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

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

Topic: Board of Education November 16, 2021
Time: Nov 16, 2021 05:00 PM Eastern Time (US and Canada)

Join Zoom Meeting
https://jcisd-org.zoom.us/j/84445112009?pwd=dlptTGtNMVB0Q3hNbWEzMkUwVEw0UT09

Meeting ID: 844 4511 2009
Passcode: 971097

Meeting ID: 844 4511 2009
Passcode: 971097

Join by H.323
162.255.37.11 (US West)
162.255.36.11 (US East)
Meeting ID: 844 4511 2009
Passcode: 971097

2. All agendas of the Board of Education include an item identified as “Visitor Recognition and Comment,” which takes place in the early part of the evening.

3. Unless you object, for the purpose of identification in the official Board minutes, in-person visitors are asked to sign an attendance roster.

4. The chairperson may limit the discussion depending on the number of persons wishing to address the Board on a given topic or on a given night.

5. The Board of Education reserves the right to establish additional rules or procedures it deems appropriate to a particular item on the agenda or for a particular Board meeting. Such rules or procedures will be announced at the opening of a board meeting, or prior to the discussion of a specific agenda item.

6. Pursuant to Michigan law, a Board member on active military duty, or for medical reasons, who is unable to participate in the meeting in-person, will be allowed to participate in the meeting remotely when approved by the Board President.

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

II. PLEDGE OF ALLEGIANCE

III. CORRESPONDENCE AND INFORMATION

IV. VISITOR RECOGNITION AND COMMENT

V. CONSENT AGENDA-Volume 42, Report No. 28

Consent agenda matters are considered routine, or have been previously discussed and/or reviewed in a prior open meeting. Consent items will be enacted in one motion. While simple clarification or comment may be appropriate, there will be no discussion. If substantive discussion is required, it will be removed from the consent agenda and considered separately.

1. Approval of Minutes
   a. October 19, 2021 Regular Meeting Minutes........................................17
   b. October 19, 2021 Closed Session Minutes..............................................4
3. Personnel Matters and Recommendations...........................................54
   a. Employment-Action
4. Crisis Prevention Institute Training ....................................................59

VI. SPECIAL REPORT

29 2021FY Audit Report ............................................................................60
30 Celebration of Excellence-October 2021 Day of Discovery .....................61

VII. REPORTS FOR ACTION

31 COVID Service Bonus ...........................................................................62
32 JCISD Central Campus Phase 1 Renovation Bid Awards ..........................63

VIII. REPORTS FOR INFORMATION

33 Transportation Recruitment Campaign-Marketing Update ....................67
34 Great Start Collaborative “Trusted Advisors” .........................................68

IX. INTRODUCTION OF OTHER MATTERS

X. ADJOURNMENT
PROPOSED MINUTES

The meeting of the Board of Education of the Jackson County Intermediate School District was held on Tuesday, October 19, 2021, at the Gerald B. Kratz Education Center, 6700 Browns Lake Road, Jackson, Michigan. President Salsbury called the meeting to order at 5:00 p.m. Board members present were: David Salsbury, Douglas Schedeler, Erin Slater, Georgia Fojtasek, and Blaine Goodrich. Board members absent: none.

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

STAFF AND VISITORS

Maureen Keene, Geoff Lowes, Brad Hess, Kellie DeLosSantos, Shannon Degan, Charles E. Lang Sr., Delinda Woods, Roger Auwers, Mark Pogliano, William Solomon, Kaci Babineau, Michael Nichols, Jennifer Biddinger, Shana Lewis, Santino Gaitan

CONSENT AGENDA – Volume 42, Report No. 22

Motion to approve the consent agenda given by Mr. Schedeler; Mrs. Fojtasek seconded. The consent items were approved by roll call vote:

Ayes) Salsbury, Schedeler, Slater, Fojtasek, Goodrich

Consent Item-1a & b Approval of September 21, 2021 regular and closed session minutes.

Consent Item-2 Acceptance of Finance Report

Consent Item-3a Personnel Matters and Recommendations

Consent Item-4 JACC Textbook/Curriculum Purchase-Cybersecurity

CORRESPONDENCE AND INFORMATION

MSG Mike Nichols shared the news of the First and Second place finishes for the Golden Knights teams during the recent 16th Annual Raider (physical endurance and obstacle course) competition.

