

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT



BOARD of EDUCATION MEETING PROCEDURES

September 21, 2021-5 PM

Welcome to the Jackson County Intermediate School District Board of Education meeting. The board meets in public for the purpose of conducting the school district's business, but the meeting is not to be considered a public community meeting. It is our policy to provide the public reasonable access to the Board of Education and in order to accomplish this in an orderly, efficient, and effective manner, certain guidelines are desirable.

1. The location and dates of all meetings are published in advance, including details on how the public may listen in a virtual option via a link/or a "call-in" telephone number. Linked or "call-in" observers are not meeting participants and can only listen to the meeting. No chat or voice comments are available to virtual listeners. Meetings may be recorded at the Board's discretion.

Topic: JCISD Board Meeting

Time: Sep 21, 2021 05:00 PM Eastern Time (US and Canada)

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2. All agendas of the Board of Education include an item identified as "Visitor Recognition and Comment," which takes place in the early part of the evening.
3. Unless you object, for the purpose of identification in the official Board minutes, in-person visitors are asked to sign an attendance roster.
4. The chairperson may limit the discussion depending on the number of persons wishing to address the Board on a given topic or on a given night.
5. The Board of Education reserves the right to establish additional rules or procedures it deems appropriate to a particular item on the agenda or for a particular Board meeting. Such rules or procedures will be announced at the opening of a board meeting, or prior to the discussion of a specific agenda item.
6. Pursuant to Michigan law, a Board member on active military duty, or for medical reasons, who is unable to participate in the meeting in-person, will be allowed to participate in the meeting remotely when approved by the Board President.

As elected state officials, we believe open communication is of vital importance in maintaining quality services to local school districts. Meeting facilities will generally accommodate access to and participation in Board meetings; however, any person needing an additional accommodation to participate in the meeting should contact the office of the superintendent at 517.768.5200 in advance so a reasonable accommodation can be arranged. Members of the public who wish to contact board members outside of board meetings are encouraged to write them using the board members' district email addresses, which are available on the www.jcisid.org website in the countywide directory.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – September 21, 2021— 5:00 p.m.

- I. OPENING OF MEETING
- II. PLEDGE OF ALLEGIANCE
- III. CORRESPONDENCE AND INFORMATION
- IV. VISITOR RECOGNITION AND COMMENT
- V. CONSENT AGENDA-Volume 42, Report No. 19
Consent agenda matters are considered routine, or have been previously discussed and/or reviewed in a prior open meeting. Consent items will be enacted in one motion. While simple clarification or comment may be appropriate, there will be no discussion. If substantive discussion is required, it will be removed from the consent agenda and considered separately.
 - 1. Approval of Minutes
 - a. August 17, 2021 Regular Meeting Minutes..... 9
 - 2. Personnel Matters and Recommendations 34
 - a. Employment-Action
 - b. Separation of Employment-Information
 - 3. Appointment of Board Bargaining Team Resolution (CCEA)39
- VI. SPECIAL REPORT
 - 20 Celebration of Excellence-Jackson County Fair Hosts Lyle Torrant Center... 40
- VII. REPORTS FOR ACTION
 - 21 Board Goals for the 2021-22 School Year..... 41
- VIII. INTRODUCTION OF OTHER MATTERS
- IX. CLOSED SESSION/Collective Bargaining
- X. ADJOURNMENT

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – August 17, 2021
Volume 42, Report No. 19 Consent Item 1

PROPOSED MINUTES

The meeting of the Board of Education of the Jackson County Intermediate School District was held on Tuesday, August 17, 2021, at the Gerald B. Kratz Education Center, 6700 Browns Lake Road, Jackson, Michigan. President Salsbury called the meeting to order at 5:00 p.m. Board members present were: David Salsbury, Douglas Schedeler, Erin Slater, Georgia Fojtasek, and Blaine Goodrich. Board members absent: none.

Meeting with the Board were Superintendent Kevin Oxley, Catherine Brechtelsbauer, Human Resource Director, and Phyllis Stressman, Administrative Assistant.

