

**JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT**  
**BOARD OF EDUCATION**  
Regular Meeting – May 17, 2022 – 5:00 p.m.

**AGENDA**

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- III. APPROVAL OF MINUTES:
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- V. CORRESPONDENCE AND INFORMATION
- VI. VISITOR RECOGNITION AND COMMENT
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**JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT**  
**BOARD of EDUCATION**  
**MEETING AND PUBLIC COMMENT PROCEDURES**



**Speakers must register prior to the commencement of the Visitor and Comment portion of the agenda by completing this form, available at the entrance of the meeting room. Completed forms shall be submitted to the meeting chair before the meeting is called to order.**

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; in order to accomplish this in an orderly, efficient, and effective manner, certain guidelines have been established.

Topic: Board of Education

Time: May 17, 2022 05:00 PM

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1. The location and dates of all meetings are published in advance, including details on how the public may use a virtual option via a link/or a “call-in” telephone number in cases where in-person participation is a barrier. Meetings may be recorded at the Board’s discretion. The Board is not responsible for any technology failures that prevent or disrupt any individual from attending and/or participating remotely
2. 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; however, virtual listeners may submit written comments via a jcisid.org website form. There will be an option for the comment to be read aloud in the public meeting, as well as shared with individual Board members.
3. All agendas of the Board of Education include an item identified as “Visitor Recognition and Comment,” which takes place in the early part of the evening.
4. For the purpose of identification in the official Board minutes, in-person visitors are asked to sign an attendance roster. Anyone wishing to address the Board, or comment on an agenda item, will be required to register a form ahead of the “public comment” portion of the meeting, wherein they provide their name, legal address, topic for their remarks, and if applicable, the organization represented.
5. 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 to three (3) minutes duration. All participant comments shall be directed to the Board and not to staff or other visitors.
6. 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.
7. Pursuant to Michigan law, a Board member on active military duty 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](http://www.jcisid.org) website in the countywide directory.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT  
BOARD OF EDUCATION  
Regular Meeting – April 19, 2022

PROPOSED MINUTES

The regular meeting of the Board of Education of the Jackson County Intermediate School District was held on Tuesday, April 19, 2022. The meeting was held at the Kratz Education Center, 6700 Browns Lake Road, Jackson, Michigan. President David Salsbury called the meeting to order at 5:01 p.m. Board members participating were: David Salsbury, President; Douglas Schedeler, Vice President; Erin Slater, Secretary; Georgia Fojtasek, Treasurer; and Blaine Goodrich, Trustee. Members absent: None

Meeting with the Board were Kevin Oxley, Superintendent; Catherine Brechtelsbauer, Human Resource and Legal Counsel, and Kaci Babineau, Marketing/Special Projects Coordinator

STAFF AND VISITORS

Ray VanZandt, Rogers Auwers, Mark Pogliano, Tovah Sheldon, Maureen Keene, Kathryn Keersmaekers, Pegg Clevenger, Bruce Clevenger, Chris Gorton, K. Haynes, John Haynes, Carlene Lefere, and Joe Scarpino

Registering to Speak: Christine Gorton, Joe Scarpino, Kathryn Keersmaekers, Pegg Clevenger, and John Haynes

Virtual: Zoom indicated 4 observers, including JCISD staff Shannon Degan and Phyllis Stressman

APPROVAL OF MINUTES

Mrs. Fojtasek made the motion to approve the minutes of the March 15, 2022 regular meeting. Mr. Salsbury offered the second and asked for questions, comments, or correction. Mrs. Fojtasek asked, the minutes be clarified with regard to her motion on the Central Campus Site Plan, Volume 42, Report No. 51. She stated her original motion was to hire a forester to advise on the removal of the trees, provide specific advice related to the protection and preservation of the rest of the trees during excavation, and include interested community members. The correction was noted and the minutes adopted by roll call vote:

Yeas) Salsbury, Schedeler, Slater Fojtasek, Goodrich  
Nays) None

President Salsbury announced the postponement of the Guiding Principle Update: Equity, Volume 42, Report No. 59, as the presenter, JCISD Diversity, Equity, and Inclusion Officer Marcus Gill, was unable to attend the meeting due to a family medical situation.