Two visitors, Geoff Lowes and Jennifer Biddinger, addressed the Board expressing concerns about Jackson Public Schools technology services and Coronavirus safety guidelines, respectively.
SPECIAL REPORT

CELEBRATION OF EXCELLENCE-JROTC Officer Commissioning – Volume 42, Report No. 23

MSG Mike Nichols, JROTC instructor, described the many good works and accomplishments of the Golden Knights JROTC battalion over the past eight weeks, and introduced a video of the commissioning ceremony wherein 20 cadets received officer rankings in recognition of their student and community leadership.

REPORTS FOR ACTION

WAGE RATES FOR SUBSTITUTE STAFF- Volume 42, Report No. 24

In order to remain competitive with other area districts for substitute staff, the administration recommended the Board approve mid-year increases in the compensation rates for select substitute positions, effective November 1, 2021. Substitute increases for noted positions are as follows: teachers $1.50 per hour; teacher assistant $1.00 per hour; custodian $1.00 per hour; bus attendant $1.00 per hour; and bus driver $1.00 hour. Mr. Goodrich made the motion to approve the increases as presented, with Mrs. Slater supporting. The motion carried by unanimous all ayes.

PROPOSED RATIFICATION OF LABOR AGREEMENT- Volume 42, Report No. 25

President Salsbury announced, action on this item will be postponed until the Board can meet in closed session at the end of the meeting.

REPORTS FOR INFORMATION

TECHNOLOGY SERVICE STRATEGIES- Volume 42, Report No. 26

Kelly DeLosStantos, lead educational technology consultant, Brad Hess, general information systems and user services supervisor, and Shannon Degan, technology director, presented and led a conversation about strategies used under the Board goal “JCISD will provide high quality, desired services to its constituent schools and the community.” The discussion centered around the development and sharing of resource offerings to constituents, analyzing technology operational data to inform and influence services, and implementing initiatives that provide appropriate cyber security.

EMERGENCY FIBER PURCHASE- Volume 42, Report No. 27

The Jackson County ISD Technology Department was notified pole configuration changes and signal work will require replacement of fiber through the intersections of Prospect/4th, Griswold/4th, Morrell/4th, and Morrell/West. This work is scheduled to happen June 30, 2022, at which point existing pole placements must be vacated. Kevin Oxley approved an emergency purchase of two fiber options to ensure the project timeline can be met. The cost of the 144-count fiber is $7,590. The cost of the 288-count fiber is $20,160. The superintendents of Jackson County making up the STC governing board were notified and approved of this emergency purchase. Funding will come from the School's Technology Consortium budget.
INTRODUCTION OF OTHER MATTERS

Roger Auwers provided an update on the North Campus pool renovation and the Central Campus construction projects.

Mr. Salsbury suggested the administration and Board consider a workshop to further learn about cyber security issues.

CLOSED SESSION/Collective Bargaining

Mr. Schedeler made the motion to enter into closed session for the purpose of discussion concerning collective bargaining with the CCEA labor unit. Mr. Goodrich support:
  Yeas) Schedeler, Slater, Fojtasek, Goodrich, Salsbury
  Nays) None

The closed session began at 6:46 p.m.

Mr. Schedeler made the motion to reconvene at 6:56 p.m., Mrs. Slater seconded.
  Yeas) Slater, Fojtasek, Goodrich, Salsbury, Schedeler
  Nays) None

PROPOSED RATIFICATION OF LABOR AGREEMENT – CCEA-
Volume 42, Report No. 25

Motion by Mr. Schedeler to ratify the tentative labor agreement with the CCEA employee group, support from Mrs. Slater:
  Ayes) Fojtasek, Goodrich, Salsbury, Schedeler, Slater
  Nays) None

ADJOURNMENT

Motion by Mr. Goodrich to adjourn, support from Mrs. Fojtasek. The motion carried by roll call; meeting adjourned at 7:00 p.m.
  Yeas) Goodrich, Salsbury, Schedeler, Slater, Fojtasek
  Nays) None
A closed session of the Board of Education of the Jackson County Intermediate School District was held on Tuesday, October 19, 2021, at the Kratz Education Center, 6700 Browns Lake Road, Jackson, Michigan.

The closed session began at 6:46 p.m. Board members present were: David Salsbury, President; Douglas Schedeler, Vice President; Erin Slater, Secretary, Georgia Fojtasek, Treasurer; and Blaine Goodrich, 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, and Mark Pogliano, JACC Principal.

CLOSED SESSION/Collective Bargaining

CCEA labor group collective bargaining was discussed and the terms of tentative agreement.

