

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – June 8, 2021

MINUTES

The regular meeting of the Board of Education of the Jackson County Intermediate School District was held on Tuesday, June 8, 2021. The meeting was held at the Kratz Education Center, 6700 Browns Lake Road, Jackson, Michigan. President David Salsbury called the meeting to order at 5:30 p.m. Board members participating were: David Salsbury, President; Lillian Fields, Treasurer; Erin Slater, Secretary, and Georgia Fojtasek, Trustee. Members absent were: Douglas Schedeler, Vice President.

Meeting with the Board were Kevin Oxley, Superintendent, and Catherine Brechtelsbauer, Human Resources Director and Legal Counsel. Meeting with the Board remotely Phyllis Stressman, Administrative Assistant.

STAFF AND VISITORS

Maureen Keene, Roger Auwers, Cassie Loveland, Ashleigh Moro, Clark Haase

REMOTE STAFF AND VISITORS

Kaci Babineau, Mark Pogliano, Shannon Degan, Santino Gaitin, Tovah Sheldon, Joel Freehling, Christopher Iamarino

APPROVAL OF MINUTES

A motion was made by Mrs. Fields to approve the minutes from the May 18, 2021, regular and closed session meetings. Mrs. Slater supported the motion which carried by unanimous roll call vote.

CORRESPONDENCE AND INFORMATION

June 9, 2021, Cascades Park, 5:30 p.m., JCISD Retirement Dinner

June 21, 2021, Kratz Education Center, 3:00 p.m.,

Workshop/Closed Session-Superintendent Evaluation

June 22, 2021, Kratz Education Center, Board of Education-Regular Meeting

SPECIAL REPORTS

CELEBRATION OF EXCELLENCE-Tarrant Outfitters – Volume 41, Report No. 91

Tarrant staff members, Clark Haase, Cassie Loveland, and Ashleigh Moro, presented *Tarrant Outfitters*; a new program at the Lyle Tarrant Center where students and staff work together to create custom Tarrant Spirit Wear. Students are involved in every step of the process, including cutting and pressing vinyl, tie-dying items, stamping ‘Thank You’ tags, folding, wrapping and delivering items, and marketing new items. A portion of the proceeds will be used to create a Tarrant Outfitters Grant where staff can submit applications to fund schoolwide and classroom projects, and individual student needs. Discussion ensued about how this program can be scaled up and fit into existing and new community partnerships and opportunities.

PERSONNEL MATTERS AND RECOMMENDATIONS

ACTION ITEMS AND INFORMATION- Volume 41, Report No. 92

Following a motion by Mrs. Fields and support from Mrs. Slater, the Board approved the following personnel action items by a unanimous roll call vote: hiring Sara Fritch, August 23, 2021; Jamie Webb, June 7, 2021; Heaven Ghazy, June 30, 2021; Jacquelyn Reasoner, August 20, 2021; Maegen Lewis, August 20, 2021; and Justine Petry, August 23, 2021.

Information was shared concerning separating employees Jacob Schinck, May 21, 2021; Crystal Cutler, June 30, 2021; Christina Blackwell, June 2, 2021; Whitney Stoner, June 11, 2021; Connie Tisch, August 20, 2021; Julie May, June 10, 2022; Anne Thelan, June 10, 2022; Leonida Jacobs, May 31, 2021; and Michele Miller, June 9, 2021.

Mrs. Fojtasek asked why so many separating positions were listed as “not yet posted?” The administration responded, posting status is a timing statement more than notice of intent to leave a position filled or unfilled.

REPORTS FOR ACTION

BOND SALE BID AWARD – Volume 41, Report No. 93

At its February 16, 2021 meeting, the JCISD Board of Education approved a resolution authorizing the district to issue up to \$7.125 million of qualified tax-exempt municipal bonds in order to fund the renovation of Frost School. These renovations will help to restore that facility and to thereby create a new home for several of the district’s center based Special Ed programs.

