

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD of EDUCATION MEETING PROCEDURES
January 18, 2022-5 PM



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

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

Topic: Board of Education
Time: Jan 18, 2022 05:00 PM Eastern Time (US and Canada)

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

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

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – January 18, 2022-- 5:00 p.m.

I.	OPENING OF MEETING	
II.	PLEDGE OF ALLEGIANCE	
III.	CORRESPONDENCE AND INFORMATION	
IV.	VISITOR RECOGNITION AND COMMENT	
V.	CONSENT AGENDA-Volume 42, Report No. 39	
	<i>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.</i>	
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X.	CLOSED SESSION/Collective Bargaining	
XI.	ADJOURNMENT	

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – December 21, 2021
Volume 42, Report No. 39 Consent Item 1a

PROPOSED MINUTES

The meeting of the Board of Education of the Jackson County Intermediate School District was held on Tuesday, December 21, 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 and Catherine Brechtelsbauer, Human Resource Director

STAFF AND VISITORS

Tom Mackinder II, Kaci Babineau, Kathryn Keersmaekers, Maureen Keene, Delinda Woods, Ashley Smith, Santino Gaiten, Roger Auwers

CORRESPONDENCE & INFORMATION

Mr. Oxley stated, he had been approached by Dr. Phelan, Jackson College president, to see if there would be interest by the Board in holding a joint workshop session. The purpose would be to explore future collaborative options. The workshop would be comprised of a few representatives from each board, along with key administration.

VISITOR RECOGNITION AND COMMENT

Visitor Tom Mackinder II, representing the Jackson Patriots, spoke about the Career and College Access Center having a link on their website labeled as a community resource, but in his view was promoting Critical Race Theory, cancel culture, and posed a threat to democracy. He was speaking to the JCISD Board of Education because the District's website has a link to the CCAC website, which he and his group feels should be removed.

Visitor Kathryn Keersmaekers, addressed the Board, as a Durand Street resident, about the Central Campus renovation and building project. The site work for parking and traffic flow includes the removal of mature oak trees and it is her and some neighborhood resident's view that alternative solutions should be sought to save the trees. Mr. Salsbury assured her the ISD always wants to be good stewards and neighbors. The administration was asked to investigate Mrs. Keersmaekers suggestion to acquire the property to the south of the building from the county of Jackson to be used for parking.

CONSENT AGENDA – Volume 42, Report No. 35

Motion to approve the consent agenda given by Mr. Schedeler; Mr. Goodrich seconded. Mrs. Fojtasek commented on item#4, saying she would like a preamble to the school board recognition resolution concerning the pandemic. The consent items were approved by a unanimous roll call:

Ayes) Goodrich, Fojtasek, Slater, Schedeler, Salisbury

Consent Item-1	Approval of November 16, 2021, regular meeting minutes
Consent Item-2	Acceptance of Finance Report
Consent Item-3	Personnel Matters & Recommendations: Employment & Leave of Absence
Consent Item-4	2022 School Board Recognition Resolution
Consent Item-5	Reportable Crimes on School Property (Jan 2021-Dec 2021)
Consent Item-6	Summer Tax Collection Resolution
Consent Item-7	Ratification of Proposed Letter of Agreement Related to Covid 19

SPECIAL REPORT

CELEBRATION OF EXCELLENCE-It's Your Life/Wellness Committee-
Volume 42, Report No. 36

A summary of the past year's student and staff health and wellness initiatives was given; all credit to the very dedicated and committed Wellness committee members who work tirelessly to maintain and continue to develop unique and interesting way to communicate with staff and engage in fun and inspiring health minded activities throughout the year. A review of the It's Your Life program successes was also provided, with the news that the program would be paused this year. The Wellness committee intends to survey staff to see what other health initiative could be helpful instead.