No motion was given or action taken. The closed session adjourned at 6:56 p.m. with a motion from Mr. Schedeler and support from Mrs. Slater. The meeting reconvened to open session.
CONSENT

Subject: Acceptance of Finance Report

Attached are the year-to-date financial results for each of the District’s major operating funds covering the first four months of the 2022 fiscal year through October 31, 2021. It is still too early in the year to be able to clearly identify trends, but some key points of interest that we are watching include:

- Local revenue from summer property tax collections was strong and revenue appears to be running slightly favorable to budget in all funds
  - Over the course of the full year property tax revenues are expected to be in line with budget projections
- Only one state aid payment has been received so far for the 2022FY. Comparing the state budget passed at the end of September to the district’s budget approved in June, it is expected state revenue will be favorable to budget; however, after only one state aid payment it is difficult to tell which budget lines will be impacted and by how much
  - In the General Fund there was a higher than normal amount of deferred revenue carried over from the 2021FY into 2022 which may give the appearance that state revenue is more favorable than it really is
- Salaries & wages are running close to budget in all funds
  - They are also similar to last year in both the General Fund and in CTE
  - In Special Ed they are running slightly higher than last year primarily because last year the summer program was scaled back and staffing at the start of the school year was down a few positions which was OK with fewer students physically at school each day as a result of the A and B cohorts
- The YTD trend for Fringe Benefits is similar to that for Salaries & wages noted above
- The YTD run rate for the purchased services, supplies and capital outlay lines appear in line with budget, or explainable due to timing issues, but are running slightly higher than last year which was abnormally low due to less in-person student days
  - There are some higher expenditures in the General Fund related to Tech Consortium spending which will not impact the ISD’s operations or the district’s unrestricted fund balance
PERSONNEL MATTERS AND RECOMMENDATIONS

A. EMPLOYMENT – FOR ACTION

1. Administrative, Managerial & Technical Staff

   a. Jared Burke 11/22/2021
      IT Technician
      Technology

      Mr. Jared Burke is being hired as an IT Technician for the Technology Department, effective November 22, 2021. This vacancy resulted from the resignation of Mr. Reuben Hoover. Mr. Burke will be placed within the technical/operational salary schedule, consistent with his experience.

   b. Darcy Heselschwerdt 11/22/2021
      Early Literacy Coach/Coordinator
      Learning Services

      Ms. Darcy Heselschwerdt is being hired as an Early Literacy Coach/Coordinator for the Learning Services Department, effective November 22, 2021. This vacancy resulted from the resignation of Ms. Amanda McCabe. Ms. Heselschwerdt will be placed within the administrator/coordinator salary schedule, consistent with her experience.

2. Certified Staff

   a. Laura Patterson 11/29/2021
      Teacher
      Special Education

      Ms. Laura Patterson is being hired as a Teacher for the Special Education Department, effective November 29, 2021. Internal assignment changes were made following the resignation of Ms. Crystal Claus, which resulted in promotions for two Special Education staff. The remaining position will be filled by Ms. Patterson. Ms. Patterson will be placed within the JIEA certified salary schedule, consistent with her experience.
3. Non-Certified Staff

a. Kyle Glaser 11/17/2021
   Teacher Assistant
   Special Education

Mr. Kyle Glaser is being hired as a Teacher Assistant for the Special Education Department, effective November 17, 2021. This vacancy resulted from the resignation of Ms. Maegan Lewis. Mr. Glaser will be placed within the teacher assistant salary schedule, consistent with his experience.

b. Mary Stewart 11/11/2021
   Bus Driver
   Transportation

Ms. Mary Stewart is being hired as a Bus Driver for the Transportation Department, effective November 17, 2021. This is a new FTE for the 2021-2022 school year and will be reflected in the budget amendment. Ms. Stewart will be placed within the bus driver salary schedule, consistent with her experience.

c. Nancy Harris 11/17/2021
   Bus Attendant
   Transportation

Ms. Nancy Harris is being hired as a Bus Attendant for the Transportation Department, effective November 17, 2021. This vacancy resulted from the resignation of Mr. Johnny Ross. Ms. Harris will be placed within the bus attendant salary schedule, consistent with her experience.

d. Jessica Bowsher 11/17/2021
   Teacher Assistant
   Special Education

Ms. Jessica Bowsher is being hired as a Teacher Assistant for the Special Education Department, effective November 17, 2021. This is a new FTE for the 2021-2022 school year and will be reflected in the budget amendment. Ms. Bowsher will be placed within the teacher assistant salary schedule, consistent with her experience.

