

**JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION**
Organization Meeting – July 20, 2021 – 5:30 p.m.

AGENDA

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JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – June 22, 2021

PROPOSED MINUTES

The regular meeting of the Board of Education of the Jackson County Intermediate School District was held on Tuesday, June 22, 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; Douglas Schedeler, Vice President; Lillian Fields, Treasurer; and Georgia Fojtasek, Trustee. Members absent were: Erin Slater, Secretary.

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

STAFF AND VISITORS-List includes those signing in and/or who could be identified:

Roger Auwers, Caitlin Williams, Delinda Woods, Mark Pogliano, William Solomon, Maureen Keene, Diana Carter, Shana Kuhn, Jolinda Metzger, Santino Gaitan, Blaine Goodrich

REMOTE STAFF AND VISITORS-List includes those identifying themselves by name:

Ben Muscott, Cassandra Meyers, Diane Adams, Marvin Fields, Lisa Anders, Kimberly Krutsch, Carla Foster, Lisa Morey, Angie Avery, Bryon Friend, Michael Ancrile, Terri Rowley, Mark Buckland, Tammy Jones, Linda Young, Tonya Policht

APPROVAL OF MINUTES

A motion was made by Mrs. Fields to approve the minutes from the June 8, 2021, regular and closed session meetings. Mrs. Fojtasek supported the motion. Mr. Salsbury noted two corrections. The June 8, 2021 minutes were then approved by an all yeas roll call vote, with correction.

CORRESPONDENCE AND INFORMATION

June 29, 2021, Facilitated Workshop Session, KEC Room 119, 4 p.m.
July 20, 2021, Organization Meeting, KEC Boardroom, 5:30 p.m.

An update on the Torrant pool renovation project was given by Mr. Auwers. The administration intends to spend close to, or slightly over, the project contingency fund to upgrade the heating and HVAC systems in the new space.

VISITOR RECOGNITION AND COMMENT

President Salsbury acknowledged Blaine Goodrich in the visitor audience, welcoming him as the newly elected Board member with a term beginning July 1.

Transportation staff, Jolinda Metzger, Kim Krutsch, and Mark Buckland, spoke to the Board on behalf of the Transportation labor group about current negotiations.

Mr. Salsbury took the opportunity to state the Board would be meeting in closed session at the end of the agenda to discuss collective bargaining with both Transportation and ESPA units. There will be no motion given or action taken in closed session.

SPECIAL REPORTCELEBRATION OF EXCELLENCE-Lillian Fields – Volume 41, Report No. 100

Mrs. Fields was honored and presented a plaque commemorating her service to the JCISD, local districts, and her representation at the state level for all school districts in Michigan. Mrs. Fields offered reflective and heartfelt remarks regarding her almost 30-years of service.

PERSONNEL MATTERS AND RECOMMENDATIONSACTION ITEMS AND INFORMATION- Volume 41, Report No. 101

Following a motion by Mr. Schedeler and support from Mrs. Fields, the Board approved the following personnel action items by an unanimous roll call vote: hiring Tiffany Flinn, August 23, 2021, and Margaret Smith, August 23, 2021.

Information was shared concerning separating employees Carl Lincoln, July 31, 2021; Deborah Hansen, July 31, 2021; and Jacqueline Pickett, June 30, 2021.

REPORTS FOR ACTIONMERIT PAY RESOLUTION FOR 2021-22 – Volume 41, Report No. 102

Michigan law requires school boards to establish a method of compensation for its teachers and instructional administrators that includes job performance and job accomplishments as a significant factor. The following resolution was adopted unanimously after a motion by Mrs. Fields and second from Mr. Schedeler.

WHEREAS, the Board has approved the use of evaluation tools for its teachers and administrators that effectively evaluate job performance and job accomplishments, consistent with state law and the Board's policy; and

WHEREAS, the Board has determined that teachers and instructional administrators who are rated as "highly effective on their annual evaluations merit additional compensation;

NOW THEREFORE BE IT RESOLVED, that teachers and instructional administrators who are rated as “highly effective” for job performance and job accomplishments during 2021-22 shall be paid a performance incentive stipend of \$100.00 during or about June 2022.

2022FY GENERAL APPROPRIATION RESOLUTION – Volume 41, Report No. 103

The provisions of Public Act 621 of 1978 require Michigan public school districts to adopt a budget prior to the beginning of the fiscal year. The form for adoption of the budget is called the General Appropriations Resolution which must be approved by the Board of Education at a public hearing. The budget that is adopted represents a fiscal plan that will be followed closely and any significant deviations will be addressed as necessary.

The district’s 2022 fiscal year (FY) budget development followed a more typical timeline after the high degree of uncertainty in last year’s budget process that continued throughout much of the 2021FY as a result of the coronavirus pandemic and economic crisis. An initial look at the 2022FY budget was reviewed first with the Board and then the county-wide Superintendents in March. The Preliminary Budget was presented to the Board in April and, once approved, it was sent to the Boards of local school districts for review during May. No questions or comments were received from local districts regarding the Preliminary Budget, and no districts disapproved.