REPORTS FOR ACTION

CENTRAL CAMPUS PAYGROUND EQUIPMENT- Volume 42, Report No. 37

A thorough review of the work done with a landscape structure consultant to plan and develop appropriate outdoor play areas at the Central Campus was given by Mr. Auwers. The Board approved previously budgeted \$600,000 expenditures for all of the playground equipment, materials, and installation. The motion by Mr. Goodrich included direction to the administration to explore alternate surfaces for some play areas. Mrs. Fojtasek seconded and the motion carried by a roll call vote:

Ayes) Schedeler, Slater, Fojtasek, Goodrich, Salisbury
Nays) None

REPORTS FOR INFORMATION

BOARD POLICY UPDATES – Volume 42, Report No. 38

Several NEOLA recommended updates to policy were reviewed. There was discussion concerning the policy regarding remote participation in Board meetings. The policy updates are planned for action at the January meeting.

INTRODUCTION OF OTHER MATTERS

Mr. Oxley reported, in light of recent events in Oxford, he signed a contract with the sheriff's department to place a liaison officer at the East Campus one day a week; is working with the sheriff and prosecutor to plan training for March 2022; and, have contacted Compliance One to update Emergency Response Flip Charts.

Mr. Auwers provided a brief update on the Torrant pool renovation and Central Campus construction projects.

Mr. Goodrich extended an invitation to Board members, superintendent, school counselors and their spouses to attend a dinner meeting, hosted by Jackson County Association of School Boards, February 10th, 5:30 p.m. at the Career Center. The purpose of the dinner meeting is to share information as widely as possible about some key programs available and happening around the county.

ADJOURNMENT

Motion by Mr. Schedeler to adjourn, support from Mrs. Fojtasek The motion carried by roll call; meeting adjourned at 7:09 p.m.

Yeas) Slater, Fojtasek, Salsbury, Schedeler, Goodrich

Nays) None

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION

Regular Meeting – January 18, 2022
Volume 42, Report No. 39, Consent Item #2

CONSENT

Subject: Acceptance of Finance Report

2022FY Year-to-Date Results

Attached are the year-to-date financial results for each of the District's major operating funds covering the first six months of the 2022 fiscal year through December 31, 2021. Some key points of interest are:

- Local revenue received from summer property tax collections was in line with budget expectations and we are now starting to receive revenue from the winter tax collection. It is expected that overall property tax collections for the year will be close to the budget or slightly favorable in all funds.
- Other Local Revenue is running slightly higher in all funds (Tech revenue in General Fund, rental income in Special Ed, and E-Rate in CTE), but these revenues are offset by higher expenses
- State aid revenue appears to be running close to budget or slightly favorable in all funds.
 - General Fund – Sec 81 slightly favorable to budget (net plus) and additional MPSERS (which gets paid back to the ORS for unfunded retirement liabilities)
 - Special Ed – receiving unplanned Special Ed Per Pupil Equalization payment
 - CTE – very close to budget
- Federal revenue is expected to be close to budget in all funds.
- Salaries & Fringe benefit costs are now running very close to the amended budget and are expected to finish the year close to budget in all funds.
 - General Fund and CTE – running slightly favorable to budget which at least in the General Fund appears to be attributable to attrition
 - Special Ed – running slightly unfavorable to budget due to higher spending for the 2021 summer program and adding a few new positions
- Other expense lines (supplies, equipment, purchased services and all other) are running higher than last year and close to this year's budget in all funds

Taking all these factors into consideration, the district's 3 major operating funds are all tracking close to or slightly favorable to budget. As a result, the administration is not planning to develop a 2022FY budget amendment until June 2022.

2023FY Budget Process

The State of Michigan will be holding its first Consensus Revenue Estimating Conference (CREC) of 2022 on Friday, January 14th. There are typically two such conferences during the year, one in January and the second in May (there was a third conference in August 2020 due to the economic uncertainty resulting from the pandemic, but that was unusual). The January CREC typically marks the kick-off of the state's budget development process, which in turn is an important factor in school district budget development.

