



**Jackson County Intermediate School District
Virtual Meeting Procedures – June 8, 2021**



5:30 PM

VIRTUAL MEETING PROCEDURES

Topic: June 8, 2021 JCISD Board Meeting
Time: Jun 8, 2021 05:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

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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 dates of all meetings are published in advance, and include details on how the public may access and participate in the virtual meeting via a WebEx link and/or a "call-in" telephone number.
2. Virtual meeting "call-in" participants will be asked to voice identify. WebEx participants will be identified from visible log-in identifiers. Virtual meetings may be recorded at the Board's discretion.
3. 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. The "chat" feature will be monitored by the meeting host or designee, and will in a timely fashion, be recognized for additional comment or questions. The Board President will periodically, throughout the meeting, provide other opportunities for public participation.
4. The chairperson may limit the discussion depending on the number of persons wishing to address the Board.
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.

As elected state officials, we believe open communication is of vital importance in maintaining quality services to local school districts. Virtual meetings 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 – June 8, 2021 – 5:30 p.m.

AGENDA

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JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – May 18, 2021

PROPOSED MINUTES

The regular meeting of the Board of Education of the Jackson County Intermediate School District was held on Tuesday, May 18, 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 5:29 p.m. Board members participating were: David Salsbury, President; Douglas Schedeler, Vice President; Lillian Fields, Treasurer; Erin Slater, Secretary, and Georgia Fojtasek, Trustee. Members absent were: None.

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

STAFF AND VISITORS

Maureen Keene

REMOTE STAFF AND VISITORS

Kaci Babineau, PJ Hudson, Mark Pogliano, Lisa Morey, Shannon Degan, Santino Gaitin, Roger Auwers, Tovah Sheldon, Jodi DeLine, Andrew Marks, Angela's iPhone, Sandy White, Kelly Sheppard, Maeghan McCormick

Superintendent Oxley prefaced the meeting with an explanation of virtual meeting procedures and how the public will be invited and able to participate using the hybrid meeting format of in-person attendance and/or a virtual option.

A revised agenda, including an additional information report, Amendment to the Administration, Managerial, and Technical Employee Handbook, presented.

APPROVAL OF MINUTES

A motion was made by Mr. Fields to approve the minutes from the April 27, 2021, regular meeting. Mrs. Fojtasek supported the motion which carried by unanimous roll-call vote.

ACCEPTANCE OF FINANCIAL REPORT

Mr. Schedeler made the motion to accept the month-end financial report; Mrs. Slater supported. Mrs. Fojtasek sought clarification on pandemic relief spending. An all yea vote was cast, and motion carried.

CORRESPONDENCE AND INFORMATION

June 3, 2021, 6 p.m., Tarrant/Young Graduation at Camp McGregor
June 7, 2021, 6 p.m. Board Biennial Election, KEC

June 15, 2021, 4 p.m., Board Workshop/Closed Session-Superintendent Evaluation, KEC

June 29, 2021, 4 p.m., Board Workshop/Facilitated Retreat, KEC

SPECIAL REPORTS

CELEBRATION OF EXCELLENCE-Virtual Countywide Job Fair –
Volume 41, Report No. 85

The first Jackson County Job Fair, a service and support for every school district in the county, was held on April 28, 2021, and was a tremendous success. The focus on bringing attention to the opportunities available in Jackson to a diverse pool of candidates, and the collaborative efforts of the JCISD, local schools, and local and state partners resulted in a rewarding event for employers and job seekers.

PERSONNEL MATTERS AND RECOMMENDATIONS

ACTION ITEMS AND INFORMATION- Volume 41, Report No. 86

A revised personnel report was presented. Following a motion by Mr. Schedeler and support from Mrs. Slater, the Board approved the following personnel action items by a unanimous roll call vote: hiring of Austin Hudgens, May 28, 2021, and Morgan Godfrey, May 24, 2021; unpaid leave of absence for Brett Halsey, February 22-25, 2021.

Information was shared concerning separating employees Cynthia Apple, December 31, 2021, Emili Jones, May 31, 2021, Molly Silvernail, July 1, 2021, and Alice Kolb, June 30, 2021.

Mrs. Fojtasek raised a question about staffing shortages in the area of speech and language pathology, as two of the separations are in this field. Assistant Superintendent Keene described the actions being taken to recruit and fill the positions.

REPORTS FOR ACTION

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 was approved, which included an update on two-way communication.