No major adjustments have been made to the district’s 2022FY Budget since the Board approved a Preliminary version at its April 27, 2021 meeting. Many minor adjustments have been made, however, based on updated or additional information that is now available. These updates are included in the proposed 2022FY Budget that will be presented to the Board during the Budget Hearing on June 22, 2021:

- Projected ending fund balances from the final 2021FY budget amendment (approved by the Board on June 8, 2021) are now used as the beginning balances for the 2022 budget
- District’s property tax revenue projection based on actual Taxable Value of property upon which the district is authorized to levy mills for the 2021 tax year (providing revenue for the district’s 2022 FY)
 - It is recommended the Board approve levying the full 8.7159 mills the district is authorized to levy in the 2021 tax year (which funds the district’s 2022 FY) as follows:
 - General Fund Allocated mills: 0.3404
 - Special Ed Charter mills: 4.7027
 - Special Ed voted enhancement mills: 1.5422
 - Vocational Ed Charter mills: 2.1306
- Reflects final staffing plan for the 2021-22 school year based on fulfilling student driven needs, changes in service requirements, and meeting district goals
 - Salary and benefit estimates for all employees based on latest known information and meeting all contractual obligations
- Adjusted grants and year-end accruals based on latest available information and projections

- There is still not an approved School Aid Fund Budget approved by the State of Michigan for the 2022FY. Consequently, the administration is making its best estimate of state funding for next year based on the 3 completely independent and quite different budget proposals put forward by the Governor, the State Senate, and the State House.

Mr. Schedeler made the motion to approve the 2022FY budget as presented by adopting the following resolution. Mrs. Fields supported, and motion carried by an all yeas roll call vote.

Resolution by the Board of Education of the Jackson County Intermediate School District

BE IT RESOLVED, that the General Appropriations Resolution shall be the total appropriations of the Jackson County Intermediate School District for the fiscal year 2022. Resolution to make appropriations and to provide for the disposition of all income received by the Jackson County Intermediate School District for the following funds: General; Special Education; Career and Technical Education; Training Agency Association of Michigan; Public Purpose Trust Funds; Student / School Activity Funds: and Capital Projects.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
 Preliminary Budget for the
 Fiscal Year ending June 30, 2022
 GENERAL EDUCATION FUND

	2020 <u>AUDITED</u> - - -	2021 <u>Amended</u> (\$000) - - -	2022 <u>PROPOSED</u> - - -
Local Revenue	6,142	6,177	6,319
State Sources	8,621	8,664	9,076
Federal Sources	547	396	407
Internal Transfers In	<u>3,550</u>	<u>3,550</u>	<u>3,550</u>
TOTAL ALL SOURCES	18,860	18,787	19,352
Instruction/Basic Programs	29	-	33
Adult & Continuing Education	-	-	-
Added Needs	68	80	111
Pupil Support	771	786	915
Instruction Support	3,062	3,002	3,714
General Administration	484	489	543
School Administration	-	-	-
Business Services	2,123	2,356	2,560
Operation & Maintenance	517	572	599
Transportation	-	15	10
Central Services	6,019	6,520	6,685
Community Services	352	427	475
Transfers Out	<u>5,380</u>	<u>4,869</u>	<u>4,517</u>
TOTAL ALL USES	18,805	19,116	20,162
SURPLUS/(DEFICIT)	55	(329)	(810)
Beginning Fund Balance	4,796	4,851	4,522
ENDING FUND BALANCE -- \$	4,851	4,522	3,712
-- %	25.8%	23.7%	18.4%

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
 Preliminary Budget for the
 Fiscal Year ending June 30, 2022
 SPECIAL EDUCATION FUND

	2020 <u>AUDITED</u> - - -	2021 <u>Amended</u> (\$000) - - -	2022 <u>PROPOSED</u> - - -
Local Revenue	32,565	33,668	33,891
State Sources	17,897	18,534	18,259
Federal Sources	6,663	6,845	6,960
Internal Transfers In	166	150	150
TOTAL ALL SOURCES	57,291	59,197	59,260
Instruction/Basic Programs	-	-	-
Adult & Continuing Education	-	-	-
Added Needs	14,246	14,599	16,246
Pupil Support	17,868	18,433	19,600
Instruction Support	2,666	2,769	2,880
General Administration	515	574	580
School Administration	398	390	423
Business Services	254	157	224
Operation & Maintenance	1,140	1,262	1,453
Transportation	3,916	3,592	4,433
Central Services	206	354	267
Community Services	336	346	347
Transfers Out	15,266	16,860	13,607
TOTAL ALL USES	56,811	59,336	60,060
SURPLUS/(DEFICIT)	480	(139)	(800)
Beginning Fund Balance	3,204	3,684	3,545
ENDING FUND BALANCE -- \$	3,684	3,545	2,745
-- %	6.5%	6.0%	4.6%

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
 Preliminary Budget for the
 Fiscal Year ending June 30, 2022
 VOCATIONAL EDUCATION FUND

	2020 <u>AUDITED</u> - - -	2021 <u>Amended</u> (\$000) - - -	2022 <u>PROPOSED</u> - - -
Local Revenue	10,514	10,691	10,958
State Sources	2,229	2,225	2,219
Federal Sources	298	283	286
Internal Transfers In	54	38	38
TOTAL ALL SOURCES	13,095	13,237	13,501
Instruction/Basic Programs	-	-	-
Adult & Continuing Education	-	-	-
Added Needs	6,436	6,565	7,464
Pupil Support	886	929	1,072
Instruction Support	160	137	180
General Administration	-	-	-
School Administration	705	689	721
Business Services	36	51	79
Operation & Maintenance	867	915	1,047
Transportation	34	11	39
Central Services	348	408	385
Community Services	233	199	269
Transfers Out	3,249	3,433	2,258
TOTAL ALL USES	12,954	13,337	13,514
SURPLUS/(DEFICIT)	141	(100)	(13)
Beginning Fund Balance	3,214	3,355	3,255
ENDING FUND BALANCE -- \$	3,355	3,255	3,242
-- %	25.9%	24.4%	24.0%