Bids for the purchase of the Jackson County Intermediate School District 2021 School Building and Site Bonds will be received on behalf of the district until 11:00a.m on Tuesday, June 8, 2021, per the instructions and specifications laid out in the Official Notice of Sale document. Based upon thorough administrative review and the legal advice of Christopher Iamarino at Thrun Law Firm, the Board adopted unanimously, with an all yea voice vote, the following resolution:

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The bid of Robert W. Baird & Co., Inc. for the purchase of the Bonds of the Issuer as mutually reduced to achieve an aggregate principal amount of \$6,545,000, authorized by the Issuer at a meeting held on February 16, 2021, be accepted and that the Secretary be authorized to return any and all certified checks received from unsuccessful bidders as provided in the Notice of Sale of the Bonds.
2. The Director of Finance is hereby authorized and directed to open a special depository account with the Michigan Liquid Asset Fund Plus (MILAF+), to be designated the Special Education 2021 Building and Site Bonds account (the "2021 CAPITAL PROJECTS FUND").
3. The Treasurer is further directed to cause the proceeds from the sale of the Bonds including the net original issue premium to be deposited into the herein established Capital Projects Fund and to cause any accrued interest received at the time of delivery to be transferred to the 2021 SCHOOL BOND GENERAL OBLIGATION LIMITED TAX DEBT RETIREMENT FUND. All invoices and bills received relating to cost of issuance of the Bonds are hereby approved, ratified and affirmed.
4. The Issuer hereby designates the Bonds of this issue as "qualified tax-exempt obligations" for purposes of deduction of interest expense by financial institutions under the provisions of the Internal Revenue Code of 1986, as amended. In making said designation, the Board determines that the reasonably anticipated amount of tax-exempt obligations which will be issued by the Issuer or entities which issue obligations on behalf of the Issuer during calendar year 2021 will not exceed \$10,000,000.
5. The Issuer hereby appoints UMB Bank, N.A., Grand Rapids, Michigan, as Paying Agent-Bond Registrar and directs the Superintendent of Schools to execute for and on behalf of the Issuer a Paying Agent-Bond Registrar Agreement.
6. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

EXTENDED COVID-19 LEARNING PLAN – Volume 41, Report No. 78

On August 20, 2020, Governor Whitmer signed House Bill 5913 into law as Public Act 149. Section 98a states that in order to receive state aid for 2020-2021, districts must provide for instruction under an extended COVID-19 Learning Plan ("Plan") that has been approved by an intermediate district or authorizing body. The Plan does not replace the District's COVID-19 Preparedness and Response Plan, it is an additional plan that includes new assurances and sections on educational goals, instructional delivery, grading, and equitable access. The current plan includes the End of Year ECLP Goals Report/Special Education for students math and reading. These results will be posted on the district transparency webpage:

- 80.6% of our K-8 students at Torrant did at least maintain progress in the areas of math and reading. While 90% of all student IEP goals were attained, 90% of all students did not attain 100% of their IEP goals.
- 53% of EI students improved their RIT score from fall to spring in reading and 65% improved their RIT score from fall to spring in math. While 70% of all student IEP goals were attained, 90% of all students did not attain 100% of their IEP goals.
- 71% of ASD Local-Based classroom students improved their RIT score from fall to spring in reading and 68% improved their RIT score from fall to spring in math. While

- 100% of students made some progress toward meeting their IEP goals, only 57% of MoCI program students achieved 100% of their IEP goals and 31% of the ASD program students achieved 100% of their IEP goals.
- 41% of Youth Home students increased their scores in Starr math and 72% of students increased their scores in Starr reading.

The challenges related to COVID and virtual learning had negative impact in these areas. President Salsbury, and individual members of the Board, expressed pride and appreciation of the effort of all staff during the time of pandemic. While feeling disappointed in not having reached goals, there is complete confidence, it was not due in any part, from lack of effort. The goal report is not reflective, nor takes into consideration, the unique challenges and obstacles; however, it does provide a new baseline for improvement and data upon which to continue to build.

Mrs. Fojtasek moved to adopt the Extended COVID-19 Learning Plan as presented. Mrs. Fields offered the support, and the motion carried by an all aye roll-call vote.

Public Comment

The forum was open to public comment at 6:30 p.m., none forthcoming.

AMENDMENT TO THE ADMINISTRATIVE, MANAGERIAL, AND TECHNICAL EMPLOYEE HANDBOOK – Volume 41, Report No. 95

The administration presented the recommended changes to the employee handbook at the May meeting. The Board was asked to adopt the proposed updates with change.