### ACCEPTANCE OF FINANCIAL REPORT

Mr. Auwers introduced the report, pointing out it now includes the financial details of the Central Campus project requested by Mrs. Slater in March. Mrs. Fojtasek asked that future Central Campus financial reporting show the balances and transactions of the grant funds as well as the Capital Outlay for the project, so grant monies can be separately tracked. Mrs. Slater made the motion to accept the month-end financial report as provided by the administration. Mr. Goodrich supported and the motion carried by a roll call:

Yeas) Salsbury, Schedeler, Slater, Fojtasek, Goodrich

Nays) None

### CORRESPONDENCE AND INFORMATION

Mr. Auwers gave a facilities update on the Tarrant pool and the Central Campus projects. The Tarrant pool is ready to go and just waiting for occupancy permit to be issued. The work on the interior of Central Campus building was never stopped or slowed-down during the pause to review the site plan, so the interior is ahead of schedule and going well.

Mr. Oxley announced the First Robotics Team qualified to move onto the “Worlds” Competition being held in Houston Texas this year.

### VISITOR RECOGNITION AND COMMENT

Chris Gorton talked about the emotion of the past several months concerning the Central Campus site work and the removal of the three trees. It is her belief, bottom-lines and deadlines forced the results. She’ll not be convinced otherwise.

Joe Scarpino asked if the AC units were rooftop units and where they are intended to be placed. Asked if the programs in the building are intended to be year-round, as he is concerned about heavy traffic 12 months of the year. He also asked if the westside of the building would be addressed in the future.

John Haynes stated he was one of the three persons who met with the arborist and performed a walk-through on March 31<sup>st</sup>. It is their opinion that a fertilization plan and a safe zone still needs to be staked and established.

Kathryn Keersmaekers asked to keep construction vehicles off of Durand Street, stating she’s called city officials. She chastised Board and administration for killing two 290-year old mother trees, for having removed trees at the front of the former Frost school that were planted in memorial of dead students, for not contacting the drain commissioner, and failure to communicate. She feels most should lose their positions.

Pegg Clevenger also was one of the three who met with the arborist after the March meeting. The arborist said to them he has never seen Oak wilt; Ms. Clevenger assured him, Master Gardeners have. She also questioned why the drain commissioner had not been consulted early on. She closed by saying she hopes all future projects processes will change so the District and community can be a team.

Board Trustee Georgia Fojtasek read a letter of resignation effective at the close of the meeting (Appendix A). This Board vacancy creates a 14-month term to be filled by appointment.

PERSONNEL MATTERS AND RECOMMENDATIONS

ACTION ITEMS AND INFORMATION- Volume 42, Report No. 52

Following a motion by Mr. Goodrich and support from Mrs. Slater, the Board approved the following personnel hires and authorized two leaves of absence:

Yeas) Salsbury, Schedeler, Slater, Fojtasek, Goodrich  
Nays) None

Employment: Gary Holbrook, April 20, 2022; Penny Landrum, April 20, 2022; and Ashley Reynolds, April 25, 2022.

Unpaid Leaves of Absence: Colleen Brogan, extended through April 14, 2022-August 22, 2023, and Christine Stanley, April 18-20, 2022.

Information was shared concerning separating employees Linda Jackson, March 23, 2022; Caleb Forner, May 9, 2022; Debra Blankenship, March 25, 2022; Margaret Smith, August 15, 2022; Lisa Cleveland, April 8, 2022; Connie Vader, June 30, 2022; and Julie Presley, April 29, 2022.

Mrs. Slater raised concerns about staffing shortages in critical areas and recruiting difficulties. Mr. Oxley responded, all efforts are being examined to be competitive with the private sector for critical talent.

RESOLUTION HONORING STAFF RETIREES-Volume 42, Report No. 53

A resolution recognizing District staff retirements, which represent over 500 years of service, was presented and adopted by the Board. Mr. Schedeler made the motion, with Mrs. Slater offering the second.