Mr. Oxley asked the Board to grant him authorization to make changes to the ECLP, on an as needed basis, concerning masking and quarantine standards and procedures. Mrs. Fojtasek moved to adopt the Extended COVID-19 Learning Plan as presented, and granting the superintendent the authority and proposed. 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 6:09 p.m., none forthcoming.

BOARD POLICY UPDATES-Volume 41, Report No. 88

The administration presented several policy updates at the April meeting, based on NEOLA recommendations and staff work. Mr. Schedeler made the motion to adopt the changes as presented. Mrs. Slater seconded the motion, which then carried by an unanimous roll call vote.

Mrs. Fojtasek asked the administration to consider how Mrs. Brechtelsbauer's legal and policy expertise could be shared across local districts.

REPORTS FOR INFORMATION

BOARD POLICY UPDATES-Volume 41, Report No. 89

Ms. Brechtelsbauer presented two additional policy updates for Board review. Mr. Schedeler made the motion to move the two policy revisions to action. Mrs. Slater offered support. A unanimous roll call vote moved this item for immediate action.

Mr. Schedeler, supported by Mrs. Fields, made the motion to adopt changes to Policies 7450 and 7455, as proposed. An all ye vote passed.

JACKSON READS-Volume 41, Report No. 90

The Learning Services and Special Education departments-working closely with local districts and Jackson District Library-developed a plan to keep kids reading through the summer break. A website "Jackson READS" was launched on May 8th, along with distribution of ten free, grade-level/age-appropriate, specially curated books to over 600 students, ages 3-9.

AMENDMENT TO THE ADMINISTRATIVE, MANAGERIAL, AND TECHNICAL EMPLOYEE HANDBOOK-Volume 41, Report No. 91

These following are the substantive changes in the recommendation:

- 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.

The Board will be asked to adopt the updates at the first regular meeting in June.

INTRODUCTION OF OTHER MATTERS

Mrs. Slater and Mrs. Fojtasek shared recent positive experiences and feedback concerning staff and students from the Staff Appreciation and Plant Sale events.

CLOSED SESSION/Collective Bargaining

Mr. Schedeler made the motion to enter into closed session for the purpose of strategy and discussion concerning negotiations with the transportation unit. 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 7:36 p.m.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Closed Session – May 18, 2021

PROPOSED MINUTES

An in-person closed session of the Board of Education of the Jackson County Intermediate School District was held on Tuesday, May 18, 2021. In the Professional Development Room at the Kratz Education Center, 6700 Browns Lake Road, Jackson, Michigan.

The closed session began at 7:08 p.m. Board members present were: David Salsbury, President; Doug Schedeler, Vice President; Lillian Fields, Treasurer; Erin Slater, Secretary, and Georgia Fojtasek, Trustee. Board members absent: None.

Meeting with the Board were Kevin Oxley, Superintendent; Catherine Brechtelsbauer, Human Resource Director; Maureen Keene, Assistant Superintendent/Special Education; and, Roger Auwers, Finance Director.

CLOSED SESSION/Collective Bargaining

Transportation labor group collective bargaining was discussed.

No motion was given or action taken. The closed session adjourned at 7:33 p.m.

The meeting reconvened to open session in the Board Room at 7:35 p.m.

REPORTS

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – June 8, 2021
Volume 41, Report No. 91

SPECIAL REPORT

Subject: Celebration of Excellence - Torrant Outfitters

Torrant Outfitters is a new program at the Lyle Torrant Center where students and staff work together to create custom Torrant 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 Torrant Outfitters grant, where staff can submit applications to fund schoolwide and classroom projects, and individual student needs. Torrant teachers Cassie Loveland and Ashleigh Moro will give a brief in-person presentation on how *Torrant Outfitters* came to be and how it’s impacting students.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – June 8, 2021
Volume 41, Report No. 92

PERSONNEL MATTERS AND RECOMMENDATIONS

A. EMPLOYMENT – FOR ACTION

1. Certified

- a. Sara Fritch 08/23/2021
Occupational Therapist
Special Education

Ms. Sara Fritch is being hired as an Occupational Therapist for the Special Education Department, effective August 23, 2021. This vacancy resulted from the retirement of Ms. Angela Sauer, who was a 0.6 FTE. Ms. Fritch will be a 1.0 FTE, increasing the 2021-2022 budget by 0.4 FTE. Ms. Fritch will be placed within the special education certified salary schedule, consistent with her experience.