STAFF AND VISITORS

William Solomon, Maureen Keene, Wendy Bell, Shannon, Degan, Cathy Brubaker, Kelly Sheppard, Jean Allison, Mark Pogliano, Bailey Clark, Shana Rhoades, Roger Auwers, Kaci Babineau, Brad Hess, Ben Muscott, Caleb Forner, Du Bui, Delinda Woods, Santino Gaitan, Rick Vess, Pamela Thompson, and remotely, Deb Spencer, Jodi Chadek, Lisa Morey

APPROVAL OF MINUTES

Motion to approve the July 20, 2021, regular meeting minutes from Mr. Schedeler, support Mrs. Fojtasek, motion carried all ayes.

CORRESPONDENCE AND INFORMATION

Tuesday, August 24, 2021, 8-11:00 a.m., virtual Fall Refresher.

Mrs. Fojtasek mentioned a job well done regarding the North Campus key exchange event.

Mr. Goodrich entered the meeting at 5:04 p.m.

SPECIAL REPORT

CELEBRATION OF EXCELLENCE-Technology Department – Volume 42, Report No. 11

Shannon Degan, JCISD technology director, and team leaders Ben Muscott, Brad Hess, Du Bui, Shana Rhoades, and Caleb Forner presented a report on last year's many challenges during the Covid pandemic shut-down. All 23 districts served by JCISD technology consortium went one-to-one, the number of devices doubled to 40,000, service tickets increased to 27,000, supply chain difficulties and shortages, and developing and supporting the implementation of virtual strategies and tools that kept kids learning were highlighted.

PERSONNEL MATTERS AND RECOMMENDATIONS

ACTION ITEMS & INFORMATION – Volume 42, Report No. 12

A revised personnel report was introduced wherein the employment of: Christina Lindgren, August 16, 2021; Amy Myer, August 24, 2021; Bailey Clark, Robert Beaubean III, Bradley Taylor, Emily Wilburn, Dayna Schweda, Pamela Thompson, Marie Fitzgerald-Egeler, Amber VanDusen, Alyssa Sargent, Amber Tyler-Middleton, Brianna Brooks, Kimberly McEwen, Toni Kircher, effective August 23, 2021; and Hanna Holden, Jodi Chadek, Lisa Dunbar, and Cari Mitchell on September 1, 2021. Included was a recommendation for the Board to approve a year’s extension of unpaid leave for Nathan Michael through September 13, 2022.

Motion by Mr. Goodrich to approve the administration’s hiring recommendations and leave extension. Support from Mrs. Salter. Motion carried all ayes.

The Board heard information concerning several separations of employment: Scott Coons, July 30, 2021; Reuben Hoover, July 9, 2021; Jennifer Fox, August 16, 2021; William Farrant, August 22, 2021; Jacqueline Baret-King, August 3, 2021; Craig MacDonald, August 6, 2021; Joseph Macklin, August 20, 2021; Kirstie Liechty, July 30, 2021; Holly Holton, August 18, 2021; Austin Hudgens, July 16, 2021; Katie Powell, August 13, 2021; Heaven Ghazy, August 20, 2021; Mary Douglas, August 31, 2021, and Jean Miko, August 31, 2021.

REPORTS FOR ACTION

EMERGENCY OPERATIONS PLAN (EOP) REVIEW AND APPROVAL –
Volume 42, Report No. 13

The Board approved the EOP in September 2019; however, Board policy dictates the plan is to receive a biennial review and Board approval. The administration reviewed and made changes to reflect updates in personnel since 2019 and recommended the Board adopt the EOP as presented. Motion by Mr. Schedeler to approve the 2021 EOP. Mrs. Slater supported. Motion carried by all ayes.

EMPLOYEE SERVICE RECOGNITION RESOLUTION – Volume 42, Report No. 14

At the July meeting, Board members asked the administration to provide a summary of longevity benefits pursuant to the various collective bargaining agreements and the administrative handbook, and to provide a proposal for a tiered monetary service recognition.