- Equity is added in the list of values of the organization.
- A non-discrimination statement is added.
- Steps based on experience are recommended to increase from the current 1% per year to 2% per year to more closely track what is done with the unionized employees.
- The “hourly rate” for employees to be compensated for unused vacation time is recommended to change from a flat \$20/hour to each employee’s actual hourly compensation (or the hourly rate calculated from the salaried staff’s per diem rate), up to the established maximum of 50 hours per year, effective for vacation time accrued and not used during 2021-22.
- The MLK Jr. Holiday is recommended as a paid holiday for this group, so long as instructional staff is not working on that day.
- The longstanding \$1,000 benefit for beneficiaries of an active employee who passes away has been written into the handbook.
- The administration recommends increasing the employer’s match for employee contributions to their district sponsored 403(b) plan.
- The administration recommends salary grade reclassification (one grade level increase) for the following positions, effective July 1, 2021: Director of Finance and Operations, Director of Human Resources & Legal Services, Director of Technology & Collaborative Services; Principal of Tarrant & Kit Young. The Superintendent has already authorized the one salary grade reclassification of the LEA Business Manager

I and LEA Business Manager II positions, effective during 2021, and the new handbook will reflect that change.

- The administration recommends a 1% increase in the wage and salary schedules for this group.

Mrs. Slater made the motion to authorize the changes as presented. Mrs. Fields supported the motion, which then carried by a unanimous roll call. The vote was followed by a brief conversation and update about the ongoing work of the Equity Committee.

2021FY FINAL BUDGET AMENDMENT & MILLAGE LEVY AUTHORIZATION –
Volume 41, Report No. 96

A summary of the proposed adjustments recommended by the administration are noted below by Fund:

General Fund

- Very minor adjustments to local, state and federal revenue netting to a combined increase of \$21,000 (approximately 1/10th of 1%)
- Minor net increase in expenditures totaling approximately ½ of 1%
 - Slight increase in salaries and fringe benefits (less than 1%)
 - Partially offset by minor reductions in purchased services, capital outlay and other expenses
- Projected ending fund balance remains at \$4.5 million or 23.7%
 - 18.8% is General Fund spendable after excluding the \$922,000 assigned to the Tech Consortium and Challenge Day
 - Within the target range of 15-20%

Special Ed Fund

- Increase in local revenue of \$623,000 (1.9%) due to higher property tax collections and Medicaid revenue
- Increase in State Aid of \$1.0 million (5.7%) due to adjustments made by MDE since December
- Reduction in salaries and fringe benefits by \$1.6 million (4.0%) primarily due to open positions not being filled
- Net reduction of \$430,000 in purchased services, supplies and other expenditures
- The additional revenue and savings on expenditures will enable a transfer to Capital Projects from the Special Ed Fund of \$3.3 million which will help pay for the Frost renovations
- Ending fund balance projected to improve to \$3.5 million, or 6.0%, which is at the top end of the target range (4-6%)

Voc Ed Fund

- Minor increase in local and state revenue resulting in overall \$113,000 (0.9%) increase in total revenue
- Small reductions in virtually all expense categories adding up to savings of \$458,000 (3.5%)
- The additional revenue and savings on expenditures will enable a transfer to Capital Projects from the Voc Ed Fund of \$1.2 million which will help pay for future Voc Ed capital improvement projects
- Ending fund balance projected to be \$3.3 million, or 24.4%, which is at the top end of the target range (20-25%)

Mr. Salsbury mentioned it may be timely for the Board to revisit the policy on fund balance targets and consider increasing the target for special education. Mr. Oxley indicated the financial planning for the acquisition and refurbishing of JPS property at Frost school was based on the existing targets, so changing right now will be challenging. Mrs. Fojtasek suggested the Board take up further discussions about the fund balance policy at the upcoming Board workshop/retreat on June 29th.