2. Non-Certified

- a. Jamie Webb 06/07/2021
Teacher Assistant-LPN
Special Education

Ms. Jamie Webb is being hired as a Teacher Assistant-LPN for the Special Education Department, effective June 7, 2021. This vacancy resulted from the resignation of Ms. Laurie Bayn. Ms. Webb will be placed within the special education teacher assistant salary schedule, consistent with her experience.

- b. Heaven Ghazy 06/30/2021
Teacher Assistant-LPN
Special Education

Ms. Heaven Ghazy is being hired as a Teacher Assistant-LPN for the Special Education Department, effective June 30, 2021. This vacancy resulted from the retirement of Ms. Connie Curl. Ms. Ghazy will be placed within the special education teacher assistant salary schedule, consistent with her experience.

- c. Jacquelyn Reasoner 08/20/2021
Teacher Assistant-VI Support
Special Education

Ms. Jacquelyn Reasoner is being hired as a Teacher Assistant-VI Support for the Special Education Department, effective August 20, 2021. This vacancy resulted from the retirement of Ms. Karen Blair. Ms. Reasoner will be placed within the special education teacher assistant salary schedule, consistent with her experience.

- d. Maegen Lewis 08/20/2021
Teacher Assistant-VI Support
Special Education

Ms. Maegen Lewis is being hired as a Teacher Assistant-VI Support for the Special Education Department, effective August 20, 2021. This is a new FTE for the 2021-2022 school year. Ms. Lewis will be placed within the special education teacher assistant salary schedule, consistent with her experience.

- e. Justine Petry 08/23/2021
Teacher Assistant-LPN
Special Education

Ms. Justine Petry is being hired as a Teacher Assistant-LPN for the Special Education Department, effective August 23, 2021. This vacancy resulted from the retirement of Ms. Deborah Boss. Ms. Petry will be placed within the special education teacher assistant salary schedule, consistent with her experience.

B. SEPARATION OF EMPLOYMENT – FOR INFORMATION

1. Administrative, Managerial & Technical Staff

- a. Jacob Schinck 05/21/2021
IT Technician
Technology

Mr. Jacob Schinck provided notice of his resignation from his IT Technician position for the Technology Department, effective May 21, 2021, which was accepted by the Superintendent on behalf of the Board on May 20, 2021. Mr. Schinck started employment with us on November 20, 2019. The administration has not yet posted this vacancy.

- b. Crystal Cutler 06/30/2021
Assistant Director of Special Education
Special Education

Ms. Crystal Cutler provided notice of her resignation from her Assistant Director of Special Education position for the Special Education Department, effective June 30, 2021, which was accepted by the Superintendent on behalf of the Board on June 1, 2021. Ms. Cutler started employment with us on August 24, 2005. The administration has not yet posted this vacancy.

- c. Christina Blackwell 07/02/2021
 Early Childhood Grant Activities Specialist
 Learning Services

Ms. Christina Blackwell provided notice of her resignation from her Early Childhood Grant Activities Specialist position for the Learning Services Department, effective July 2, 2021, which was accepted by the Superintendent on behalf of the Board on June 3, 2021. Ms. Blackwell started employment with us on May 9, 2016. The administration has not yet posted this vacancy.

2. Certified

- a. Whitney Stoner 06/11/2021
 School Social Worker
 Special Education

Ms. Whitney Stoner provided notice of her resignation from her School Social Worker position for the Special Education Department, effective June 11, 2021, which was accepted by the Superintendent on behalf of the Board on May 20, 2021. Ms. Stoner started employment with us on August 28, 2014. The administration has posted this vacancy.

- b. Connie Tisch 08/20/2021
 Teacher
 Special Education

Ms. Connie Tisch provided notice of her retirement from her Teacher position for the Special Education Department, effective August 20, 2021, which was accepted by the Superintendent on behalf of the Board on May 20, 2021. Ms. Tisch started employment with us on September 1, 2011. The administration has posted this vacancy.

- c. Julie May 06/10/2022
 Teacher
 Special Education

Ms. Julie May provided notice of her retirement from her Teacher position for the Special Education Department, effective June 10, 2022, which was accepted by the Superintendent on behalf of the Board on June 3, 2021. Ms. May started employment with us on September 4, 1979. The administration has not yet posted this vacancy.