e. Kristin Montecinos 11/17/2021
   Teacher Assistant
   Special Education

Ms. Kristin Montecinos is being hired as a Teacher Assistant for the Special Education Department, effective November 17, 2021. This is a new FTE for the 2021-2022 school year and will be reflected in the budget amendment. Ms. Montecinos will be placed within the teacher assistant salary schedule, consistent with her experience.
f. Andrea Porras 11/22/2021
   Teacher Assistant
   Special Education

Ms. Andrea Porras is being hired as a Teacher Assistant for the Special Education Department, effective November 22, 2021. This is a new FTE for the 2021-2022 school year and will be reflected in the budget amendment. Ms. Porras will be placed within the teacher assistant salary schedule, consistent with her experience.

g. Jamie Sanford 11/22/2021
   Teacher Assistant
   Special Education

Ms. Jamie Sanford is being hired as a Teacher Assistant for the Special Education Department, effective November 22, 2021. This vacancy resulted from the resignation of Ms. Cathy Burke. Ms. Sanford will be placed within the teacher assistant salary schedule, consistent with her experience.

h. Kathryn Herman 11/22/2021
   Teacher Assistant
   Special Education

Ms. Kathryn Herman is being hired as a Teacher Assistant for the Special Education Department, effective November 22, 2021. This is a new FTE for the 2021-2022 school year and will be reflected in the budget amendment. Ms. Herman will be placed within the teacher assistant salary schedule, consistent with her experience.

i. Anna Moffitt 11/29/2021
   Teacher Assistant
   Special Education

Ms. Anna Moffitt is being hired as a Teacher Assistant for the Special Education Department, effective November 29, 2021. This is a new FTE for the 2021-2022 school year and will be reflected in the budget amendment. Ms. Moffitt will be placed within the teacher assistant salary schedule, consistent with her experience.

B. SEPARATION OF EMPLOYMENT – FOR INFORMATION

1. Administrative, Managerial & Technical Staff

a. Tyler Bachman 11/05/2021
   IT Technician
   Technology
Mr. Tyler Bachman provided notice of his resignation from his IT Technician position for the Technology Department, effective November 5, 2021, which was accepted by the Superintendent on behalf of the Board on November 1, 2021. Mr. Bachman started employment with us on October 22, 2018. The administration has not yet posted this vacancy.

b. Caitlin Williams 12/01/2021
   Education Coordinator III – Attendance Officer/Homeless Programs
   Technology

Ms. Caitlin Williams provided notice of her resignation from her Education Coordinator III-Attendance Officer/Homeless Programs position for the Learning Services Department, effective December 1, 2021, which was accepted by the Superintendent on behalf of the Board on November 1, 2021. Ms. Williams started employment with us on April 9, 2015. The administration has not yet posted this vacancy.

2. Certified Staff

   a. Anne Thelan 12/31/2021
      School Psychologist
      Special Education

Ms. Anne Thelan provided notice of her revised retirement date from her School Psychologist position for the Special Education Department, effective December 31, 2021, which was accepted by the Superintendent on behalf of the Board on November 11, 2021. Ms. Thelan started employment with us on August 30, 2012. The administration has posted this vacancy.

3. Non-Certified

   a. David Lee 11/12/2021
      Teacher Assistant
      Special Education

Mr. David Lee provided notice of his retirement from his Teacher Assistant position for the Special Education Department, effective November 12, 2021, which was accepted by the Superintendent on behalf of the Board on November 1, 2021. Mr. Lee started employment with us on December 28, 2012. The administration has not yet posted this vacancy.
b. Austin Hudgens 10/04/2021
   Bus Attendant
   Transportation

Mr. Austin Hudgens provided notice of his resignation from his Bus Attendant position for the Transportation Department, effective October 4, 2021, which was accepted by the Superintendent on behalf of the Board on November 5, 2021. Mr. Hudgens started employment with us on September 13, 2021. The administration has posted this vacancy.

c. Justine Petry 11/23/2021
   Teacher Assistant-LPN
   Special Education

Ms. Justine Petry provided notice of her resignation from her Teacher Assistant position for the Special Education Department, effective November 23, 2021, which was accepted by the Superintendent on behalf of the Board on November 10, 2021. Ms. Petry started employment with us on August 23, 2021. The administration has posted this vacancy.
CONSENT

Subject: Crisis Prevention Institute Training

For the past 22 years, the JCISD has been providing Non-violent Crisis Intervention Training (NVCI), commonly known as CPI (Crisis Prevention Institute), to JCISD and local district staff throughout Jackson County. NVCI training is the gold standard for prevention and de-escalation of disruptive and aggressive student behavior. The emphasis of the program is to provide participants with the skills and techniques necessary to defuse disruptive individuals and de-escalate a crisis in a classroom or building. The JCISD has always had 3-4 CPI trainers on staff.