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT				
Preliminary Budget for the				
Fiscal Year ending June 30, 2022				
TRAINING AGENCY ASSOCIATION OF MICHIGAN (TAAM) FUND				
		2020	2021	2022
		<u>AUDITED</u>	<u>Amended</u>	<u>PROPOSED</u>
		- - -	(\$000) - - -	
Local Revenue		4	5	4
State Sources		<u>104</u>	<u>82</u>	<u>66</u>
TOTAL ALL SOURCES		108	87	70
Transportation		44	69	69
Reimbursement to Districts		<u>0</u>	<u>0</u>	<u>0</u>
TOTAL ALL USES		44	69	69
SURPLUS/(DEFICIT)		64	18	1
Beginning Fund Balance		740	804	822
ENDING FUND BALANCE -- \$		804	822	823

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT				
Preliminary Budget for the				
Fiscal Year ending June 30, 2022				
Public Purpose Trust Funds				
		2020	2021	2022
		<u>AUDITED</u>	<u>Amended</u>	<u>PROPOSED</u>
		- - -	(\$000) - - -	
Local Revenue		3	3	3
State Sources		<u>0</u>	<u>0</u>	<u>0</u>
TOTAL ALL SOURCES		3	3	3
Student Awards		3	1	1
		<u>0</u>	<u>0</u>	<u>0</u>
TOTAL ALL USES		3	1	1
SURPLUS/(DEFICIT)		-	2	2
Beginning Fund Balance		18	18	20
ENDING FUND BALANCE -- \$		18	20	22

SUPERINTENDENT EVALUATION AND CONTRACT EXTENSION –
 Volume 41, Report No. 104

President Salsbury read the following report to the record:

“On June 21, 2021 we had the opportunity to discuss Kevin Oxley’s evaluation for the 2020/2021 school year. We concluded, once again this year, it would be a different kind of discussion. Due to the pandemic and the many changes from in-person to virtual classes, we needed to look at how Kevin and the organization responded.

Even though the year was one in which we learned many lessons, that we neither expected nor wanted to see, it is our consensus that we are pleased with Kevin’s leadership in a far from normal year.

We concluded, in our estimation, Kevin’s performance has been effective.

In summary, once again we are very pleased with Mr. Oxley’s performance and we look forward to continuing to work with him. In light of this, we would like to add another year to his contract.”

The following terms were unanimously approved by the Board after a motion from Mrs. Fields and a second from Mrs. Fojtasek:

1-year Extension of Contract; 1% increase in base salary, 2% step increase as provided in the administrative handbook; and an additional \$1000 added to the current retirement savings credit.

2021-22 COMPUTER SYSTEM PURCHASES – Volume 41, Report No. 105

The District follows a 4-year replacement cycle for computer desktops and laptops. Devices due for replacement or to be added during the 2021-2022 school year are outlined below.

JACC	Model	Vendor	Quantity	Unit Cost	Total
14" Laptop	HP ProBook	Inacomp	48	\$597.86	\$28,697.28
15" Laptop	HP ProBook	Inacomp	71	\$567.22	\$40,272.62
27" iMac	Apple	Apple	8	\$2,500	\$20,000

JACC Subtotal \$88,969.90

Special Ed	Model	Vendor	Quantity	Unit Cost	Total
14" Laptop	HP ProBook	Inacomp	50	\$597.86	\$29,893
13" Apple	MacBook Air	Apple	5	\$1,062	\$5,310
Chromebook	HP	Inacomp	75	\$241.65	\$18,123.75

Special Ed Subtotal \$53,326.75

General	Model	Vendor	Quantity	Unit Cost	Total
14" Laptop	HP ProBook	Inacomp	10	\$597.86	\$5,970.86

General Fund Subtotal \$5,970.86

Mrs. Fojtasek made the motion to approve the purchases as presented. Mr. Schedeler supported and the motion carried by an all yeas roll call. The total cost of \$148,268 using lowest cost pricing attained through the statewide REMC Association competitive bid will be awarded to the REMC approved vendor for each of the listed devices.

CISCO WIRELESS ENTERPRISE LICENSING AGREEMENT AND WIRELESS SECURITY SOFTWARE RENEWAL – Volume 41, Report No. 106

The JCISD Technology Consortium hosts and manages a county-wide Cisco wireless network for all participating schools. A Cisco Enterprise Agreement exists to provide licensing and support for the wireless infrastructure and wireless security. It is time to renew the contract agreement for another five years. The fee structure for the new agreement is \$170,889.36 annually, totaling a commitment of \$854,446.80 over the life of the contract.

The Cisco Wireless Enterprise Agreement and Wireless Security Software with Cisco through the reseller, Presidio, utilizing the MiDeal purchasing agreement for a 5-year term at a total cost of \$854,447 was approved unanimously following a motion from Mr. Schedeler and supported by Mrs. Fojtasek. This amount will be paid out in five equal annual installments of \$170,889.36. This cost will be charged to the Technology Consortium operating fund.

CISCO PHONE SYSTEM ENTERPRISE AGREEMENT RENEWAL – Volume 41, Report No. 107

The JCISD Technology Consortium has hosted and managed a county-wide Cisco phone system since 2015. Districts cover the cost of the physical phones, a share of the telco fee for telephone service, and divide the cost of licensing and support of the system on a per-handset basis. The licensing and support agreement is purchased by JCISD as an Enterprise Agreement with Cisco on a five-year basis; it is time to renew the contract agreement for another five years. The fee structure for the new agreement is \$113,558.40 annually, totaling a commitment of \$567,792 over the life of the contract.