Yeas) Salsbury, Schedeler, Slater, Fojtasek, Goodrich  
Nays) None

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 to students in Jackson County, and

WHEREAS, the Board of Education recognizes those services to 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 following employees notified the Board of their intent to retire from their positions with the Jackson County Intermediate School District, and

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

BE IT FURTHER RESOLVED, the Board of Education extends profound and deep appreciation for outstanding service and friendship, and offers best wishes for a healthy and rewarding retirement.

<b><u>Employee</u></b>	<b><u>Assignment</u></b>	<b><u>Years</u></b>
Cynthia Apple	LEA Student Data Specialist/Auditor	9
Kenneth Beasley	Instructional Assistant	13
Denise Bjorklund	Physical Therapist	39
Debra Blankenship	Speech Pathologist	10
Martha Cantlin	Teacher Consultant	22
Mary Csage	Secretary II	4
Jennifer Fox	Education Consultant	8
Deborah Hansen	Psychologist	19
Leonida Jacobs	Teacher Assistant	28
Alice Kolb	Speech Pathologist	35
Sandra Lake	Teacher Assistant	22
David Lee	Teacher Assistant	9
Carl Lincoln	Transportation Supervisor	4
Rose Marie Lindo Gleed	Occupational Therapist	44
Jolinda Metzger	Bus Driver	22
Marcia Myers	Physical Therapist Assistant	36
Jill Petersen	Occupational Therapist	26
Jacqueline Pickett	Teacher Assistant	19
Lisa Smith	Custodian II	21
Dawn Staats	Registrar	9
Anne Thelan	Psychologist	9
Connie Tisch	Teacher	10
Connie Vader	Instructor	17
Melissa Weaver	Special Education Supervisor	20
Laurel Wooley	Bus Driver	23

**APPOINTMENT OF TRANSPORTATION BARGAINING TEAM-**  
Volume 42, Report No. 54

The Board took affirmative action to adopt the following resolution naming representatives to the bargaining team in upcoming negotiations with the Transportation labor group. Motion by Mr. Goodrich, support from Mrs. Fojtasek:

- Yeas) Salsbury, Schedeler, Slater, Fojtasek, Goodrich
- Nays) None

WHEREAS, the master agreement between Transportation Employees Unit and the JCISD expires June 30, 2022 and the parties will meet to bargain an agreement,

NOW THEREFORE, the Board of Education of the JCISD appoints Maureen Keene, Director of Special Education; Greg Bowsher, Transportation Supervisor; Amy Rogers, Principal of Torrant and Kit Young; Susan Robinson, JCISD Payroll/Accounts Receivable Accountant; and Catherine Brechtelsbauer, Director of Human Resources & Legal Services and Chief Spokesperson, to bargain in good faith with the Transportation Employees as the representatives of the Board of Education.

The Board of Education gives its bargaining team authorization to determine and pursue all legal means to reach a tentative agreement, reserving the right of the Board to approve the tentative agreement as the final agreement between the Transportation Employees and the JCISD.

REPORTS FOR ACTION

2023FY PRELIMINARY BUDGET PROPOSAL - Volume 42, Report No. 55

The administration recommended the Board adopt the preliminary operating budget for the 2023FY and reviewed the factors used in its development. The proposed budget will be presented to local superintendents on Friday, April 22<sup>nd</sup>. Once adopted by the JCISD Board, the preliminary budget will be sent to local boards of education for review and action upon a resolution either in support or non-support during the month of May. Clarification on the unknown factors, as well as any input from the local boards, will be considered prior to the adoption of the actual budget at the end of June. Mr. Schedeler made the motion to approve the proposed 2023FY preliminary budget as presented. Mr. Goodrich offered the second and the motion carried by all aye roll call vote.