Current collective bargaining agreements include the following negotiated longevity benefits for JCISD employees:

Career Center Education Association:	
After 10 Years of Service:	\$300
After 15 Years of Service:	\$400
After 20 Years of Service:	\$500

Educational Support Personnel Association:

After 12 Years of Service:	\$450
After 20 Years of Service	\$500

Jackson Intermediate Education Association:

After 15 Years of Service:	\$600
(NOTE: Prorated for part-time)	

Transportation Staff:

After 10 Years of Service:	\$250
After 15 Years of Service:	\$500
After 20 Years of Service	\$750
After 25 Years of Service:	\$1,000
After 30 years of Service:	\$1250

The Administrative, Managerial and Technical Staff handbook documents a longevity benefit that is provided only to staff hired on or before the 2003-04 work year. It specifically provides the following longevity benefit: After 12 Years of Service by July 1, 2015 \$500

The administration recommended the Board adopt the following to supplement the Resolution adopted at the July 20, 2021:

BE IT RESOLVED, that the Superintendent is authorized to provide employees who have reached their fifteenth and twentieth anniversaries a gift card valued at \$25.00 as part of their service recognition; and

BE IT FURTHER RESOLVED, that the Superintendent is authorized to provide employees who have reached their twenty-fifth, thirtieth, thirty-fifth, fortieth and forty-fifth anniversaries a gift card valued at \$50.00 as part of their service recognition.

Mr. Goodrich made the motion to adopt the resolution as presented. Mrs. Slater offered the second. Motion carried by all ayes.

JUUL LITIGATION – Volume 42, Report No. 15

In 2019, several California school districts sued Juul Labs, Inc., Altria, and other vaping manufacturers in a California federal court. The lawsuit alleges that the defendants fraudulently and intentionally marketed their products to children. Frantz Law Group (Frantz), a California law firm with a background in representing school districts, is representing school districts in that litigation. Frantz represents over 226 school districts in 23 states.

Frantz requested Thrun Law Firm gauge whether Michigan schools are interested in joining this lawsuit and, if so, to facilitate contact with Frantz. School districts, intermediate school districts, and public-school academies are eligible to join the lawsuit. As a retainer client, the Thrun Law Firm reached out to the JCISD to consider joining this lawsuit.

The lawsuit seeks monetary compensation for damages incurred by schools related to the vaping epidemic created by the defendants. These damages are separated into past and future damages. While JCISD would not seek past damages, future damages, with a focus on obtaining compensation for schools to appropriately handle the vaping epidemic going forward, would be beneficial.

If the lawsuit is won, districts part of this litigation would be eligible for compensation to appropriately handle the vaping epidemic through seeking compensation for the cost to purchase and install vape detectors in school bathrooms, staff to supervise students, counselors in middle schools and high schools to assist students with the social and emotional issues associated with nicotine addiction and education programs on the harms of vaping.

The Board was provided with a resolution drafted by Thrun law firm, which if adopted joins the JCISD as plaintiff in the suit.

Mrs. Fojtasek left the meeting at 5:55 p.m.

Mr. Schedeler made the motion to adopt the resolution as presented from Thrun Law. Mrs. Slater supported. The motion carried by all ayes.

JACC PAPER CUTTER ACQUISITION – Volume 42, Report No. 16

Administration recommended the purchase of a Challenge Titan 265TC Hydraulic Programmable 26.5” paper cutter from Mid-State Litho for their low bid of \$29,943. This is to replace a 30-year old paper cutter used in the Career Center Visual Arts program. Mr. Schedeler motioned to authorize the purchase, with Mr. Goodrich supporting. Motion carried by roll call vote:

Ayes) Salsbury, Schedeler, Slater, Goodrich

Nays) None

REPORTS FOR INFORMATION

EARLY CHILDHOOD REPORT – Volume 42, Report No.17

The Great Start Readiness Program and Great Start Collaborative transformed last year in response to COVID. Meeting parents and students where they are, providing support, services and learning for the most at-risk children 0-8 years in Jackson County. The GSRP/GSC team presented highlights of last year and plans for 2021-22 and return to in-person.