The Board approved unanimously the renewal of the Cisco Enterprise Agreement with Cisco through the reseller, Presidio, utilizing the MiDeal purchasing agreement for a 5-year term at a total cost of \$567,792. Mrs. Fields made the motion and Mrs. Fojtasek offered the support. The contract will be paid in five equal annual installments of \$113,558.40. The cost is charged initially to the ISD and then invoiced to participating districts based on the number of devices each has registered as a percentage of the whole.

CURRICULUM PURCHASE REQUEST-JACC PROGRAMMING –
Volume 41, Report No. 108

The JACC program advisory committee and programming instructor confirmed Python to be one of the easiest and most important programming languages to learn. After reviewing online curriculum, it has been determined the purchase of Basics of Python Programming would be the best online curriculum to add to the Programming class offerings. The online curriculum will be used alongside a textbook to assist in getting students certified in the Python Programming language. This online context includes lessons, labs and test prep that cover the exam objectives while providing a complete understanding of the key concepts, edge cases, and how to use python for real-world application development. The cost is \$90.00/student. Administration recommended the approval of 50 licenses for a total cost this year of \$4,500. Money has been allocated in the 2021/2022 budget and will be budgeted in each year to purchase licenses to match annual enrollment. Mrs. Fields made the motion to authorize the purchase as recommended. Mr. Schedeler offered the second and the motion carried by all yeas.

CLOSED SESSION/Collective Bargaining

Mrs. Fields made the motion to enter into closed session for the purpose of strategy and discussion concerning negotiations with the transportation and ESPA units. Mr. Schedeler supported. Closed session began at 7:30 p.m.

ADJOURNMENT

The regular meeting of the Board of Education was adjourned at 8:37 p.m.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Closed Session – June 22, 2021

PROPOSED MINUTES

A closed session of the Board of Education of the Jackson County Intermediate School District was held on Tuesday, June 22, 2021. In the Professional Development Room at the Kratz Education Center, 6700 Browns Lake Road, Jackson, Michigan.

The closed session began at 7:30 p.m. Board members present were: David Salsbury, President; Douglas Schedeler, Vice President; Lillian Fields, Treasurer; and Georgia Fojtasek, Trustee. Board members absent: Erin Slater, Secretary

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 and ESPA labor groups collective bargaining was discussed.

No motion was given or action taken. The closed session adjourned at 8:34p.m.

The meeting reconvened to open session in the Board Room at 8:36 p.m.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Special Meeting – June 29, 2021

PROPOSED MINUTES

A special meeting of the Board of Education of the Jackson County Intermediate School District was held on Tuesday, June 29, 2021, at the Kratz Education Center, 6700 Browns Lake Road, Jackson, Michigan. The meeting came to order at 4:00 p.m. Board members present were: David Salsbury, President; Douglas Schedeler, Vice President; Erin Slater, Secretary; and Georgia Fojtasek, Trustee. Board members absent: Lillian Fields.

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

STAFF AND VISITORS

Maureen Keene

REPORT FOR ACTION

PROPOSED RATIFICATION OF LABOR AGREEMENT

WITH THE TRANSPORTATION STAFF – Volume 41, Report No. 110

Mrs. Brechtelsbauer reviewed the terms of the labor agreement, as ratified by the transportation staff earlier in the day. Mr. Schedeler made the motion to accept the contract as proposed by the administration and approved by the labor group. Mrs. Slater supported. The motion carried by an all yeas roll call vote.

A discussion ensued wherein the Board asked administration to analyze how JCISD provides special education transportation services.

WORKSHOP SESSION/Facilitated Workshop

The meeting participants moved to Room 119 at the Kratz Center where the remaining management team members waited to begin the facilitated workshop. Joining were Roger Auwers, Finance Director; Tovah Sheldon, Learning Services Director; Shannon Degan, Technology Director; and Mark Pogliano, JACC Principal.

Peter Haines, Michigan Leadership Institute, led a guided discussion and workshop on Governance Team introspective and engagement. At the conclusion an overall agreement was reached, the Governance Team (board and administration) is commonly held as high functioning; the purpose statement is strong and relevant without change; and goals and work targets will be drafted and presented in August for Board review. A few key areas were identified for additional work:

- Board members desire to maintain consistent communication.
- Board members would like information to be shared with perspective and data to gain deeper understanding and guide decision making.
- Board members seek to use their time together efficiently, asking administration to explore mechanisms and format used to develop Board materials, i.e., consent agenda, include in reports a reference to goal and budget impact, disseminate Board materials earlier in the week, make the digital format easier to cross-reference, and present information in a way that stimulates more generative Board discussion.

- Administration asks for regular communication and feedback from the Board.
- Administration asks the Board to continue to be the voice, be visible in the district and the community.

The workshop session ended with revisiting this year's goals, and a lengthy group discussion on centered on goals, focus areas, and work activities. The administration will develop 3-4 measurable goals, as well as identifying key ongoing, work activities. These draft goals will be considered at the August meeting.

INTRODUCTION OF OTHER MATTERS

In preparation of the upcoming July 20, 2021 organization meeting, Mr. Oxley asked the Board if there was desire to consider changing the day of the week or times of the regular meetings? It was determined, the third Tuesday—with noted exceptions—works best, with a start time of 5:00 p.m.