Yeas) Salsbury, Schedeler, Slater, Fojtasek, Goodrich  
Nays) None

BUS PURCHASE APPROVAL – Volume 42, Report No. 56

Specifications were developed and sent for bid from regional distributors of all three major school bus manufacturers; five buses were specified. Due to supply chain and parts shortages, only one company was able to submit a bid which met all specification. The administration recommended the purchase of the buses from the Holland Bus Company for a combined price of \$590,675:

Two (2) buses with two “SureLok” slide & click wheelchair locks	\$234,835.00
Two (2) buses with three “SureLok” slide & click wheelchair locks	\$236,560.00
One (1) bus with four “SureLok” slide & click wheelchair locks	\$119,279.50

Mr. Goodrich made the motion to authorize the purchase as presented, with Mrs. Fojtasek supporting. The motion carried by a roll call vote:

Yeas) Salsbury, Schedeler, Slater, Fojtasek, Goodrich  
Nays) None

A brief discussion took place about the feasibility of buying used buses and cameras for safety and security purposes.

PLAYGROUND EQUIPMENT PURCHASE FOR JACC PRESCHOOL PROGRAM –  
Volume 42, Report No. 57

A recent grant award of \$47,000 from a Childcare Stabilization grant is making it possible to upgrade some of the equipment at the Career Center playground used for preschool programming. The Board approved using some of the grant money to enhance the preschool classroom, but also to fund improvements to the playground and add equipment like a dome, a climber, a spinner, and some ground mounted musical toys. The cost of the equipment installed is \$32,821. Mr. Schedeler moved to approve the purchase, delivered and installed, from Penchura through a cooperative bid in compliance with State of Michigan requirements. Mrs. Slater offered the second to the motion, which carried by a roll call vote.

Yeas) Salsbury, Schedeler, Slater, Fojtasek, Goodrich  
Nays) None

JCISD 2022-23 PROGRAM CALENDARS – Volume 42, Report No. 58

Calendars for the various Intermediate School District Career and Technical Education and Special Education 2022-23 instructional programs were developed following the patterns and break periods in the previously approved 2022-23 county-wide calendar. Input on the program calendars was provided by Jackson Intermediate Education Association and the Career Center Education Association. Motion by Mrs. Slater to approve the JCISD program calendars as given. Mrs. Fojtasek offered the second; motion carried.

Yeas) Salsbury, Schedeler, Slater, Fojtasek, Goodrich  
Nays) None

REPORTS FOR INFORMATION

GUIDING PRINCIPLE UPDATE: EQUITY – Volume 42, Report No. 59

Postponed.

POWERSCHOOL ENROLLEMENT EXPRESS – Volume 42, Report No. 60

The current scheduling program used by county districts announced its end of life in February. This is a critical tool used by parents and districts in Jackson County to enroll students without physically having to enter a building. Schools are in the process of enrolling right now, so the short notice and timing has been a struggle. All superintendents agreed to support the solution Powerschool Enrollment Express and an emergency purchase. Consortium dollars will be used to pay a portion of the costs with the districts being invoiced for license and subscription fees. The goal is to get everyone trained and using it quickly.

## INTRODUCTION OF OTHER MATTERS

The date/time of the Board annual organization meeting was established as Tuesday, July 19, 2022, 5 p.m. at the Kratz Education Center.

A closed session of the Board was set for the purpose of conducting the superintendent's annual performance evaluation on June 7<sup>th</sup> at 5 p.m., Kratz Education Center.

A lengthy discussion took place between Board and administration concerning school safety, threat assessments, and vocational tech opportunities with the surge of the electric vehicle market.

Expressions of appreciation were offered to Mrs. Fojtasek for her service.

## CLOSED SESSION/Collective Bargaining

Parameters for collective bargaining with Transportation and JIEA labor groups were discussed.

## ADJOURNMENT

Return to open meeting at 7:55 p.m., with a motion from Mr. Schedeler to adjourn. Support from Mrs. Slater. Meeting adjourned at 7:56 p.m. by a roll call.