Mrs. Fields made the motion to adopt the final 2021FY Budget Amendment. Mrs. Fojtasek supported, and the motion carried by an all yeas roll call vote.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
 Proposed Budget Amendment for the
 Fiscal Year ending June 30, 2021
 GENERAL EDUCATION FUND

| | 2021 Budget Revised | Proposed Budget Amendment | 2021 FY Amended Budget |
|-------------------------------|--------------------------------|--|---------------------------------------|
| | - | - | - |
| | | (\$000) | |
| Local Revenue | 6,234 | (57) | 6,177 |
| State Sources | 8,669 | (5) | 8,664 |
| Federal Sources | 313 | 83 | 396 |
| Internal Transfers In | 3,550 | - | 3,550 |
| TOTAL ALL SOURCES | 18,766 | 21 | 18,787 |
| Instruction/Basic Programs | 34 | (34) | - |
| Adult & Continuing Education | - | - | - |
| Added Needs | 110 | (30) | 80 |
| Pupil Support | 735 | 51 | 786 |
| Instruction Support | 3,232 | (230) | 3,002 |
| General Administration | 503 | (14) | 489 |
| School Administration | - | - | - |
| Business Services | 2,340 | 16 | 2,356 |
| Operation & Maintenance | 539 | 33 | 572 |
| Transportation | - | 15 | 15 |
| Central Services | 6,298 | 222 | 6,520 |
| Community Services | 403 | 24 | 427 |
| Transfers Out | 4,830 | 39 | 4,869 |
| TOTAL ALL USES | 19,024 | 92 | 19,116 |
| SURPLUS/(DEFICIT) | (258) | (71) | (329) |
| Beginning Fund Balance | 4,851 | - | 4,851 |
| ENDING FUND BALANCE -- | | | |
| \$ | 4,593 | (71) | 4,522 |
| -- % | 24.1% | | 23.7% |

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
Proposed Budget Amendment for the
Fiscal Year ending June 30, 2021
SPECIAL EDUCATION FUND

| | 2021 Budget <u>Revised</u> | Proposed Budget <u>Amendment</u> | 2021 FY Amended <u>Budget</u> |
|-------------------------------|---------------------------------------|---|--|
| | - | - | - |
| | | (\$000) | |
| Local Revenue | 33,045 | 623 | 33,668 |
| State Sources | 17,533 | 1,001 | 18,534 |
| Federal Sources | 6,820 | 25 | 6,845 |
| Internal Transfers In | <u>150</u> | <u>-</u> | <u>150</u> |
| TOTAL ALL SOURCES | 57,548 | 1,649 | 59,197 |
| Instruction/Basic Programs | - | - | - |
| Adult & Continuing Education | - | - | - |
| Added Needs | 15,596 | (997) | 14,599 |
| Pupil Support | 18,903 | (470) | 18,433 |
| Instruction Support | 2,844 | (75) | 2,769 |
| General Administration | 567 | 7 | 574 |
| School Administration | 408 | (18) | 390 |
| Business Services | 224 | (67) | 157 |
| Operation & Maintenance | 1,146 | 116 | 1,262 |
| Transportation | 4,261 | (669) | 3,592 |
| Central Services | 283 | 71 | 354 |
| Community Services | 347 | (1) | 346 |
| Transfers Out | <u>13,609</u> | <u>3,251</u> | <u>16,860</u> |
| TOTAL ALL USES | 58,188 | 1,148 | 59,336 |
| SURPLUS/(DEFICIT) | (640) | 501 | (139) |
| Beginning Fund Balance | 3,684 | - | 3,684 |
| ENDING FUND BALANCE -- | | | |
| \$ | 3,044 | 501 | 3,545 |
| -- % | 5.2% | | 6.0% |

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
Proposed Budget Amendment for the
Fiscal Year ending June 30, 2021
VOCATIONAL EDUCATION FUND

| | 2021 Budget Revised | Proposed Budget Amendment | 2021 FY Amended Budget |
|----------------------------------|--------------------------------|--|---------------------------------------|
| | - - - | (\$000) - - - | - |
| Local Revenue | 10,662 | 29 | 10,691 |
| State Sources | 2,141 | 84 | 2,225 |
| Federal Sources | 283 | - | 283 |
| Internal Transfers In | 38 | - | 38 |
| TOTAL ALL SOURCES | 13,124 | 113 | 13,237 |
| Instruction/Basic Programs | - | - | - |
| Adult & Continuing Education | - | - | - |
| Added Needs | 6,841 | (276) | 6,565 |
| Pupil Support | 1,036 | (107) | 929 |
| Instruction Support | 174 | (37) | 137 |
| General Administration | - | - | - |
| School Administration | 714 | (25) | 689 |
| Business Services | 79 | (28) | 51 |
| Operation & Maintenance | 919 | (4) | 915 |
| Transportation | 38 | (27) | 11 |
| Central Services | 386 | 22 | 408 |
| Community Services | 234 | (35) | 199 |
| Transfers Out | 2,458 | 975 | 3,433 |
| TOTAL ALL USES | 12,879 | 458 | 13,337 |
| SURPLUS/(DEFICIT) | 245 | (345) | (100) |
| Beginning Fund Balance | 3,355 | - | 3,355 |
| ENDING FUND BALANCE -- \$ | 3,600 | (345) | 3,255 |
| -- % | 28.0% | | 24.4% |