ADJOURNMENT

The special meeting was adjourned at 8:13 p.m.

REPORTS

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Organization Meeting – July 20, 2021
Volume 42, Report No. 1

ELECTION OF OFFICERS & COMMITTEE ASSIGNMENTS

Subject: 2021-22 Board Officers and Standing Committee Assignment

Election of Board Officers

The General School Laws, Section 613 of the revised School Code, updated by Public Act 291 of 1995, states:

“The intermediate school board shall be organized by electing a president, a vice president, a secretary, and a treasurer.”

It further states:

“The officers shall perform duties provided by law and prescribed by the policies and regulations of the intermediate school board not inconsistent with this part or other laws of the state.”

The Board Policy, states:

“The meeting shall be called to order by the Superintendent who shall serve as presiding officer until the election of the officers.”

Committee Assignment

Section 0155, “Committees,” of the JCISD Board By-Laws states:

“The President is authorized to appoint as soon after the organizational meeting as practicable, members of the Board to the standing committees where they shall service a term of one (1) year.”

The two standing committees, to which the President of the Board will make assignments for the upcoming 2021-22 year, are the Grievance Hearing Committee, and the Expulsion Hearing Committee.

The Grievance Hearing and the Expulsion Hearing Committees have been comprised of 2 Board members who have been granted authority to act on the Board’s behalf. Such action is to be followed by a report during a subsequent regular meeting.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Organization Meeting – July 20, 2021
Volume 42, Report No. 2

PERSONNEL MATTERS AND RECOMMENDATIONS

A. EMPLOYMENT – FOR ACTION

1. Certified

- a. Cassandra Feira 08/23/2021
Speech & Language Pathologist
Special Education

Ms. Cassandra Feira is being hired as a Speech & Language Pathologist for the Special Education Department, effective August 23, 2021. This vacancy resulted from the retirement of Ms. Alice Kolb. Ms. Feira will be placed within the special education certified salary schedule, consistent with her experience.

- b. Lynne Konieczki 08/23/2021
Speech & Language Pathologist
Special Education

Ms. Lynne Konieczki is being hired as a Speech & Language Pathologist for the Special Education Department, effective August 23, 2021. This vacancy resulted from the resignation of Ms. Alyssa Rollins. Ms. Konieczki will be placed within the special education certified salary schedule, consistent with her experience.

- c. Stephanie Tripp 08/23/2021
Speech & Language Pathologist
Special Education

Ms. Stephanie Tripp is being hired as a Speech & Language Pathologist for the Special Education Department, effective August 23, 2021. This vacancy resulted from the resignation of Ms. Molly Silvernail. Ms. Tripp will be placed within the special education certified salary schedule, consistent with her experience.

- d. Jill Page 08/20/2021
Teacher
Special Education

Ms. Jill Page is being hired as a Teacher for the Special Education Department, effective August 20, 2021. This vacancy resulted from the resignation of Ms. Amy Bayes. Ms. Page will be placed within the special education certified salary schedule, consistent with her experience.

- e. Kahley Emens 08/23/2021
Physical Therapist
Special Education

Ms. Kahley Emens is being hired as a Physical Therapist for the Special Education Department, effective August 23, 2021. This is a new FTE for the 2021-2022 school year. Ms. Emens will be placed within the special education certified salary schedule, consistent with her experience.

B. SEPARATION OF EMPLOYMENT – FOR INFORMATION

1. Administrative, Managerial & Technical Staff

- a. Christopher Kuntz 08/03/2021
Engineering Supervisor
Technology

Mr. Christopher Kuntz provided notice of his resignation from his Engineering Supervisor position for the Technology Department, effective August 3, 2021, which was accepted by the Superintendent on behalf of the Board on July 14, 2021. Mr. Kuntz started employment with us on July 1, 2010. The administration has not yet posted this vacancy.

2. Certified

- a. Martha Cantlin 06/30/2022
Teacher Consultant
Special Education

Ms. Martha Cantlin provided notice of her retirement from her Teacher Consultant position for the Special Education Department, effective June 30, 2022, which was accepted by the Superintendent on behalf of the Board on June 23, 2021. Ms. Cantlin started employment with us on August 24, 2000. The administration has not yet posted this vacancy.

- b. Justin Paquette 07/06/2021
Instructor
Career & Technical Education

Mr. Justin Paquette provided notice of his resignation from his Instructor position for the Jackson Area Career Center, effective July 6, 2021, which was accepted by the Superintendent on behalf of the Board on July 6, 2021. Mr. Paquette started employment with us on August 21, 2017. The administration has posted this vacancy.

- c. Jill Petersen 06/09/2022
Occupational Therapist
Special Education

Ms. Jill Petersen provided notice of her retirement from her Occupational Therapist position for the Special Education Department, effective June 9, 2022, which was accepted by the Superintendent on behalf of the Board on June 30, 2021. Ms. Petersen started employment with us on January 2, 1996. The administration has not yet posted this vacancy.

- d. Rose Lindo Gleed 06/30/2022
Occupational Therapist
Special Education

Ms. Rose Lindo Gleed provided notice of her retirement from her Occupational Therapist position for the Special Education Department, effective June 30, 2022, which was accepted by the Superintendent on behalf of the Board on June 30, 2021. Ms. Lindo Gleed started employment with us on June 19, 1978. The administration has not yet posted this vacancy.