In 2016, the State of Michigan adopted a law that restricted the use of seclusion and restraint in schools, except in the case of an emergency, and mandated that every school building have a trained team of key identified personnel to respond to students in crisis. This mandate dramatically increased the need for annual training, and a need for more trainers. During the 2021-22 school year, the JCISD will run 55 separate training sessions for CPI.

Due to the increased number of trained staff required for school districts, the JCISD has had to increase the number of trainers available. The training can only be done directly through the Crisis Prevention Institute, and is a three-day initial training, and a one day recertification every other year. This year we were able to bring the training on site and now have recertified eleven individuals and five new trainers.

The Crisis Prevention Institute is a single source provider, and no other companies provide this same training. The training was held on November 9-11, 2021, and the total cost to train all 16 people was $32,200. This expense was built into the Board approved budget. The Superintendent authorized this single-source expense, but wanted the Board to be aware of the expenditure since it is over the bid threshold.
SPECIAL REPORT

Subject: 2021FY Audit Report

Mr. Nathan Baldermann, the Principal at Rehmann responsible for the district’s audit, will provide a verbal report regarding the district’s audit for the fiscal year ending June 30, 2021. An electronic copy of the district’s 2021FY audited financial statements is included with this month’s Board materials, and a hard copy will be available to all Board members at the November 16th meeting. The financial statements have also been posted to the district’s website on the “State Required Reporting” page accessible through the Transparency Reporting link on the home page.
SPECIAL REPORT

Subject: Celebration of Excellence–October 2021 Day of Discovery

On October 18, 2021, the JCISD Learning Services team, in collaboration with other departments, local schools, and community partners delivered the Day of Discovery learning experience. This is the third time the Learning Services & Instruction team developed and organized the countywide day of professional learning. This day is really about high quality, anytime/anywhere, customized personalized professional learning for all educators and leaders. The vision is grounded within the Ten Leaps for Equitable, 21st Century Learning framework and aligned to our JCISD organization goals.

The day was:
- **Virtual** to reach as many educators as possible while removing barriers such as time to travel to each session, professional development room space, and Covid19 safety.
- **Full of variety and choice** including sessions for educators that often don’t have customized learning like health/pe, music and art. With over 50 sessions, educators’ feedback indicated the sessions were practical for immediate use and met them where they are.
- **Relevant and research based.** A large number of sessions focused on the whole child acknowledging the reality of what life looks like for students, families and the Jackson community in its current context providing support and strategies.
- **Customized and adaptive** based on collaboration. Through discussion and planning with Michigan Center and Columbia we capitalized on their literacy commitment and took 37 educators to Troy School District where the Learning Services Literacy team facilitated a co-constructed learning intensive with Troy which we will continue throughout the year in different ways.

Educators and counselors could also earn up to 6.0 State Continuing Education Clock Hours (SCECH) which assists them in keeping their certification and ensures each professional offering meets all the standards of the Michigan Department of Education. After each countywide professional learning “Day of Discovery” the session recordings are posted on the website to support anytime learning. The “Day of Discovery” website also contains the presenters’ information, session descriptions and other tools for educators and leaders. In total, this October Day of Discovery had 776 participants with an average impact rating of 4.6 out of 5 from the session feedback. We expect the next one on March 8th, 2022 will continue to meet or exceed the needs and expectations of local districts and improve based on what we’ve learned.
FOR ACTION

Subject: COVID Service Bonus

In recognition of the extra duties, stress and commitment shown by JCISD employees to provide services to our students and community during the COVID-19 pandemic, the JCISD Board of Education will consider action to provide a one-time COVID service bonus of $500.00 to qualifying staff members.