JACKSON COUNTY EARLY COLLEGE – Volume 42, Report No. 18

Jackson Early College administrator, Jean Logan, presented data related to the great success of JCEC and the many accomplishments of participants since 2018. There are 550 students enrolled in the program 2021-22. Some discussion took place about summer class and JC advisor availability.

INTRODUCTION OF OTHER MATTERS

Roger Auwers provided an update on the North Campus pool renovation project and the Central Campus plans approval process.

President Salsbury postponed the discussion about consent agendas until the September meeting.

ADJOURNMENT

Motion from Mr. Schedeler to adjourn, second by Mr. Goodrich. The motion carried by roll call, and meeting adjourned at 6:55 p.m.

Ayes) Schedeler, Slater, Goodrich, Salsbury

Nays) None

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – September 21, 2021
Volume 42, Report No. 19 Consent Item 2

PERSONNEL MATTERS AND RECOMMENDATIONS

A. EMPLOYMENT – FOR ACTION

1. Administrative, Managerial & Technical Staff

- a. Tonya Kendra 09/13/2021
Social Worker/Community School Engagement Specialist
Learning Services

Ms. Tonya Kendra is being hired as a School Social Worker/Community School Engagement Specialist for the Learning Services Department, effective September 13, 2021. This is a new FTE for the 2021-2022 school year. Ms. Kendra will be placed within the administrator/coordinator salary schedule, consistent with her experience.

- b. Abram Perkins 09/13/2021
IT Technician
Technology

Mr. Abram Perkins is being hired as an IT Technician for the Technology Department, effective September 13, 2021. This vacancy resulted from the resignation of Mr. Lewis Sims. After internal assignment changes, this was the position left to be filled. Mr. Perkins will be placed within the technical/operational salary schedule, consistent with his experience.

- c. Austin Boyce 08/30/2021
IT Technician
Technology

Mr. Austin Boyce is being hired as an IT Technician for the Technology Department, effective August 30, 2021. This vacancy resulted from the resignation of Mr. Jacob Schinck. Mr. Boyce will be placed within the technical/operational salary schedule, consistent with his experience.

- d. Marcus Gill 09/20/2021
Diversity, Equity & Inclusion Officer
Human Resources

Mr. Marcus Gill is being hired as a Diversity, Equity & Inclusion Officer for the Human Resources Department, effective September 20, 2021. This is a new FTE for the 2021-2022 school year. Mr. Gill will be placed within the administrator/coordinator salary schedule, consistent with his experience.

- e. Gregory Bowsher 09/16/2021
 Transportation Supervisor
 Transportation

Mr. Gregory Bowsher is being hired as the Transportation Supervisor for the Transportation Department, effective September 16, 2021. This vacancy resulted from the retirement of Mr. Carl Lincoln. Mr. Bowsher will be placed within the technical/operational salary schedule, consistent with his experience.

2. Certified Staff

- a. Joshua Goodrich 08/30/2021
 Instructor – Networking & Cyber Security
 Career & Technical Education

Mr. Joshua Goodrich is being hired as an Instructor-Networking & Cyber Security for the Jackson Area Career Center, effective August 30, 2021. This vacancy resulted from the resignation of Mr. William Farrant. Mr. Goodrich will be placed within the career center instructor salary schedule, consistent with his experience.

- b. Martin (Jory) Tripp 09/15/2021
 Teacher of Mildly Cognitively Impaired
 Special Education

Mr. Martin Tripp is being hired as a Teacher of Mildly Cognitively Impaired for the Special Education Department, effective September 15, 2021. This is a new FTE for the 2021-2022 school year. Mr. Tripp will be placed within the special education certified salary schedule, consistent with his experience.

3. Non-Certified Staff

- a. Alexzandrea Cook 09/07/2021
 Teacher Assistant
 Special Education

Ms. Alexzandrea Cook is being hired as a Teacher Assistant for the Special Education Department, effective September 7, 2021. This vacancy resulted from the resignation of Ms. Kirstie Liechty. Ms. Cook will be placed within the special education teacher assistant salary schedule, consistent with her experience.