- d. Anne Thelan 06/10/2022
 Psychologist
 Special Education

Ms. Anne Thelan provided notice of her retirement from her Psychologist position for the Special Education Department, effective June 10, 2022, which was accepted by the Superintendent on behalf of the Board on June 3, 2021. Ms. Thelan started employment with us on August 12, 2012. The administration has not yet posted this vacancy.

3. Non-Certified

- a. Leonida Jacobs 05/31/2021
Teacher Assistant
Special Education

Mr. Leonida Jacobs provided notice of his resignation from his Teacher Assistant position for the Special Education Department, effective May 31, 2021, which was accepted by the Superintendent on behalf of the Board on May 19, 2021. Mr. Jacobs started employment with us on August 30, 1993. The administration has not yet posted this vacancy.

- b. Michele Miller 06/09/2021
Teacher Assistant
Special Education

Ms. Michele Miller provided notice of her retirement from her Teacher Assistant position for the Special Education Department, effective June 9, 2021, which was accepted by the Superintendent on behalf of the Board on May 27, 2021. Ms. Miller started employment with us on August 20, 2018. The administration has not yet posted this vacancy.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – June 8, 2021
Volume 41, Report No. 93

FOR ACTION

Subject: Bond Sale Bid Award

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. The bids will be received electronically by the Municipal Advisory Council of Michigan (the "MAC"), a standard practice within the industry. At 11:00a.m. the bids will be opened and read at the MAC.

The bonds are to be awarded to the bidder whose bid produces the lowest true interest cost as determined by the district's financial advisor, PFM Financial Advisors LLC. A recommendation from the financial advisor to this effect will be presented to the district's Board of Education at its regularly scheduled meeting on June 8, 2021, beginning at 5:30p.m. At this meeting the district's Board of Education will be asked to approve a bid award resolution prepared by the district's bond counsel in order to officially award the bid to the lowest responsible bidder on behalf of the district.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – June 8, 2021
Volume 41, Report No. 94

FOR ACTION

Subject: Approval/Reconfirmation of Extended COVID Learning Plan (ECLP) /
Year-end Goals Report

Under the state's adopted Return to Learn legislation, districts must approve/reconfirm their Extended COVID Learning Plans each month. At this evening's meeting, the Board is asked to reconfirm its Extended COVID Learning Plan (ECLP). As discussed at the last board meeting, in-person instruction was expanded in March. The Jackson Area Career Center continues to operate four days a week in-person and virtually on Wednesdays, and most special education programs transitioned from an A/B cohort to either four days a week in-person with virtual Wednesdays or five days a week. May saw our COVID numbers decrease and we plan to finish the school year in a strong manner maximizing in-person learning opportunities. Office staff previously designated to work from home began returning to the workplace on June 1st and beginning June 14th, indoor masking requirements for vaccinated individuals will be removed.

The complete JCISD Extended COVID Learning Plan is linked [here](#).

Legislation also requires that Weekly 2-Way Interaction Rates are reported to the Board each month and posted on the district webpage. Those rates are linked [here](#).

The Board is required to take public comment prior to considering adoption of the current ECLP.

For the Board's information, JCISD reports on its website every 24 hours current JCISD School Associated Cases of COVID 19. A "School Associated Case" means a case where the Jackson County Health Department notified the JCISD of a probable or confirmed COVID-19 case amongst students, teachers, staff members, coaches, volunteers, or any other person who was present in a JCISD school program or on JCISD school property or at a school function under circumstances that may have resulted in the transmission or contraction of COVID-19 during their infectious period. A link to that report is found [here](#).

End of Year ECLP Goals Report

The following language was included in the JCISD Extended COVID Learning Plan adopted last September:

Tarrant/Young/Center-Based Classrooms focus on a number of development growth areas and goals and metrics are set up to measure progress in these areas: communication, behavior, mobility, academic progress and transitions. However, for the purposes of the legislation that required development of this plan, we will only be reporting on academic progress in math and reading for K-8 students. The Board will still consider progress in the other above mentioned areas when evaluating the superintendent at the end of the school year.

