service	0	0	0	0.00%	
Total Support Services	663,487	4,945,845	3,646,436		
TOTAL EXPENDITURES	**1,543,590**	**13,607,594**	**10,937,969**		
EXCESS REVENUE (EXPENDITURES)	**($1,518,019)**	**($53,471)**			
Non-spendable (inventory)	10,410	10,410			
Assigned (Capital Expenditures)	75,000	75,000			
Unassigned (Undesignated)	1,261,550	1,261,550			
BEGINNING FUND BALANCE	**$1,346,960**	**$1,346,960**			
ENDING FUND BALANCE	**($171,059)**	**$1,293,489**			

10%