If approved by the Board, the bonus will be paid to employees during the December 23, 2021 payroll. All staff members actively employed by the JCISD on November 15, 2021 will qualify for this bonus.
FOR ACTION

Subject: JCISD Central Campus Phase 1 Renovation Bid Awards

Phase 1 of the project to renovate the former Frost School and create the new JCISD Central Campus was put out to bid on October 4th. As required by state law for school construction projects, this project was advertised in a local print newspaper, posted on the state’s Sigma website, and posted on the district’s website. Multiple pre-bid meetings were held onsite to review the scope of work with all interested contractors, allow contractors to review the site in detail, and answer any questions contractors had after reviewing the plans and seeing the site. The bids were due on Tuesday, November 2nd at 2:00pm, and they were opened immediately after the bid submission deadline in a public bid opening.

R. W. Mercer, the district’s Construction Manager for this project, working together with Covalle Group Architects, the district’s architect for this project, as well as district staff, broke down the work content into 14 bid packages. Bids were requested for these 14 bid packages and a total of 31 Contractors submitted 37 individual bids and 5 combined package bids (one contractor providing a discounted bid if awarded multiple packages).

A review of the bids indicated that all bids received were compliant, and all were from bidders the Construction Manager considers to be well qualified. The Construction Manager conducted post bid interviews with the apparent low bidder for each bid package to review their bid, double check compliance, and ensure completeness of the bid relative to the specifications and drawings. All low bids were determined to be responsible bids. During the post bid interviews, the bid alternates requested by the district as well as any voluntary alternates suggested by the low bidders were also discussed in order that decisions could be made on these issues. No bid alternates were considered when evaluating the bids or determining the low bidder. A summary of the bids received is provided below, with the low bid for each bid package identified by a ✓:

#1 Site Work & Utilities
✓ Quality Excavating, Inc. (QEI) – $622,285 (including combined bid package discount)
  Baileys – $630,013
  Lester Brothers – $638,487
  DE Excavating – $642,000
  Iron Horse – $703,350

#2 Concrete
✓ Quality Excavating, Inc. (QEI) – $478,907
  Cook Foundation & Flatwork – $490,194

#3 Masonry Work
✓ Bracy & Jahr – $396,500
  Boss Construction – $918,235
#4 Structural Steel
✓ Spirit Steel – $347,000

#5 General Trades
✓ R. W. Mercer – $977,658

#6 Roof Systems
✓ McDonald Roofing – $1,481,517
   Lutz Roofing – $2,116,200

#7 Metal Stud & Drywall, Insulation & Ceiling
✓ Walker Commercial Interiors – $810,700
   Shively-Bouma – $859,188
   Integrity Interiors – $879,000
   Ritsema – $1,092,775

#8 Painting
✓ H & H Painting – $178,148
   Lenco Painting – $278,435

#9 Glass/Glazing & Aluminum Storefront
✓ Jackson Glass – $290,000
   Lansing Glass – $339,929

#10 Finish Flooring
✓ Brauns – $260,965
   Integrity Interiors – $369,000

#11 Fire Protection
✓ Hunter-Prell – $384,000
   Jackson Automatic Sprinkler – $585,200

#12 Plumbing Systems
✓ Paul Bengal – $545,000
   MDL Mechanical – $558,800
   Hunter-Prell – $860,000
   Positive Trade Group – $1,074,416
   Johnson & Wood – $3,786,000 (only provided combined bid for packages #12 and #13)

#13 Mechanical/HVAC Systems
✓ Ajax Heating & Air Conditioning – $2,562,460
   Paul Bengal – $2,732,000
   Positive Trade Group – $2,966,295
   Hunter-Prell – $2,981,000

#14 Electrical Systems
✓ Hirst Electric – $1,335,000
   Buist Electric – $1,434,000
   Wiltse Electric – $1,451,000
Based on these low bids, and the bid alternates that have now been determined to be part of the mainstream project (net addition of $92,630), the estimated direct construction costs per the bids received is $10,774,370. In addition to these direct construction costs, the other costs that are considered necessary to complete Phase 1 of the project are estimated below:

- **Direct Construction Costs per Bids (1)** $10,774,370
  - **Other Direct Project Costs:**
    - Exterior Signage (2) $25,000
    - Fire & Security Alarm Systems (3) $175,000
    - IT & Communication Cabling (4) $70,000
    - Playgrounds (4) $600,000
  - **Total Direct Project Costs** $11,644,370

- **Architect & Engineering Fees (5)** $576,672
- **Construction Manager Fees (5)** $658,462
- **General Conditions (6)** $465,775
- **Permits & Fees (6)** $58,222
- **Contingency Fee (7)** $1,164,437
- **Grand Total Phase 1 Renovation Cost** $14,567,938

