

Board of Education President, 2024-2025	Okemos Public Schools board@okemosk12.net http://okemosk12.net	4406 Okemos Road Okemos, Michigan 48864 Phone: 517-706-5010
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This agenda is for general informational purposes only. Based on board policy, the board of education may revise this agenda and may take up other issues at the meeting.

6:30 PM

**MEETING AGENDA
Monday, September 8, 2025**

Community Conference Rm

CALL TO ORDER

Tom Buffett, Jason Burns, Katie Cavanaugh, Shulawn Doxie, Andrew Phelps, Leeni Shrestha and Jillian Winn

WELCOME AND MEETING FORMAT (2 Min)

Welcome to this regular meeting of the Okemos Board of Education held in public for the purpose of conducting the business of the school board.

There are two opportunities for public comment: Citizens who wish to address agenda or non-agenda items will have an opportunity at the beginning of the meeting, as well as near the end of the meeting. In-person individuals who wish to address the board must complete a blue form, located with the agendas near the room entrance, and present it to the board's secretary prior to the start of the agenda item. Virtual participants must submit their name and address in a message through the chat box located in Zoom's meeting controls prior to the start of the agenda item.

At the appropriate point in the agenda, the board president will call upon individuals who have submitted a blue card or chat message and that individual's microphone will be un-muted for their comments.

RECONVENE

Tom Buffett, Jason Burns, Katie Cavanaugh, Shulawn Doxie, Andy Phelps, Leeni Shrestha and Jillian Winn

ADJOURN TO EXECUTIVE SESSION – Contract Negotiations (30 min)

Pursuant to Section 8(a) of the Open Meetings Act, the board of education may adjourn to Executive Session for the purpose of discussing contract negotiations.

That the board adjourn to Executive Session pursuant to Section 8(a) of the Open Meetings Act for the purpose of discussing contract negotiations (Roll Call).

Mission Minute/Around The Pack (10 Min)

An opportunity for individual board members to highlight events, activities, and other items of interest.

DISCUSSION MOVED FORWARD: Strategic Planning Update (45 Min)

Superintendent Hood will provide information regarding the development of the Strategic Plan.

CITIZENS ADDRESS AGENDA AND NON-AGENDA ITEMS

At this time in the meeting, citizens have an opportunity to address the board regarding items of interest that may or may not be part of the evening's agenda. Citizens are required to limit comments to three minutes, except when this requirement is waived by the board president during the meeting. A designated timekeeper will communicate to the individual who is addressing the board at three minutes. The board highly values public comment and input; however, the board meeting format is designed to facilitate the evening's agenda and, therefore, restricts board members from engaging in conversation with speakers or immediately responding to questions. Questions and concerns may be addressed by the board later in the agenda and may be assigned for follow-up by the board or superintendent at a later date.

HIGH SCHOOL STUDENT REPORTS/REQUESTS (5 Min)

The high school student representative will highlight events and issues of interest and take questions from the board.

SUPERINTENDENT REPORTS/REQUESTS (10 Min)

The superintendent will highlight events and issues of interest and take questions from the board.

BOARD REPORTS/REQUESTS (10 Min)

The board will acknowledge receipt of correspondence.

Individual board members may request follow-up on other matters of concern.

Board sub-committees may present their reports or deliver updates.

ACTION ITEMS

Within Action Items, there is a Consent Agenda to expedite the business of the board which groups a number of items together to be dealt with by one action of the board. However, items in the consent agenda may be extracted by individual board member request for further discussion or clarification.

CONSENT AGENDA (5 Min)

In an effort to expedite the business of the board of education, but in no way meant to diminish the importance of each item, a Consent Agenda has been developed.

That the board approve items 1 and 2 for immediate implementation and appropriate action. Item 1: Approval of the Minutes of the Special Meeting of August 21, 2025; and Item 2: Approval of the Minutes of the Executive Session Meeting of August 21, 2025.

OTHER ACTION ITEMS

The Other Action Items require additional discussion prior to board action.

35J Grant (2 min)

Assistant Superintendent Bailey presented information regarding books to be purchased with the 35J grant at the August 21st meeting.

That the board award the purchase of classroom books to Barnes & Noble, not to exceed \$113,565.75, and Other Sources not to exceed \$14,466.39 and to be funded through the 35J Grant (Roll Call).

Emergency Facilities Purchase (2 min)

Operations Director Brian Lieber provided information regarding OPM tunnel repairs, including budget, and timelines at the August 21st meeting. Superintendent Hood authorized these projects to begin as part of the emergency clause in board policy 3301.

That the board approve the expenses due to the OPM tunnel repair project funded by the building and site sinking fund, in an amount not to exceed \$84,750 (Roll Call).

NSI (10 Min)

Interim HR Director Peter Trezise provided information regarding the 25-26 Normal Salary Increase (NSI) schedule required for ORS pension purposes at the August 21st meeting.

That the board waive the reading and adopt the resolution approving the Normal Salary Increase (NSI) salary schedules for the Superintendent, Assistant Superintendent, Select Staff Leadership Tier, and Select Staff, subject to Board approval, modification, and annual limits as outlined.