- e. Denise Bjorklund 06/30/2022
Physical Therapist
Special Education

Ms. Denise Bjorklund provided notice of her retirement from her Physical Therapist position for the Special Education Department, effective June 30, 2022, which was accepted by the Superintendent on behalf of the Board on June 30, 2021. Ms. Bjorklund started employment with us on January 14, 1983. The administration has not yet posted this vacancy.

- f. Lisa Paige 08/20/2021
Teacher
Special Education

Ms. Lisa Paige provided notice of her resignation 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 July 12, 2021. Ms. Paige started employment with us on August 22, 2016. The administration has reassigned internal staff and posted the remaining vacancy.

3. Non-Certified

- a. Angela Maddox 07/16/2021
Secretary II
Learning Services

Ms. Angela Maddox provided notice of her resignation from her Secretary II position for the Learning Services Department, effective July 16, 2021, which was accepted by the Superintendent on behalf of the Board on July 7, 2021. Ms. Maddox started employment with us on August 19, 2019. The administration has posted this vacancy.

- b. Marcia Myers 06/30/2022
Teacher Assistant -PTA
Special Education

Ms. Marcia Myers provided notice of her resignation from her Teacher Assistant-PTA position for the Special Education Department, effective June 30, 2022, which was accepted by the Superintendent on behalf of the Board on June 30, 2021. Ms. Myers started employment with us on August 25, 1986. The administration has not yet posted this vacancy.

- c. Brittany Venier 07/29/2021
Teacher Assistant
Special Education

Ms. Brittany Venier provided notice of her resignation from her Teacher Assistant position for the Special Education Department, effective July 29, 2021, which was accepted by the Superintendent on behalf of the Board on July 14, 2021. Ms. Venier started employment with us on August 19, 2019. The administration has posted this vacancy.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Organization Meeting – July 20, 2021
Volume 42, No. 3

FOR ACTION

Subject: Board of Education Monthly Meetings

Public Act of 267 of 1976 under Section 5 states:

“(1) A meeting of a public body shall not be held unless public notice is given as provided in this section by a person designated by the public body;

(2) For regular meetings of a public body there shall be posted within 10-days after the first public meeting of the public body in each calendar or fiscal year, a public meeting notice stating the dates, times, and places of its regular meetings;

(3) If there is a change in the schedule of regular meetings of a public body, there shall be posted within three (3) days after the meeting at which the change is made, a public notice stating the new dates, times, and places of its meetings;

(4) For a rescheduled regular or special meeting of a public body, a public notice stating the date, time, and place of the meeting shall be posted at least eighteen (18) hours before the meeting. The requirement of an 18-hour notice shall not apply to special meetings of sub-committees;

(5) A meeting of a public body which is recessed for more than thirty-six (36) hours shall be reconvened only after public notice, which is equivalent to that required under Subsection 4, has been posted.”

The day, week, and time of regular meetings are usually set at the organization meeting so that proper publication and posting can take place. In order to facilitate the process, it is necessary for the Board of Education to adopt a resolution establishing all regular meetings.

Should the Board establish Tuesday as a regular meeting day, it is proposed the board adopt a schedule establishing the third Tuesday of each month, with exception of June, when meetings will be held on the second and fourth Tuesday, and April when the meeting will be held the fourth Tuesday.

Meetings will be held at the Gerald B. Kratz Education Center, beginning at **5:00 p.m.**

Should the Board choose to approve the proposed schedule for the 2021-22 year, it is recommended the following resolution be adopted:

WHEREAS, the Jackson County Intermediate School District recognizes the need to notify the public of all school board meetings; and

WHEREAS, recorded in the General School Laws of the State of Michigan is a procedure that must be followed; and

WHEREAS, the Board recognizes the contributions informed and involved citizens make to the total educational program;

NOW, THEREFORE, BE IT RESOLVED, the Board of Education of the Jackson County Intermediate School District shall meet each month on the third Tuesday, the second and fourth Tuesdays in June, and the fourth Tuesday in April as regularly scheduled meetings throughout the 2021-22 school year:

- August 17, 2021
- September 21, 2021
- October 19, 2021
- November 16, 2021
- December 21, 2021
- January 18, 2022
- February 15, 2022
- March 15, 2022
- April 26, 2022 (Fourth Tuesday Exception)
- May 17, 2022
- June 14, 2022 (Second Tuesday Exception)
- June 28, 2022 (Fourth Tuesday Exception)
- July TBD

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Organization Meeting – July 20, 2021
Volume 42, Report No. 4

FOR ACTION

Subject: Financial Institutions

Section 380.622 of the Revised School Code states: “The intermediate school board shall select financial institutions for the deposit of school funds.”

It is recommended the following institutions be approved for banking, investments and credit functions in the 2022 fiscal year:

- BMO Harris Bank
- CP Federal Credit Union
- Comerica Bank
- Flagstar Bank
- Huntington National Bank
- Michigan Liquid Asset Fund (MILAF +) / PFM Asset Management LLC
- Morgan Stanley Smith Barney
- TSYS Merchant Solutions
- UMB Bank

There is one addition and no deletions to the list of financial institutions the district plans to use in 2022 compared to the previous year. UMB Bank is being added to the list since it will serve as the paying agent for the municipal bonds that the district recently issued to help finance the renovation of the JCISD’s new Central Campus facility.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
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Volume 42, Report No. 5

FOR ACTION

Subject: School Board Attorney Retainer

In-house legal services will continue to be provided by the Director of Human Resources Catherine Brechtelsbauer. The District has also maintained a relationship with the following law firms for certain legal matters:

- Thrun Law Firm, P.C., for matters related to bond financing and other specific areas appropriately addressed by a large, school related firm.
- Wilkinson Barker Knauer, L.L.P., for matters related to the technology consortium.
- Clark Hill, P.L.C. for matters related to the technology consortium and special education law.
- Butler Law Group, P.C., for matters related to special education

It is recommended for the 2021-22 fiscal year, the Jackson County Intermediate School District continue to retain the Thrun Law Firm, P.C.; Wilkinson Barker Knauer, L.L.P.; Clark Hill P.L.C., and the Butler Law Group, P.C.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Organization Meeting – July 20, 2021
Volume 42, Report No. 6

FOR ACTION

Subject: Michigan Association of School Boards Membership
and Election of Voting Delegate

The new school year for the Michigan Association of School Boards (MASB) began July 1, 2021. Services this organization provides are wide and varied, including publications, government relations, legal services, seminars and workshops, and affiliation with the non-profit insurance firm of MASB-SET. The District's membership dues for 2021-22 are \$4,179. Dues are calculated on a sliding scale using the size of the county school districts and student population. The Jackson County Intermediate School District's dues are based upon the Michigan Department of Education audited fall pupil count of 22,563.

In addition, for those who were members of the Legal Trust Fund, which includes the Jackson County Intermediate School District, the renewal fee for the 2021-22 year is \$83. This fund provides financial and legal assistance to districts faced with lawsuits having major statewide impact on school district operations.

This item is presented for Board consideration to determine whether or not to renew membership in the MASB for the 2021-22 school year. Dependent upon the Board's decision in this regard, nominations are sought for the 2021-22 voting delegate and alternate.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Organization Meeting – July 20, 2021
Volume 42, Report No. 7

FOR ACTION

Subject: Resolution Honoring Employee Longevity

WHEREAS, the Jackson County Intermediate School District Board of Education recognizes the caring, talents and professional services rendered by Jackson County Intermediate School District staff for students in Jackson County; and

WHEREAS, the Board of Education recognizes those services for students are provided by persons who are exceptional in their own distinct areas of expertise, and whose efforts and contributions have significantly benefited the students, their parents, and extended community; and

WHEREAS, the Board of Education has a practice of recognizing employees who reach employment anniversaries amounting to five, ten, fifteen, twenty, twenty-five, thirty, thirty-five, forty and forty-five years and providing them with a token symbol of our appreciation; and

WHEREAS, the following employees have been providing valued services to our school community for the years indicated:

<u>Employee Name</u>	<u>Assignment</u>	<u>Years of Service</u>
Erik Baum	Teacher	5
Leonard Clark	Bus Driver	5
Henry Cunningham	Instrucational Assistant	5
Meagan Deane	Teacher Assistant	5
Kellie Delossantos	Lead Educational Technology Consultant	5
Caleb Forner	Student Information Systems Supervisor	5
Jennifer Grant	Social Worker	5
Alexis Hiles	Teacher	5
Kaloni Hunt	Bus Driver	5
Kelly Lagow	Instrucational Assistant	5
Kyle Lanterman	Physical Therapist	5
Derek Lapp	Teacher Assistant	5
Taylor Lesinski	Teacher	5
Kirstie Liechty	Teacher Assistant	5
Todd Long	Teacher Assistant	5
Corie Mardeusz	Speech Pathologist	5
Steven McCormick	Teacher	5
Megan McNeil	Instrucational Assistant	5

Nathan Michael	Teacher Assistant	5
Kristen Miller	Instrucational Assistant	5
William Montgomery	Educational Consultant	5
Richard Morin	Instructor	5
Misty Muldowney	Teacher Assistant	5
Lisa Paige	Teacher	5
Ryan Powell	Bus Mechanic	5
Julie Presley	Bus Driver	5
Sarah Presnell	Bus Driver	5
Kaleigh Robichaud	Psychologist	5
Susan Robinson	Payroll/Accounts Payable Accountant I	5
Jennifer Sestak	Teacher Consultant	5
Ann Shaw	Social Worker	5
Kendra Shook	Teacher Assistant	5
Jennifer Smith	Instructor	5
Lisa Stetler	Database Applications Specialist II	5
Candance Sweeney	Teacher Assistant	5
Abbie Taipalus	Psychologist	5
Richelle Vanbogelen	Teacher	5
Olivia Varney	Teacher Consultant	5
Dylan Voris	Psychologist	5
Cynthia White	Teacher Assistant	5
Tracy Wood	Teacher Assistant	5
Jo Babcock	Teacher	10
Andrea Benson	Teacher	10
Matthew Collins	Technical Services Coordinator	10
Meaghan Farhat	Teacher Consultant	10
Anita Graham	Human Resources Generalist	10
Megan Hall	Teacher Consultant	10
Maureen Keene	Assistant Superintendent and Director of Special Education	10
Nikisha Martin	Consultant	10
Willis Moss	Head Custodian	10
Ronald Richards	Coordinator	10
Christine Romberger	Secretary III	10
James Rose	Custodian II	10
Linda Rosolowski	Occupational Therapist	10
Marka Rupp	Teacher	10
Camille Sercombe	Teacher	10
Anita Siryk	Teacher Assistant - Interpreter	10
Sara Sitko	Teacher	10
Roxanne Taylor	Payroll/Accounts Payable Accountant II	10
Sarah Behncke	Speech Pathologist	15
Melissa Bevier	Secretary II	15
Andrew Kalahar	Teacher	15
Jeremy Koch	Psychologist	15