- b. Austin Hudgens 09/13/2021
Bus Attendant
Transportation

Mr. Austin Hudgens is being rehired as a Bus Attendant for the Transportation Department, effective September 13, 2021. Mr. Hudgens has been rehired to fill his previous position. Mr. Hudgens will be placed within the bus attendant salary schedule, consistent with his experience.

- c. Deborah Bendele 09/20/2021
Transportation Clerk
Transportation

Ms. Deborah Bendele is being hired as a Transportation Clerk for the Transportation Department, effective September 20, 2021. This vacancy resulted from the resignation of Ms. Katie Powell. Ms. Bendele will be placed within the ESPA salary schedule, consistent with her experience.

4. Adult Career Enrichment Staff

- a. Gale Brockie 09/27/2021
Instructor - Welding
Adult Career Enrichment

Mr. Gale Brockie is being hired as an Instructor-Welding for the Adult Career Enrichment Program at the Jackson Area Career Center, effective September 27, 2021. This vacancy resulted from the expiration of Mr. John Sterrett's contract. Mr. Brockie will be paid the standard hourly rate for Adult and Career Enrichment instructors.

B. SEPARATION OF EMPLOYMENT – FOR INFORMATION

1. Administrative, Managerial & Technical Staff

- a. Amanda McCabe 08/25/2021
Early Literacy Coach/Coordinator I
Learning Services

Ms. Amanda McCabe provided notice of her resignation from her Early Literacy Coach/Coordinator I position for the Learning Services Department, effective August 25, 2021, which was accepted by the Superintendent on behalf of the Board on August 25, 2021. Ms. McCabe started employment with us on November 20, 2019. The administration has posted this vacancy.

- b. Trevor Lentz 09/10/2021
IT Technician
Technology

Mr. Trevor Lentz provided notice of his resignation from his IT Technician position for the Technology Department, effective September 10, 2021, which was accepted by the Superintendent on behalf of the Board on September 3, 2021. Mr. Lentz started employment with us on March 11, 2015. The administration has not yet posted this vacancy.

2. Non-Certified

- a. Christena (Rockey) Hamilton 09/01/2021
Secretary I - Part-Time
Adult Career Enrichment

Ms. Christena (Rockey) Hamilton provided notice of her resignation from her Secretary I – Part-Time position for the Adult Career Enrichment Program at the Jackson Area Career Center, effective September 1, 2021, which was accepted by the Superintendent on behalf of the Board on August 23, 2021. Ms. Hamilton started employment with us on September 30, 2019. The administration has posted this vacancy and made a recommendation during the August 17, 2021 board meeting.

- b. Mary Csage 03/01/2022
Secretary II
Human Resources

Ms. Mary Csage provided notice of her retirement from her Secretary II position for the Human Resources Department, effective March 1, 2022, which was accepted by the Superintendent on behalf of the Board on September 3, 2021. Ms. Csage started employment with us on June 25, 2018. The administration has not yet posted this vacancy.

- c. Maegen Lewis 10/01/2021
Teacher Assistant
Special Education

Ms. Maegen Lewis provided notice of her resignation from her Teacher Assistant position for the Special Education Department, effective October 1, 2021, which was accepted by the Superintendent on behalf of the Board on September 15, 2021. Ms. Lewis started employment with us on August 20, 2021. The administration has not yet posted this vacancy.

- d. Johnny Ross 08/20/2021
Bus Attendant
Transportation

Mr. Johnny Ross provided notice of his resignation from his Bus Attendant position for the Transportation Department, effective August 20, 2021, which was accepted by the Superintendent on behalf of the Board on September 15, 2021. Mr. Ross started employment with us on September 9, 2013. The administration has posted this vacancy.