DISCUSSION ITEMS

Discussion items are intended to provide an opportunity for review of material and interaction concerning the individual items. Action is not taken during the board meeting. Discussion items may be acted upon by the Board of Education at a later date. The board president may move a discussion item forward in the meeting agenda to facilitate timely discussion and/or community input on that discussion item.

MASB Delegates

The board will discuss the MASB Fall conference for the purpose of determining the representatives to the delegate assembly and who will attend.

Year At A Glance

The board will discuss the board planning calendar for the year.

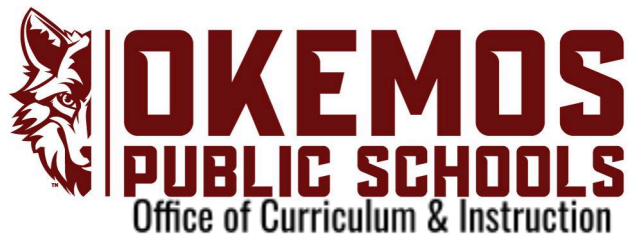
COMMENTS FROM THE PUBLIC

At this time in the meeting, citizens have an opportunity to address the board regarding any item(s) of interest. Individual comments at this time will be limited to three minutes but may be extended at the discretion of the board president. A designated timekeeper will communicate to the individual who is addressing the board at three minutes. The board highly values public comment; however, our meeting format does not allow the board to engage in conversation with speakers. Questions or concerns may be assigned for follow-up by the board or the administration at a later date.

OTHER MATTERS (5 Min)

Reminder of the October 13th CMS walkthrough at 5 p.m.

ADJOURN



35J Grant Book Requests 2025-2026

Okemos Public Schools has agreed to work with a local book consortium, Barnes & Noble, to purchase requested books from K-5 teachers, district-wide.

Barnes & Noble Estimated Total: \$113,565.75

Other Sources Estimated Total (Items B&N Cannot Fulfill - See List Below): \$14,466.39

Estimated Grand Total: **\$128,012.14**

Other Sources

Amazon, Charge Mommy Books, Lakeshore Learning, Scholastic News and SyllaSense

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Together...educating with excellence, inspiring each learner for life."

OPM Tunnel Repair



1930's Era Utility Tunnel - Imminent Failure/Collapse

- Used to carry utilities from main building to warehouse
- The tunnel cap showed signs of failure
- Upon investigation it was determined that the entire length of tunnel was failing and was a hazard
- The tunnel is part of the rear carline at OPM
- Work authorized under Emergency clause
- Completed this summer, proximity to school/carline



Repairing The Tunnel

- Remove the old concrete cap
- Remove the asphalt on either side of the tunnel
- Moving the utilities out of the tunnel
- Filling in the tunnel with gravel
- Laying asphalt over the entire area
- Occurred this summer

Total Cost: \$84,750

Funding Source: Sinking Fund



September 8, 2025

**RESOLUTION ESTABLISHING A SALARY SCHEDULE FOR SUPERINTENDENT,
ASSISTANT SUPERINTENDENT, SELECT STAFF LEADERSHIP TIER, AND SELECT
STAFF**

At a meeting of the Okemos Board of Education held in the Board Room of the Okemos Administration Building held on the 8th day of September, 2025, at 7:00 p.m., Local Time.

PRESENT: Members Burns, Cavanaugh, Doxie, Phelps, Shrestha and Winn

ABSENT: Member Buffett

The following resolution was offered by _____ and supported by _____
_____.

WHEREAS, A public school employee’s retirement pension is based on the employee’s final average compensation (“FAC”), which varies based on retirement plan but which is usually an average of the employee’s 3 highest consecutive compensation years;

WHEREAS, Michigan Public School Employees Retirement Act (“Act”) Section 3a(3)(f) states that the following does not count toward FAC: “Compensation in excess of an amount over the level of compensation reported for the preceding year except increases provided by the normal salary schedule for the current job classification” (the “Exclusion”);

WHEREAS, based on recent court decisions in Michigan, to increase the chance of employee salary increases counting toward FAC in their entirety, school boards should adopt a salary schedule for all employees;

WHEREAS, as of this date the State of Michigan has not enacted a budget for the 2025-26 school year, leaving the Board of Education with uncertainty regarding funding for the 2025-26 school year;

WHEREAS, three collective bargaining agreements are still being negotiated for the 2025-26 school year; and

WHEREAS, a number of Okemos employees do not currently have a salary schedule.

NOW THEREFORE, BE RESOLVED THAT THE OKEMOS SCHOOL BOARD hereby adopts the following:

1. The Superintendent, Assistant Superintendent, Select Staff Leadership Tier, and Select Staff are valued employees of the Okemos Public Schools; and
2. The Board hereby adopts the attached base salary schedules for Superintendent, Assistant Superintendent, Select Staff Leadership Tier and Select Staff; and
3. Base salary increases are subject to approval of the Board of Education up to the maximum stated in the base salary schedule which are limited to 3% annually and do not guarantee any amount of future salary increase within the 3% limit, and
4. The Board of Education reserves the right to modify the attached base salary schedule in future years to reflect changes in school funding and negotiated salary increases provided to Okemos school bargaining units, and
5. The Board of Education reserves the right to modify the attached base salary schedules for the 2025-26 school year upon receipt of the enacted State of Michigan budget for schools, a review of collective bargaining agreement settlements of our bargaining units, and a review of market comparisons.