Kathleen Koebbe	Speech Pathologist	15
Lynette Lynch	Manager of School Medicaid Cost Recovery	15
David Mcknight	Teacher	15
Chera Neff	Physical Therapist Assistant	15
Tomoko Page	Music Therapist	15
Jessica Porter	Teacher Assistant - Interpreter	15
Rebecca Swihart	Speech Pathologist	15
Angie Thompson	Teacher	15
Jeffery Borst	Teacher Assistant	20
Deborah Boss	Teacher Assistant	20
Dawn Schuen	Education Coordinator II - Adult/Career Enrichment	20
Lisa Smith	Custodian II	20
Jennifer Snabes	Speech Pathologist	20
Anthony Starr	Teacher Consultant	20
Bina Talekar	Physical Therapist	20
William Farrant	Instructor	25
Robin Hammer	Work Based Learning Coordinator	25
Michael Horton	Teacher Assistant	25
Michael Macione	Audiologist	25
Lisa Pelowski	Psychologist	25
Jill Petersen	Occupational Therapist	25
Martha Tyler	Teacher Consultant	25
Sarah Roden	Teacher Consultant	30
Lisa Bachman	Secretary II	35
Lisa Jones	Teacher	35
David Kelly	Teacher Assistant	35
Alice Kolb	Speech Pathologist	35
Marcia Myers	Physical Therapist Assistant	35
Michelle Trudell	Teacher Assistant	45

NOW, THEREFORE BE IT RESOLVED, the Jackson County Intermediate School District Board of Education hereby expresses great appreciation to all of its employees and to these employees in particular, for their years of service on behalf of the Jackson County Intermediate School District;

BE IT FURTHER RESOLVED, that the Superintendent is authorized to provide employees who have reached their fifteenth, twentieth, twenty-fifth, thirtieth, thirty-fifth, fortieth and forty-fifth anniversaries a gift card valued at \$25.00 as part of their service recognition.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
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FOR ACTION

Subject: 2021-22 Student-Parent Handbooks

Student handbooks have been updated for the Career Center, the JAC3 program, and Special Education center-based programs.

No substantive changes were made in the JAC3 supplemental handbook this year. The student/parent handbooks for the Jackson Area Career Center, the Tarrant/Young Centers, the Young Adult Program and East Campus have updates related to staff changes, staff contact information, and program dates, as expected. They also have updated information related to COVID-19 related health issues. The description of “student directory information” was updated in each school’s handbook to reflect recent Board policy change on photographs. Description of the pesticide application schedule was simplified in each school’s handbook. The equal educational opportunities language was updated in each document to match current law and policy, as well. The Tarrant/Young Handbook was amended to expand the membership of the student wellness committee, consistent with revised board policy and federal regulations. Some additional changes were made for clarification and to correct minor errors.

Copies of the updated handbooks for each program, with the substantive changes noted, are included in the Board packets. Administrative staff will be present to answer any questions the Board may have concerning the updated handbooks.

The administration requests the Board take action to approve the JACC, JAC3, Tarrant/Young, Young Adult Program, and East Campus handbooks for 2021-22 school year.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Organization Meeting – July 20, 2021
Volume 42, Report No. 9

FOR ACTION

Subject: Request for Easement

As part of a statewide project to expand non-motorized paths throughout Michigan for both commuting and recreational use, the Jackson County Parks is requesting an easement to install a bike path along the western edge of the district's north campus along Lansing Avenue. The proposed pathway would run on the east side of Lansing Avenue on district property, go up to Parnall Road, where it would cross over to the north side of Parnall and then run to the east past the Torrant Center on the opposite side of the street.

The section of the trail being proposed would help connect the Mike Levine Lakelands Trail which starts in Hamburg Township (Livingston County) to the Falling Waters Trail that ends in Concord. The proposed new pathway segment will be part of an uninterrupted 44-mile, safe, non-motorized route that will eventually become part of the Great Lake-to-Lake Trail running across the state of Michigan.

The Jackson County Parks is specifically requesting a 30-foot wide temporary construction easement during the summer of 2022 when construction on the new pathway will occur. The Jackson County Parks is also requesting a permanent 20-foot easement remain in place when construction is completed. Jackson County Parks will be responsible for the maintenance and upkeep of the trail, including snow removal in the winter.

While the administration has some concern about the path's impact on traffic entering or exiting from North Campus, the impact is thought to be much less along Lansing Avenue as compared to Parnall Road. It is also anticipated that the pathway's peak usage time will not interfere with peak times for vehicle traffic entering or exiting from North Campus. Therefore, the administration recommends approval of this easement request.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Organization Meeting – July 20, 2021
Volume 42, Report No. 10

FOR INFORMATION

Subject: Proposed Board Goals for 2021-22 School Year

Based on discussions held at the Board workshop on June 29, 2021, JCISD administration has begun to draft Board Goals for the 2021-22 school year. While these goals and specific targets and data sets have yet to be finalized, the administration will present its preliminary thoughts for further discussion and refinement at this evening's meeting. The numbered items below are the actual goals; the letters represent the kinds of reporting that will be made to the Board to show progress on the goals. Finalized goals will be scheduled for adoption by the Board at its September meeting.

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.
 - b. Specific student data targets will be set for JCISD special education students and results will be reported.
 - 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 our constituents (community partners, LEAs, parents) and our staff.

a. Implemented strategies will be shared with the Board.