- Debra Butler 09/15/2021
Bus Attendant
Transportation

Ms. Debra Butler was terminated for job abandonment from her Bus Attendant position for the Transportation Department, effective September 15, 2021. Ms. Butler started employment with us on August 9, 2019. The administration has posted this vacancy.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – September 21, 2021
Volume 42, Report No. 19, Consent Item 3

Subject: Appointment of Bargaining Team

The collective bargaining agreement with the CCEA bargaining unit is scheduled to expire on December 31, 2021. The administration recommends the Board appoint its bargaining representatives for negotiation of a successor agreement, as contained in the proposed resolution, below.

Whereas, the master agreement between the CCEA/JCEA and the JCISD expires December 31, 2021 and the parties will meet to bargain an agreement,

Therefore, the Board of Education of the JCISD appoints Mark Pogliano, Career Center Principal; Dan Draper, Career Center Assistant Principal; Lynne Thompson, Assistant Director of Finance; Cheryl Lemons, Personnel & Employee Benefits Supervisor; and Catherine Brechtelsbauer, Director of Human Resources & Legal Services as chief negotiator, to bargain in good faith with the CCEA/JCEA as the representatives of the Board of Education.

The Board of Education gives its bargaining team authorization to determine and pursue all legal means to reach a tentative agreement, reserving the right of the Board to approve the tentative agreement as the final agreement between the CCEA/JCEA and the JCISD.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – September 21, 2021
Volume 42, Report No. 20

SPECIAL REPORT

Subject: Celebration of Excellence-Jackson County Fair Hosts Lyle Tarrant Center

On August 12, 2021, the Jackson County Fair Hosted the Lyle Tarrant Center and a couple of other community agencies in its first ever, 'A Day at the Fair to Celebrate our Friends Challenged by Disabilities.' This event, although only for a select number of participants this year, was a rehearsal, as the Jackson County fair will open this special event to all Jackson residents that meet the criteria in years to follow. During this event the fair was closed to the public to allow individuals with disabilities to have free reign of the facility for two and a half hours. This included a special viewing of many barnyard animals, free fair rides for students and discounts on select fair food for lunch. The first ever 'A Day at the Fair to Celebrate our Friends Challenged by Disabilities' was a huge success. The Jackson County Fair organization and the Jackson County ISD staff provided the necessary support to make this event a success for individuals with disabilities.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – September 21, 2021
Volume 42, Report No. 21

FOR ACTION

Subject: Board Goals for 2021-22 School Year

Based on discussions held at the Board workshop on June 29, 2021, and the sharing of draft Board goals for the 21-22 school year at the July board meeting, the following are the administration's recommendations for board goals for this school year. The numbered items below are the actual goals; the letters represent a sampling of the reporting that will be made to the Board to show progress on the goals.

Goals for 2021-22

1. All students will show academic and developmental growth in programs run by the JCISD.
 - (a) Specific student data targets will be set for JACC students and results will be reported. (see [98b Goals](#))
 - (b) Specific student data targets will be set for JCISD special education students and results will be reported. (see 98b Goals)
 - (c) Special Education State Determination Scores will be reported
2. JCISD will provide high quality, desired services to its constituent schools and the community.
 - (a) Results of customer impact surveys will be shared and analyzed.
 - (b) Parent resource offerings will be developed and usage will be shared and analyzed.
 - (c) New partnerships will be developed and explained.
 - (d) Tech operational data will be shared and analyzed.
 - (e) PD offerings will be developed and usage will be shared and analyzed.
 - (f) Cyber security initiatives will be developed and explained.
3. JCISD will create and maintain a highly efficient and desirable workplace environment.
 - (a) Results of an employee satisfaction survey will be shared and analyzed.
 - (b) Results of constituent satisfaction surveys will be shared and analyzed.
 - (c) Retention and hiring data will be shared and analyzed.
 - (d) A compensation study for non-unionized employees will be conducted.
 - (e) Equity strategies will be implemented and explained.
 - (f) Central Campus will be developed and regular updates on the project will be provided to the Board.
 - (g) Strategies to improve transportation services will be implemented and analyzed.
 - (h) An alternative path to teacher certification will be developed in partnership with MSU.

4. JCISD will develop strategies to continue to “tell our story” of quality service to constituents (community partners, LEAs, parents) and our staff. Implemented strategies will be shared with the Board.