The CREC establishes the projected revenue forecast to be used by the Governor, as well as the House and Senate, in their respective state budget proposals. The state revenue forecast is expected to be more “normal” this year after two years of significant additional revenue from federal stimulus funds. The state’s balance sheet is expected to be quite strong since not all of the federal stimulus dollars have been spend or allocated.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – January 18, 2022
Volume 42, Report No. 39 Consent Item #3

CONSENT

PERSONNEL MATTERS AND RECOMMENDATIONS

A. EMPLOYMENT – FOR ACTION

1. Administrative, Managerial & Technical Staff

- | | |
|---|------------|
| a. Kimberly Brown | 01/10/2022 |
| Attendance, Truancy & Special Populations Coordinator | |
| Learning Services | |

Ms. Kimberly Brown was hired as an Attendance, Truancy & Special Populations Coordinator for the Learning Services Department, effective January 10, 2022. This vacancy resulted from the resignation of Ms. Caitlin Williams. Ms. Brown will be placed within the administrator/coordinator salary schedule, consistent with her experience.

B. SEPARATION OF EMPLOYMENT – FOR INFORMATION

1. Administrative, Managerial & Technical Staff

- | | |
|----------------------------|------------|
| a. Paul Klepinger | 01/24/2022 |
| Associate Network Engineer | |
| Technology | |

Mr. Paul Klepinger provided notice of his resignation from his Associate Network Engineer position for the Technology Department, effective January 24, 2022, which was accepted by the Superintendent on behalf of the Board on January 10, 2022. Mr. Klepinger started employment with us on June 1, 2018. The administration has not yet posted this vacancy.

2. Certified

- | | |
|-------------------|------------|
| a. Alanna Snyr | 01/19/2022 |
| Teacher | |
| Special Education | |

Ms. Alanna Snyr provided notice of her resignation from her Teacher position for the Special Education Department, effective January 19, 2022, which was accepted by the Superintendent on behalf of the Board on January 6, 2022. Ms. Snyr started employment with us on August 29, 2013. The administration has posted this vacancy.

3. Non-Certified

- a. Angela Sexton 01/14/2022
Teacher Assistant –Pilot Program MICI
Special Education

Ms. Angela Sexton provided notice of her resignation from her Teacher Assistant position for the Special Education Department teacher pilot program, effective January 14, 2022, which was accepted by the Superintendent on behalf of the Board on January 6, 2022. Ms. Sexton started employment with us on February 20, 2019. The administration has posted this vacancy.

- b. Ross Dandurand 12/16/2021
Bus Driver
Transportation

Mr. Ross Dandurand was terminated on December 16, 2021 for disregarding certain motor safety laws. Board Policy 3410 authorizes the Superintendent to make these decisions, subject to the Board's authority to reverse his decision at the next Board meeting. Mr. Dandurand started employment with us on March 21, 2019. The administration has posted this vacancy.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
 BOARD OF EDUCATION
 Regular Meeting – January 18, 2022
 Volume 42, Report No. 39 Consent #4

CONSENT

Subject: Section 98b Benchmark Reporting

Public Act 48 of 2021 section 98b requires districts, traditional public, public school academies, and intermediate districts to present, not later than the first board meeting in February 2022 and not later than the last board meeting of the academic year, on work toward established goals for the 2021-22 school year. Administration reports the following in compliance with this Public Act:

Special Education

Special Education classrooms have established the following rubric to measure IEP goal attainment:

1	Achieved/Maintained	Student has achieved the goal according to the criteria listed in the IEP or student has previously achieved the goal as listed in the IEP and is maintaining that criteria.
2	Progressing as Expected	Student has not yet met the criteria listed in the IEP, however he/she is making progress as expected in order to reach the goal by the end date.
3	Limited/No Progress	Student is not making progress towards the IEP goal, the skill in this goal area is regressing, or progress is very limited and unlikely that the criteria for the goal would be met by the end date based on the limited progress that has been made. If there is limited/no progress, the IEP team will reconvene to address.

Tarrant Center Classroom Goals

Students in Tarrant classrooms will attain 90% of all written IEP goals in reading, as measured by locally developed IEP rubric.

Students in Tarrant classrooms will attain 90% of all written IEP goals in math, as measured by locally developed IEP rubric.