Yeas) Salsbury, Schedeler, Slater, Fojtasek, Goodrich

Nays) None

Georgia Fojtasek  
5325 Browns Lake Road  
Jackson, MI 49203  
April 19, 2022

Dave Salisbury  
Chair, Board of Education  
Jackson County Intermediate School District  
6700 Browns Lake Road  
Jackson, MI 49201

Dear Dave,

I am submitting my resignation from the JCISD Board of Education to be effective with the close of tonight's meeting.

I am choosing to read my letter to you publicly so I can speak for myself and eliminate any risk of translation. I'm providing a copy to Phyllis Stressman so my letter is appended to the minutes as documentation without editing.

I first want to acknowledge the devotion of the people here to the students we serve. Maureen, Tova, Mark-your dedication is apparent as is that of your staff, and I respect you for that. Dave, Doug, Erin and Blaine, I've also witnessed your passion for the ISD's mission and its students. My concerns are centered on governance principles rather than on individuals.

My resignation is also not about removing the oak trees. I do not regret my vote to approve the site plan. I was willing to lose what I valued personally so that we, as a Board, didn't lose even more going forward-the continued erosion of trust in our ability to govern responsibly. My amendment to the site plan motion was a desire to pave a way to recalibrate how we engage with our citizens. I believed we left the March meeting with that agreement among all of us.

What transpired since has been anything but that. I offered suggestions about proactive communication over the last month including timely posting of information where easily found on the website. These ideas were rejected as being unnecessary and micromanaging. Even Board members were not given the courtesy of knowing when the tree removal would begin. I learned from a phone call from a concerned citizen. We look foolish to outsiders if we cannot communicate even among ourselves.

Did we *have* to be proactive in these communications? Not by regulation.

*Should* we have been as public-minded leaders of such an important organization? In my opinion, yes.

This Board's election by constituent districts rather than by the people whose tax dollars fund 100% of our operations requires something more of us-a greater accountability as clearly provided in our Board Policies which speak to seeking systematic communication with all stakeholders.

We are not subject to re-election scrutiny or to recall. We can effectively serve lifetime appointments. It's somewhat analogous to the Supreme Court. With this great privilege comes great responsibility. We must embrace hearing from our community and seek ways to hear more, even on issues we may view as unimportant or with which we disagree. And, we must expect our Administration to lead likewise.

The risk if we don't is that some citizens will continue to view the millage as the only voice they have. This is *not* because they don't care about our students because they do, but rather because they question the Board's stewardship of the organization and in particular their tax dollars.

An organization guided by a culture of transparency and active listening, led by the Board, could have prevented this trigger event with local environmentalists and neighbors. We've had two years in which to show preliminary plans to the community. The question of preserving the Oak Grove would have arisen then, as it has in past discussions about the Frost campus. We would have had the time to explore, not the perfect decision, but the most optimal solution—one that secured student safety, respected the environment and was affordable.

The time between the March meeting and today has been one of constant struggle for me. I'm not one to quit easily and I care deeply about our community and its future success. Yet, once again, our April agenda provided for no update on the many open issues of site planning, and community members felt a need to plead for information. An unbridgeable gulf exists in how the Board and Administration view proactive communication with our citizens, and the governance principles this organization must embrace to be truly effective on behalf of all of our constituents.

And, so I concluded earlier today that resigning my position is the right choice for me.

I will leave grateful for all I've learned, deeply humbled by the students and their parents who place themselves in our trust and with good wishes to all of you who remain to lead.

It's been my privilege to serve.

Sincerely,

Georgia Fojtasek

C: Kevin Oxley,  
Superintendent Phyllis  
Stressman, JCISD

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT  
BOARD OF EDUCATION  
Closed Session – April 19, 2022

PROPOSED MINUTES

A closed session of the Board of Education of the Jackson County Intermediate School District was held on Tuesday, April 19, 2022, at the Kratz Education Center, 6700 Browns Lake Road, Jackson, Michigan.

The closed session began at 7:25 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; Roger Auwers, Finance Director; and Maureen Keene, Assistant Superintendent/Special Education

CLOSED SESSION/Collective Bargaining

Transportation and JIEA labor group collective bargaining was discussed.