**Explanatory Notes**

1. **Total cost of the 14 bid packages including currently planned alternates**
2. **Allowance for signs to be managed and contracted by the Construction Manager**
3. **Allowance for the required modifications to the existing fire alarm and security alarm systems to be managed and contracted by the Construction Manager working with Safety Systems (provider of the existing systems) and the electrical and fire protection contractors**
4. **Estimated allowances for work elements not included in any bid package and being directly contracted by the district while coordinating with the Construction Manager. Separate Board approval for these items will be requested at the appropriate time in the future.**
5. **Fees previously approved by the Board related to the hiring of the project’s Architect and Construction Manager (% calculation based on specific project cost elements)**
6. **Allowances based on % for typical general construction project overhead costs (trailer, safety fencing, portable bathrooms, miscellaneous general supplies, generators, dumpsters, permits, application fees, etc.)**
7. **The Construction Manager, Architect, and district Administration all recommend the inclusion of a 10% project contingency fee (% of Direct Project Costs)**

If approved, the Construction Manager will issue contracts to the low bidders ASAP and, once detailed planning with each contractor is completed, construction work will begin before the end of the 2021 CY. The current timing schedule shows half of Phase 1 being completed and turned over to the district by the end of July 2022. The other half of Phase 1 is scheduled to be completed by the end of December 2022. This timeline is very aggressive, but considered achievable if the weather cooperates and there are no extended delays resulting from material supply lead-times. Based on the post bid interviews, several items have been identified as potential lead-time supply concerns including specifically the new electrical transformer, certain HVAC components, and roof deck insulation.
The funding required to pay for this project, including both Phase 1 and Phase 2, will come from three sources: (1) the Michigan Enhancement Grant approved in the state’s 2022FY budget (2) proceeds from the district’s recent municipal bond offering and (3) the district’s Capital Projects Fund. Planning for Phase 2 has begun in earnest and, at this time, it is expected Phase 2 work will be bid in the spring of 2022.

In summary, the Administration recommends Board approval of the following specific items:

1. Approve and award the work for each of the 14 bid packages to the low bidder as indicated in this report. The total for this work is estimated to be $10,774,370 and represents the expected direct construction costs for Phase 1 of this renovation project.
2. Approve the line item allowances for Signs and Fire & Security Alarm Systems, which total $200,000. This direct project work has not yet been completely defined yet. When specified, this work will be contracted and managed by the Construction Manager.
3. Approve the project budget line items for General Conditions and Permits & Fees that are estimated to total $523,997.
4. Approve a 10% project contingency fund equal to $1,164,437 which district Administration can use to offset minor cost overruns, to address unforeseen conditions, and make other minor project modifications, all on a timely basis.
5. Taken all together, these approvals, along with previous project approvals (Architect & Engineering Fees and Construction Manager Fees) and approvals yet to come (Playgrounds and Cabling), imply a total Phase 1 project budget of $14,567,938.
Like many school districts across the nation, the Jackson County ISD has several job openings that remain unfilled due to a labor shortage, which is directly affecting students, staff, and families. For the first time ever, bus routes and classrooms have had to be sporadically canceled because we do not have people to fill positions. In an effort to eliminate such cancellations, administration has enacted several enhanced recruitment strategies.

Recent efforts have been focused on filling open positions in the Transportation Department. Marketing & Special Projects Coordinator Kaci Babineau will highlight the marketing efforts to boost applicants and get drivers and attendants hired. Additional marketing activities for vacancies in other parts of the organization will follow in the coming weeks.
FOR INFORMATION

Subject: Great Start Collaborative “Trusted Advisors”

In 2017, the Michigan Department of Education (MDE) awarded a $60,000 grant to Jackson County Great Start Collaborative to implement an innovative, nationally recognized, research-based program that Jackson County ISD/Great Start Collaborative calls “Trusted Advisors”. Trusted Advisors (TA) are community persons living in high poverty areas where the hardest to reach and most disconnected/disenfranchised community members are living. They meet with community members to help them navigate systems of support and gain self-sufficiency. Trusted Advisors' lived experiences give them each firsthand knowledge of systems, resources, relationships, and skills to connect with families and others in the community to offer friendly support, assistance and make a difference.