The academic progress goal for special education K-8 students in math and reading is as follows:

- (a) Tarrant - ULS growth (benchmarking 3x per year; pre and post testing on each unit of study monthly)
*80% of students will maintain current levels, or make progress in the areas of math and ELA
90% of all students will attain 100% of their IEP goals
- (b) EI - NWEA (start of year, mid year and end of year)
*80% of all students will improve their RIT score from Fall to Spring
90% of all students will attain 100% of their IEP goals
- (c) Local Based ASD classrooms - NWEA (Start of year, mid year, end of year)
*80% of all students will improve their RIT score from Fall to Spring
90% of all students will attain 100% of their IEP goals
- (d) Youth Home - Starr Reading and Math (upon arrival and at end of every month)
By June 2021, 90% of all students lodged at the Jackson County Youth Center who have an intake Star Reading score and who are still lodged at the end of the school year during the last assessment window will increase their scores in the area of reading when compared to their intake scores.

K-8 special education student progress in math and reading will be reported to the Board and posted on the district transparency webpage.

The Jackson Area Career Center (JACC) measures progress in three areas: industry standards for National Career Readiness Certification (NCRC), talent portfolio development, and career exploration opportunities. Since the JACC does not provide programming for K-8 students, this plan will not require reporting on academic progress. However, the Board will still consider progress in the abovementioned areas when evaluating the superintendent at the end of the school year.

Here are the special education student results in math and reading. The challenges related to COVID and virtual learning certainly impacted growth in these areas. These results will be posted on the district transparency webpage:

- 80.6% of our K-8 students at Tarrant 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.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting –June 8, 2021
Volume 41, Report No. 95

FOR ACTION

Subject: Amendment of Administrative, Managerial and Technical Personnel Handbook

The administration has reviewed the current Administrative, Managerial and Technical Personnel Handbook, and recommends some amendments for the 2021-22 update. This report summarizes these recommended amendments, but specific language is contained in the draft document provided with the meeting materials for the May 18, 2021 meeting. At this time, the administration recommends the Board approve the proposed amendments.

These are the substantive changes in the recommendations:

- 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.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – June 8, 2021
Volume 41, Report No. 96

FOR ACTION

Subject: 2021FY Final Budget Amendment & Millage Levy Authorization

It has been noted in the monthly financial report each of the past several months that some favorable variances to budget were becoming apparent as the district passed the mid-point in the fiscal year. Specifically, local property tax revenue was running slightly favorable to budget, and expenditures for supplies, equipment and purchased services were generally favorable to budget in all funds. It was also noted that personnel costs in Special Ed were running favorable due to some budgeted positions remaining unfilled.

For this budget amendment, YTD results through April 2021 were compared to the same YTD period for the past three years. Then the actual results for the last two months in each of those prior three years were compared against the remaining budget for FY2021. This analysis, combined with any specific knowledge of revenue or expenditures by line item for this year, guided the proposed adjustments. Budget summary sheets are being provided to lay out the proposed final Budget Amendment for the 2021FY for each of the district's three major funds, plus the Capital Projects Fund. A single page overview showing the district's three major operating funds is also provided.

A summary of the most significant proposed adjustments is 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%)

At the Board meeting on June 8, 2021, the administration will provide a PowerPoint presentation explaining the adjustments in more detail and answer any questions from the Board. The proposed Budget Amendment projects that the unassigned ending fund balance of each of the district's major operating Funds will be within the target range established by the Board. These ending fund balance projections will be used as the assumed beginning fund balances in the 2022FY budget that will be reviewed with the Board on June 22nd.

The presentation on June 8th will also review the district's 2021 Tax Rate Request Form (form L-4029) so that appropriate signatures may be obtained and this document can be forwarded to townships to facilitate preparation of 2021 summer property tax bills. This form communicates the property tax levy request from the district to the Townships for the 2021 tax year. This will be explained in more detail at the budget hearing which will be held during the June 22nd Board meeting when the Board will be asked to approve the 2022FY General Appropriations Resolution (the Budget).

It is recommended the Board approve the changes included in the proposed 2021FY Budget Amendment.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
Proposed Budget Amendment for the
Fiscal Year ending June 30, 2021
2020-21 MAJOR FUND OVERVIEW