No motion was given or action taken. The closed session adjourned at 7:55 p.m.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT  
BOARD OF EDUCATION  
Regular Meeting – May 17, 2022  
Volume 42, Report No. 61

SPECIAL REPORT

Subject: Celebration of Excellence-First Robotics and Cybersecurity

Mr. John Riedeman, the instructor leading the FIRST Robotics team, will be present this evening to update the Board on the results of the team's competitions this year. Joining John will be some student members of the team and parents.

Cybersecurity Instructor, Joshua Goodrich, will also be present to feature a recent student success and highlights of the program.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT  
BOARD OF EDUCATION  
Regular Meeting –May 17, 2022  
Volume 42, Report No. 62

PERSONNEL MATTERS AND RECOMMENDATIONS

A. EMPLOYMENT – FOR ACTION

1. Administrative, Managerial & Technical Staff

- a. James Moore 05/16/2022  
IT Technician  
Technology

Mr. James Moore is being hired as an IT Technician for the Technology Department, effective May 16, 2022. This vacancy resulted from the resignation of Mr. Tyler Bachman. Mr. Moore will be placed within the technical/operational salary schedule, consistent with his experience.

- b. Bryan Starkey 05/18/2022  
IT Technician  
Technology

Mr. Bryan Starkey is being hired as an IT Technician for the Technology Department, effective May 18, 2022. Internal assignment changes were made following the resignation of Mr. Christopher Kuntz, resulting in promotions for three Technology Department staff. The position after the reassignments will be filled by Mr. Starkey. Mr. Starkey will be placed within the technical/operational salary schedule, consistent with his experience.

- c. Canyon Raburn 05/16/2022  
IT Technician  
Technology

Mr. Canyon Raburn is being hired as an IT Technician for the Technology Department, effective May 16, 2022. This vacancy resulted from the resignation of Mr. Scott Coons. Mr. Raburn will be placed within the technical/operational salary schedule, consistent with his experience.

- d. Bikash Jha 05/16/2022  
Payroll/Accounts Payable Accountant I  
Finance

Mr. Bikash Jha is being hired as a Payroll/Accounts Payable Accountant I for the Finance Department, effective May 16, 2022. This vacancy resulted from the resignation of Ms. Coryn Mifsud. Mr. Jha will be placed within the technical/operational salary schedule, consistent with his experience.

- e. Zakkary Lawrence 05/31/2022  
Payroll/Accounts Payable Accountant I  
Finance

Mr. Zakkary Lawrence is being hired as a Payroll/Accounts Payable Accountant I for the Finance Department, effective May 31, 2022. This vacancy resulted from the resignation of Ms. Linda Jackson. Mr. Lawrence will be placed within the technical/operational salary schedule, consistent with his experience

## 2. Certified Staff

- a. Austin Childs 08/22/2022  
Teacher  
Special Education

Mr. Austin Childs is being hired as a Teacher for the Special Education Department, effective August 22, 2022. This vacancy resulted from the resignation of Ms. Angela Sexton. Mr. Childs will be placed within the JIEA salary schedule, consistent with his experience.

- b. McKenzie Smoyer 08/22/2022  
Psychologist  
Special Education

Ms. McKenzie Smoyer is being hired as a Psychologist for the Special Education Department, effective August 22, 2022. This vacancy resulted from the resignation of Ms. Deborah Hansen. Ms. Smoyer will be placed within the JIEA salary schedule, consistent with her experience.

- c. Cassidy Blough 05/23/2022  
Speech & Language Pathologist  
Special Education

Ms. Cassidy Blough is being hired as a Speech & Language Pathologist for the Special Education Department, effective May 23, 2022. This vacancy resulted from the retirement of Ms. Debra Blankenship. Ms. Blough will be placed within the JIEA salary schedule, consistent with her experience.