Over the past almost five years, the Trusted Advisors have, in total, impacted over 20,000 community members living in poverty or facing some sort of barrier or struggle. In recent years, the MDE award amount has dwindled down to just $25,000, but the JCISD has actively sought out additional grant funding mostly from community partners like United Way, Jackson Community Foundation, and others. Additional funds each year range between $70,000 - $180,000. This affords each of the five contracted Trusted Advisors to work 10-30 hours a week in the community for the year (or until funds run out). Each Trusted Advisor is provided a laptop, portable printer, and a hot spot. The Trusted Advisors complete data sheets on the services and supports provided after each interaction and note other needs as well to better the support provided. The Trusted Advisors have also been trained and/or participate in collaborative action work groups in many different arenas including the Jackson Collaborative Network, A.C.E.S. (Trauma-Informed Training), Bridges Out of Poverty and the 211 database to ensure they are getting the right resources and information to the person(s) in need. The Trusted Advisor work utilizes materials that help meet an immediate need for community members in poverty while assisting them with navigating services and supports. These items include laundry tokens, transportation passes, books for children, hats/mittens, and much more. The Trusted Advisors frequently visit laundromats, bus stations, food pantry lines, playgrounds, hotels, the Interfaith Shelter, the lobby of Department of Health and Human Services, and just walk the neighborhoods of Jackson-- anywhere they can to meet families and community members where they help them navigate the systems and remove barriers they are facing. Below are the Trusted Advisors shared business cards and a snapshot of the 2020-2021 Trusted Advisor data. In the future we are hoping to braid funding with ARP/McKinney Vento Grant and others that see the value of this work to sustain it long term.
**Oct 2020-Sept 2021 GSC Trusted Advisors**

### Top 10 Needs:

<table>
<thead>
<tr>
<th>Need</th>
<th>Number of Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food Assistance</td>
<td>3,499</td>
</tr>
<tr>
<td>Housing</td>
<td>2,502</td>
</tr>
<tr>
<td>Personal Care</td>
<td>2,421</td>
</tr>
<tr>
<td>Employment</td>
<td>1,458</td>
</tr>
<tr>
<td>Laundry</td>
<td>992</td>
</tr>
<tr>
<td>Utility Assistance</td>
<td>482</td>
</tr>
<tr>
<td>Clothing</td>
<td>363</td>
</tr>
<tr>
<td>Diapers</td>
<td>309</td>
</tr>
<tr>
<td>Medical</td>
<td>257</td>
</tr>
<tr>
<td>Dental</td>
<td>211</td>
</tr>
</tbody>
</table>

### Facts at a Glance

- Number of contacts: 6,455
- Number of contacts with children under the age of 18: 3,591
- Male, n=1,427: 24.7%
- Female, n=4,363: 75.3%
- Contacts in targeted zip codes: 71.9%
- Average age: 37.9

### Top 10 Locations:

<table>
<thead>
<tr>
<th>Location</th>
<th>Number of Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homes</td>
<td>950</td>
</tr>
<tr>
<td>Laundromats</td>
<td>607</td>
</tr>
<tr>
<td>Interfaith</td>
<td>437</td>
</tr>
<tr>
<td>Phone Calls</td>
<td>427</td>
</tr>
<tr>
<td>Tgthr Make a Diff</td>
<td>408</td>
</tr>
<tr>
<td>JATA</td>
<td>219</td>
</tr>
<tr>
<td>Food Pantries</td>
<td>196</td>
</tr>
<tr>
<td>Churches</td>
<td>182</td>
</tr>
<tr>
<td>Drop In Center</td>
<td>141</td>
</tr>
<tr>
<td>Hotel/Motel</td>
<td>89</td>
</tr>
</tbody>
</table>

### Contacts by Age

<table>
<thead>
<tr>
<th>Age of Contacts</th>
<th>Number of Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>15-19</td>
<td>20</td>
</tr>
<tr>
<td>20-29</td>
<td>1,437</td>
</tr>
<tr>
<td>30-39</td>
<td>422</td>
</tr>
<tr>
<td>40-49</td>
<td>250</td>
</tr>
<tr>
<td>50-59</td>
<td>103</td>
</tr>
<tr>
<td>60-69</td>
<td>72</td>
</tr>
<tr>
<td>70-79</td>
<td>44</td>
</tr>
<tr>
<td>80-89</td>
<td>39</td>
</tr>
<tr>
<td>90-99</td>
<td>35</td>
</tr>
</tbody>
</table>

### Race/Ethnicity

- White: 2,233
- African American: 1,821
- Hispanic: 182
- Multiracial: 478
- Asian: 49