96 individual student IEP goals in reading and math have been established for students at the Torrant Center. At the end of the year, students' progress on these goals will be measured using the established rubric above. The work through the first semester is to establish goals based on observed capabilities during this first semester and then monitor their progress using the rubric on a periodic basis. At the end of the school year, administration will report on overall student progress toward these goals, though goal tracking is done individually for each student for the entire year from the official establishment of the goal.

Local-Based Classroom Goals

Students in Local Based special education classrooms will attain 90% of all written IEP goals in reading, as measured by locally developed IEP rubric.

Students in Local Based special education classrooms will attain 90% of all written IEP goals in math, as measured by locally developed IEP rubric.

144 individual student IEP goals in reading and 129 goals in math have been established for students in JCISD local-based special education classrooms across the county. These include classrooms for Emotionally Impaired students (EI), Autism Spectrum Disorder students (ASD), Mildly Cognitively Impaired students (MiCi) and Moderately Cognitively Impaired students (MoCi). At the end of the year, students' progress on these goals will be measured using the established rubric above. The work through the first semester is to establish goals based on observed capabilities and then monitor their progress using the rubric on a periodic basis. At the end of the school year, administration will report on overall student progress toward these goals, though goal tracking is done individually for each student for the entire year from the official establishment of the goal.

Youth Center Goal

Jackson County Youth Center students enrolled for at least one testing period will demonstrate growth on STAR reading and math assessments.

During the first semester, 15 students took the STAR reading and math assessments to benchmark their achievement level upon arrival at the Youth Center. If students are still at the Youth Center at the end of February, and again at the end of the school year, they will again take the assessments to measure their growth. A more complete detailing of year to date growth for all students served at the Youth Center will be provided at the end of the year. Should students be released from the Youth Center mid-year, their available assessment scores are used for placement in classes back at their home school.

Jackson Area Career Center

JACC students who are enrolled for the entire year who have not met industry standard minimums through Workkeys fall or spring assessment need to increase by 30% in meeting the minimums.

691 students took the Workkeys pre-test in September. 266 students did not need to test because they were returning students that already met industry standards in their first year. The standards JACC focuses on for students are applied math, graphic literacy, and workplace documents. In order to reach the goal of increasing industry standard minimums by 30%, 11.2% of students will need to increase their performance in applied math, 7.7% of students will need to increase their performance in graphic literacy, and 9.8% of students will need to increase their performance in workplace documents to achieve this goal.

100% of JACC students will complete at least four options for a talent portfolio.

JACC students have the following options to work on to complete this goal: resume, cover letter, one work certificate, an online job application, mock interview by a 3rd party, senior exit interview, or a scholarship award. Staff are currently working with individual students to meet this goal by the end of the year. Administration will report on the success of this goal at the end of the year.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – January 18, 2022
Volume 42, Report No. 40

SPECIAL REPORT

Subject: Celebration of Excellence Board Appreciation

The Michigan Association of School Boards has designated January as School Board Appreciation Month. The Jackson County Intermediate School District students, staff, and community appreciate the challenging role of members of the board of education. Administration has prepared a video celebrating your commitment over the past year. We thank you for your ongoing service!

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – January 18, 2022
Volume 42, Report No. 41

FOR ACTION

Subject: Board Policy Updates

The Board contracts with NEOLA, Inc. to recommend new and amended Board policies. Staff reviewed the NEOLA recommendations and recommended certain policy changes, as detailed in its Information Report on December 21, 2021. Board members requested one change in the staff's recommendation at the December 21 Board meeting, so Policy 0167.3 is addressed in a separate "For Information" report on this agenda. The NEOLA policies referenced in this report were made available with the December report. Staff will be available to respond to any questions Board members may have at the January 18, 2022 meeting.

Policy updates for Board consideration at this time include:

Chapter 0000 – Bylaws

Policy 0100 – Definitions – **Revised**

NEOLA recommends revision of the definition of "Voting" because of a statutory change that limits the ability for a Board member to vote remotely to active military duty situations. The administration recommends this amendment for adoption. Please note, also, that this Board added a sentence which is not legally required at this time: "A quorum of the Board must be physically present in order for a Board Member participating in a meeting remotely to vote." Staff does not recommend maintaining this higher standard because the statute limited the possibility of non-military active duty remote voting.