**B. SEPARATION OF EMPLOYMENT – FOR INFORMATION**

**1. Administrative, Managerial & Technical Staff**

- a. Timothy Casey 07/29/2022  
IT Technician  
Technology

Mr. Timothy Casey provided notice of his retirement from his IT Technician position for the Technology Department, effective July 29, 2022, which was accepted by the Superintendent on behalf of the Board on April 22, 2022. Mr. Casey started employment with us on July 23, 2012. The administration has posted this vacancy.

- b. Kimberly Brownlie 02/15/2023  
LEA Business Manager I  
Finance

Ms. Kimberly Brownlie provided notice of her retirement from her LEA Business Manager I position for the Finance Department, effective February 15, 2023, which was accepted by the Superintendent on behalf of the Board on April 26, 2022. Ms. Brownlie started employment with us on January 27, 2020. The administration has not yet posted this vacancy.

**2. Certified Staff**

- a. Kellison Kohler 04/29/2022  
Teacher  
Special Education

Mr. Kellison Kohler provided notice of his resignation from his Teacher position for the Special Education Department, effective April 29, 2022, which was accepted by the Superintendent on behalf of the Board on April 22, 2022. Mr. Kohler started employment with us on September 1, 2012. The administration has posted this vacancy.

**3. Non-Certified Staff**

- a. Delinda Woods 06/30/2022  
Secretary III  
Career and Technical Education

Ms. Delinda Woods provided notice of her retirement from her Secretary III position for the Jackson Area Career Center, effective June 30, 2022, which was accepted by the Superintendent on behalf of the Board on May 4, 2022. Ms. Woods started employment with us on October 4, 1976. The administration has posted this vacancy.

- b. Tonya Policht 05/03/2022  
Bus Driver  
Transportation

Ms. Tonya Policht provided notice of her retirement from her Bus Driver position for the Transportation Department, effective May 3, 2022, which was accepted by the Superintendent on behalf of the Board on May 4, 2022. Ms. Policht started employment with us on December 18, 2019. The administration has posted this vacancy.

4. Adult Career Enrichment

- a. Lisa Dunbar 04/18/2022  
Instructor – Medical Billing & Coding  
Adult Career Enrichment

Ms. Lisa Dunbar provided notice of her resignation from her Instructor-Medical Coding & Billing position for the Adult Career Enrichment Program, effective April 18, 2022, which was accepted by the Superintendent on behalf of the Board on April 22, 2022. Ms. Dunbar started employment with us on September 21, 2021. The administration has posted this vacancy.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT  
 BOARD OF EDUCATION  
 Regular Meeting – May 17, 2022  
 Volume 42, Report No. 63

PERSONNEL MATTERS AND RECOMMENDATIONS

Subject: Wage Rates for Substitute Staff

Periodically, the administration reviews the rates paid for substitute teachers, teaching assistants, custodians, bus drivers, bus attendants, bus mechanics and clerical staff. Additionally, the administration reviews the hourly rate paid to the part-time adult enrichment instructors. The rates for these temporary and part-time positions, whether directly hired or through a third party service provider, were last considered by the Board during October 2021. After consideration of the work assigned, the competition for qualified, temporary staff and similar factors, the administration recommends the board approve increases in the compensation rates for select substitute positions, effective July 1, 2022, as follows:

<u>Position Title</u>	<u>Rate and Last Date Increased</u>		<u>07/1/21 Recommendation</u>
Substitute Teacher	\$18.00/hour	11/21	\$20.00/hour
	\$19.00/hour after ten (10) continuous days in the same assignment at the lower rate.		\$21.00/hour after ten (10) continuous days in the same assignment at the lower rate.
Substitute Teacher Assistant	\$13.00/hour	11/21	\$14.00/hour
Substitute Custodian	\$14.00/hour	11/21	\$15.00/hour
Substitute Clerical	\$14.00/hour (including retirees)	7/21	\$15.00/hour
Substitute Bus Attendant	\$13.00/hour	11/21	(no change)
Substitute Bus Driver	\$17.00/hour	11/21	(no change)
Substitute Bus Mechanic	\$25.25/hour	07/19	(no change)
Adult Enrichment Instructor	\$30.00/hour	07/21	(no change)