	<u>GENERAL</u>	<u>SPECIAL ED</u>	<u>CTE</u>	<u>COMBINED</u>
	- -	- -	- -	- -
	(\$000)			
Local Revenue	6,177	33,668	10,691	50,536
State Sources	8,664	18,534	2,225	29,423
Federal Sources	396	6,845	283	7,524
Internal Transfers In	3,550	150	38	3,738
TOTAL ALL SOURCES	18,787	59,197	13,237	91,221
Instruction/Basic Programs	-	-	-	-
Adult & Continuing Education	-	-	-	-
Added Needs	80	14,599	6,565	21,244
Pupil Support	786	18,433	929	20,148
Instruction Support	3,002	2,769	137	5,908
General Administration	489	574	-	1,063
School Administration	-	390	689	1,079
Business Services	2,356	157	51	2,564
Operation & Maintenance	572	1,262	915	2,749
Transportation	15	3,592	11	3,618
Central Services	6,520	354	408	7,282
Community Services	427	346	199	972
Transfers Out	4,869	16,860	3,433	25,162
TOTAL ALL USES	19,116	59,336	13,337	91,789
SURPLUS/(DEFICIT)	(329)	(139)	(100)	(568)
Beginning Fund Balance	4,851	3,684	3,355	11,890
ENDING FUND BALANCE -- \$	4,522	3,545	3,255	11,322
-- %	23.7%	6.0%	24.4%	12.3%

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 (\$000)	2021 FY Amended Budget
	- - -	-	- - -
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 Revised	Proposed Budget Amendment	2021 FY Amended Budget
	-	(\$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	150	-	150
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	13,609	3,251	16,860
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%

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – June 8, 2021
Volume 41, Report No. 97

FOR ACTION

Subject: Video Storage Servers Purchase

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.

It is recommended the Board approves the purchase of five video surveillance servers through Dell utilizing the MHEC (Midwestern Higher Education Compact) purchasing agreement at a total cost of \$73,165.95. Funding will come from the technology consortium's operations budget.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – June 8, 2021
Volume 41, Report No. 98

FOR INFORMATION

Subject: Annual Report on Bullying

JCISD Board Policy states the following:

(i) A procedure for each public school to document any prohibited incident that is reported and a procedure to report all verified incidents of bullying and the resulting consequences, including discipline and referrals, to the board of the school district or intermediate school district or board of directors of the public school academy on an annual basis.

The following information is a compilation of bullying incidents and actions taken in JCISD operated classrooms during the 2020-21 school year. Administration will be present to discuss this information and answer questions.

Tarrant/Young Center - One of the five student growth areas for special education students in JCISD programs is *behavior*. Behavior is taught and progress is measured because many students that have developmental disabilities struggle to fully grasp the meaning of the word *bullying*.

5/10/2021	Physical Aggression	Student attacked 2 separate peers. The student had hit another student over the head with a chromebook and broke the chromebook. The student then grabbed another student before staff intervened. In addition to grabbing that student, he also kicked and tried hitting them as well. Student was sent home for the remainder of the day.
6/3/2021	Physical Aggression	Student used a classroom chair to strike another student, staff member intervened to deflect the strike and was injured- sent to Workwell. Student was sent home for the remainder of the school day.

Jackson Area Career Center

No incidents

East Campus

9/22/20	Verbally bullying peers (Elementary)	-Immediate staff redirection -Reported behavior to parents -Restorative justice
9/14/20	Exclusion from play (Elementary)	-Immediate staff redirection -Reported behavior to parents
10/12/20	Exclusion from play (Elementary)	-Immediate staff redirection -Reported behavior to parents
10/16/20	Exclusion from play (Elementary)	-Immediate staff redirection -Reported behavior to parents -SSW follow up & social skills lesson
1/11/21	Verbally bullying a peer (Jr. High)	-Immediate staff redirection -Reported behavior to parents -SSW follow up
1/27/21	Cyber bullying from home (Jr. High)	-Discussed behavior with both parents - Addressed in the classroom with teacher -Restorative justice -SSW follow up
4/8/21	Verbally bullying a peer (High School)	-Immediate staff redirection -Restorative justice -1 Day OSS -SSW follow up
4/13/21	Verbally bullying a peer (High School)	-Immediate staff redirection and discussion
4/27/21	Verbally bullying a peer (High School)	-Immediate staff redirection and discussion
4/29/21	Verbally bullying a peer & taking peers items (High School)	-Immediate staff redirection and discussion -SSW follow up

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
 BOARD OF EDUCATION
 Regular Meeting – June 8, 2021
 Volume 41, Report No. 99

FOR INFORMATION

Subject: Wage Rates for Substitute Staff

Periodically, the administration reviews the rates paid for substitute teachers, teaching assistants, custodians, bus drivers, bus attendants, bus mechanics and clerical staff. Additionally, the administration reviews the hourly rate paid to the part-time adult enrichment instructors. The rates for these 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 recommends 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