Chapter 3000 – Staff

Policy 3120 – Employment of Staff – **Revised**

The state recently changed its certification statutes and regulations. This policy should be updated to agree with current law and regulations. NOTE: The previously adopted JCISD Board amendments to this policy are recommended for retention, as they accommodate the Board's consolidation of NEOLA policy chapters 3000 (Professional Staff) and 4000 (Support Staff).

Chapter 5000 – Students

Policy 5722 – School-Sponsored Publications and Productions – **Revised**

NEOLA recommended updating this policy to address technological updates that impact what we consider school-sponsored student publications and productions, as well as another opportunity to define and direct the level of discretion provided to students to exercise to free speech within school-sponsored publications and productions. Staff has evaluated current practices, which fall within the definition of a non-public forum, and recommends that standard be continued.

Chapter 6000 – Finances

Policy 6114 – Cost Principles – Spending Federal Grants – **New for JCISD**

NEOLA has provided more detailed guidance for districts as they expend federal funds. As in the past, staff does not recommend adoption of Policy 6114, as the general cost principles for grants were deemed consistent with the cost principles applicable to all JCISD financial transactions.

Policy 6152 – Student Fees, Fines and Supplies – Revised

NEOLA recommends two changes in Policy 6152. It invites the Board to authorize the administration to implement an online payment system for student fees, fine and supplies as a convenience to families. NEOLA also recommends addressing the impact of the McKinney-Vento Act on payment of student Fees, Fines and Supplies. The administration recommends both of these changes in Policy 6152.

Chapter 7000 – Property**Policy 7450 – Property Inventory - Revised**

NEOLA recommends revision of this policy to address a lower cost threshold for how purchased equipment is accounted for when federal dollars are used. To date, the JCISD has not used federal grant dollars for costly equipment, and the differences in federal accounting are addressed in the language at the end of Policy 7450 and in Policy 6110 – Grant Funds. The administration recommends that no change be made in Policy 7450 at this time, however, a minor language change is offered on page two if the Board wants grant accounting requirements referenced in this policy.

Chapter 8000 – Operations**Policy 8310 – Public Records – Revised****Policy 8320 – Personnel Files - Revised**

Both of these policies are updated to address the Address Confidentiality Program Act. No other substantive changes from the current versions of these policies are offered, and the administration recommends inclusion of the statutory change in these policies.

Policy 8330 – Student Records – Revised

A new federal law requires schools that issue email addresses to students to release such addresses to military recruiters as part of the directory information they receive, if requested, unless prohibited by the student or parent in writing. The administration recommends this change to be compliant and provide staff the needed direction.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – January 18, 2022
Volume 42, Report No.43

FOR INFORMATION

Subject: Board Policy Update 0167.3 Public Participation

The Board contracts with NEOLA, Inc. to recommend new and amended Board policies. Staff presented a series of NEOLA recommendations for information at the December 21st Board meeting. Board members discussed additional changes in Policy 0167.3 at that time. Inasmuch as there was not full consensus on every aspect of the changes for Policy 0167.3, staff has provided a draft for discussion that includes some changes suggested in the discussion, but not all, as a starting point for further discussion by the Board. Staff will be available to respond to any questions Board members may have at the January 18, 2022 meeting.

If the Board has consensus on the amendments to this policy at the meeting, the Board may direct either that this item be moved to action or it will be brought back as an action item at the February 15 meeting.

Chapter 0000 – Bylaws

[Policy 0167.3 – Public Participation at Board Meetings – Revised](#)

A recent 6th Circuit Court of Appeals decision requires public boards to better define the reasons a Board can consider terminating a public commenter. After discussion by the Board at the December meeting, staff has revised the recommended update of this policy to (1) allow remote participation by the public, and (2) require all commenters to provide their names, addresses and organization represented (if any) prior to the beginning of the “public comment” portion of the meeting. There was also discussion of limiting comments by remote participants to written submissions. Staff will adjust the draft policy presented to incorporate that alternative if that is the consensus of the Board.