ADOPTED: YEAS: _____

NAYS: _____

I, the undersigned, President of the Okemos School Board, Okemos, Michigan, do certify that the foregoing is a true and complete copy of a Resolution adopted at a regular meeting of the Okemos School Board on the 8th day of September, 2025.

Date: September __, 2025

Tom Buffett, President
Okemos Public Schools Board of Education

SELECT STAFF: CONTRACT					
POSITION		2024--25	2025-26	2026-27	
			(up to 3%)	(up to 3%)	
SYSTEMS NETWORK ADMINISTRATOR	Base Salary	\$89,890.00	\$92,586.70	\$95,364.30	
BUSINESS MANAGER	Base Salary		\$92,000.00	\$94,760.00	
DISTRICT COORD. SIS	Base Salary	\$73,730.00	\$75,941.90	\$78,220.16	
CHILDCARE COORDINATOR	Base Salary	\$73,500.00	\$75,705.00	\$77,976.15	
STAFF ACCOUNTANT	Base Salary	\$67,670.00	\$69,700.10	\$71,791.10	
EXECUTIVE ASST. SUPERINTENDENT	Base Salary	\$67,670.00	\$69,700.10	\$71,791.10	
HUMAN RESORCE SPECIALIST	Base Salary	\$65,650.00	\$67,619.50	\$69,648.09	
EXEC. ASST. TO ASST. SUPERINTENDEI	Base Salary	\$61,610.00	\$63,458.30	\$65,362.05	
PUBLIC RELATIONS/COMM. SPECIALIS	Base Salary	\$61,105.00	\$62,938.15	\$64,826.29	
AUDITORIUM MANAGER	Base Salary	\$60,600.00	\$62,418.00	\$64,290.54	
ASST. SYSTEMS ADMINISTRATOR	Base Salary	\$58,580.00	\$60,337.40	\$62,147.52	
SENIOR DESKTOP TECHNICIAN	Base Salary	\$54,995.00	\$56,644.85	\$58,344.20	
ASST. DIST. COORDINATOR, SIS	Base Salary	\$55,995.00	\$57,674.85	\$59,405.10	
STUDENT & ATHLETIC COORD.	Base Salary	\$52,015.00	\$53,575.45	\$55,182.71	
DESKTOP TECHNICIAN II	Base Salary	\$49,490.00	\$50,974.70	\$52,503.94	
DESKTOP TECHNICIAN I	Base Salary	\$47,000.00	\$48,410.00	\$49,862.30	
OPERATIONS COORDINATOR	Base Salary	\$60,000.00	\$61,800.00	\$63,654.00	
DIGITAL COMM. SPECIALIST	Base Salary	\$55,000.00	\$56,650.00	\$58,349.50	

HOURLY SELECT STAFF					
POSITION		2024-25	2025-26	2026-27	
			(Up to 3%)	(Up to 3%)	
SIGN LANGUAGE INTERPRETER	Hourly Rate	\$30.99	\$31.92	32.88	
LEAD FLEET MECHANIC	Hourly Rate	\$29.61	\$30.50	31.41	
ACCOUNTING TECHNICIAN	Hourly Rate	\$26.50	\$27.30	28.11	
SENIOR CENTER ACTIVITIES COOR.	Hourly Rate	\$24.24	\$24.97	25.72	
CHEF SUPERVISOR	Hourly Rate	\$20.81	\$21.43	22.08	
KITCHEN SUPERVISOR K-4	Hourly Rate	\$20.20	\$20.81	21.43	
KITCHEN SUPERVISOR HS	Hourly Rate	\$18.23	\$18.78	19.34	
ASSISTANT MECHANIC	Hourly Rate				
LONGEVITY					
LONGEVITY PAY SELECT STAFF AND HOURLY					
	5 to 10 years	\$1,227.00			
	11-14 years	\$1,501.00			
	15-19 years	\$2,151.00			
	20+ years	\$2,481.00			
<p>***The above salary schedules are issued for the purpose of ensuring that compensation increases for the above job classifications are included in final average compensation. See MCL 38.1303a(3)(f). Compensation increases are governed by the applicable individual employment agreement, not this salary schedule. Depending on the individual employment agreement, an employee's actual compensation increases for a particular year may be above or below the amounts listed above for that particular year. To the extent compensation increases pursuant to an individual employment agreement exceed the amounts listed above for the applicable year, the Michigan Office of Retirement Services (ORS) may determine that those increases do not count toward final average compensation. See MCL 38.1303a(3)(f). That is, this salary schedule reflects maximum compensation increases for purposes of MCL 38.1303a(3)(f). For purposes of any employee breach of contract claim, to the extent there is a discrepancy between this salary schedule and the employee's individual employment contract, the individual employment contract shall govern.</p>					