VIDEO STORAGE SERVERS PURCHASE – Volume 41, Report No. 97

The JCISD technology consortium hosts and provides servers for the Avigilon video surveillance system on behalf of participating consortium school districts.

New video surveillance camera projects in multiple districts, along with the completion of the replacement cycle of the original camera servers purchased in 2014, makes it necessary to add 5 new servers and the associated storage necessary to meet the state required minimum of 30 days of video storage.

The Board approved the purchase of five video surveillance servers through Dell utilizing the MHEC (Midwestern Higher Education Compact) purchasing agreement at a total cost of \$73,166. Funding is through the technology consortium operations budget. Mrs. Slater made the motion, Mrs. Fields supported, followed by a unanimous roll call vote.

Mrs. Fojtasek inquired as to whether cloud storage might be an option? Technology Director Shannon Degan stated all storage options are explored for savings. At this point, cloud or web options are not yet cost effective for this type of use.

REPORTS FOR INFORMATION

ANNUAL REPORT ON BULLYING – Volume 41, Report No. 98

The Board heard the annual report on bullying incidents, including the actions taken, in JCISD operated classrooms during the 2020-21 school year.

WAGE RATES FOR SUBSTITUTE STAFF – Volume 41, Report No. 99

The rates for temporary and part-time positions, whether directly hired or through a third party service provider, were last increased on varying dates between from July 1, 2015 through July 1, 2019. After consideration of several factors, including the work assigned, the competition for qualified, temporary staff and similar factors, the administration recommended the board approve increases in the compensation rates for select substitute positions, effective July 1, 2021, as follows:

| <u>Position Title</u> | <u>Rate and Last Date increased</u> | | <u>7/1/21 Recommendation</u> |
|---|---|-------|--------------------------------------|
| Substitute Teacher | \$15.00/hour | 01/19 | \$16.50/hour |
| | \$16.00/hour after ten (10) continuous days in the same assignment at the lower rate. | | \$17.50/hour |
| Substitute Teacher Assistant | \$10.75/hour | 01/19 | \$12.00/hour |
| Substitute Custodian | \$11.75/hour | 07/19 | \$13.00/hour |
| Substitute Clerical (other than a retiree) | \$10.00/hour | 01/19 | \$14.00/hour (including retirees) |

| | | | |
|-----------------------------|--------------|-------|--------------|
| Substitute Bus Attendant | \$11.00/hour | 07/19 | \$12.00/hour |
| Substitute Bus Driver | \$15.97/hour | 07/19 | \$16.00/hour |
| Substitute Bus Mechanic | \$25.25/hour | 07/19 | (no change) |
| Adult Enrichment Instructor | \$29.00/hour | 01/19 | \$30.00/hour |

Mrs. Fields made the motion to move this agenda item to action. Mrs. Fojtasek supported, followed by an all yeas vote.

Mr. Salsbury then made the motion to approve the increases as presented by administration. Mrs. Fields offered the second and the motion carried by unanimous roll call.

INTRODUCTION OF OTHER MATTERS

Mr. Oxley shared the biennial election results from June 7th; Blaine Goodrich won the 6-year term, and Georgia Fojtasek retained her seat.

A lengthy discussion took place concerning the venue and equity in the Torrant/Young graduation and prom ceremony.

Mrs. Fields asked and received a summary of the work being done on the organization's equity goal.

CLOSED SESSION/Collective Bargaining

Mr. Slater made the motion to enter into closed session for the purpose of strategy and discussion concerning negotiations with the transportation unit. Mrs. Fields supported. President Salsbury announced, no motion or action would be taken following the closed session.

ADJOURNMENT

The regular meeting of the Board of Education was adjourned at 7:58 p.m.