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PERSONNEL MATTERS AND RECOMMENDATIONS

Subject: Proposed Ratification of Labor Agreement Amendment with the Jackson Intermediate Education Association (JIEA)

The Board and the JIEA unit each ratified a new three-year labor agreement in November 2020, to be effective for calendar years 2021, 2022 and 2023. Subsequently, the school district's financial situation improved, and the Board ratified a 2022-2024 labor agreement with the Career Center Education (CCEA) Association which reflected the more favorable financial position of the district, and provided more favorable financial benefits for staff in the CCEA commencing July 1, 2022. The Board authorized the administration to discuss an equity adjustment with the Educational Support Personnel Association (ESPA) and JIEA units. The Board ratified an amendment of the ESPA 2021-2023 agreement at its February meeting.

The administration met with the JIEA bargaining team and reached a tentative agreement to adjust the financial terms of the 2021-2023 JIEA agreement, with said improvements beginning July 1, 2022. A confidential summary of the terms of the financial adjustments negotiated will be provided in a confidential email to Board members. The administration is prepared to meet with the Board in executive session to review the terms of the tentative agreement with JIEA. Appropriate notification of an executive session for consideration of collective bargaining-related topics is listed elsewhere on this agenda.

The JIEA bargaining unit voted to ratify the tentative agreement to amend the JIEA 2021-23 labor agreement on Thursday, May 5. The administration recommends the Board of Education also ratify the proposed amendment of the existing 2021-2023 JIEA labor agreement, and authorize the Board President and Secretary to sign the Addendum to the JIEA contract.

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PERSONNEL MATTERS AND RECOMMENDATIONS

Subject: Amendment of Administrative, Managerial and Technical Personnel Handbook

The administration has reviewed the current Administrative, Managerial and Technical Personnel Handbook, and recommends some amendments for the 2022-23 update. This report summarizes these recommended amendments, but specific language is highlighted in the draft document provided separately.

These are the substantive changes in the recommendations:

- Language is added to the Job Posting section to encourage applicants who may not have a specific listed qualification, but who believe they have the knowledge, skills and abilities to perform the essential functions, to apply for the position.
- Language was added to advise staff of the potential opportunity to work remotely and introduce the information relevant to consideration of an employee request to work remotely.
- Definitions are provided for family members associated with taking paid leave for illness.
- Employees are provided some information about initiating a FMLA leave of absence.
- Employees are provided information about initiating a request for leave to accommodate a disability.
- Clarification of the manner in which the paid winter holidays will be scheduled is provided.
- The administration recommends that all new employees be automatically enrolled, for at least the first pay period, in the voluntary retirement savings 403(b) plan when hired.
- The administration recommends a 2.25% increase in the wage and salary schedules for this group.

Several position reclassifications will be recommended to the Board for this employee group. At the time of this report, however, the analysis of data related to a few of those positions was still being analyzed. Therefore, the administration intends to bring the Schedules of the administrative, managerial, technical and operational positions, with all its recommended classification changes, to the June 21 meeting for the Board's consideration.

The administration requests the Board approve the changes included in the Administrative Managerial and Technical Personnel Handbook, as provided separately in full and as highlighted, above. Staff will be available to answer any questions about the recommended changes.

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FOR ACTION

Subject: Construction Trades Site House Foundation

The Jackson Area Career Center offers 21 programs. One of these is the Construction Trades. Students are introduced to a wide variety of occupation areas related to home and commercial construction and remodeling as they rotate through all areas of focus. They also explore the operation of heavy equipment, road construction, and business management. Students will also be exposed to construction occupations such as rough and finished carpentry, roofing, siding, masonry, plumbing, and electrical.

A very important aspect of this program is preparing students for a future in home construction. Our second-year students get real world experience as they build a beautiful custom home in the nearby Three Forty Farms subdivision off South Jackson Road. Typically about 15 students work there for two hours in the morning and another 15 students work there for two hours in the afternoon.

The current site house is just about finished, and the plan is to sell it this fall following the same guidelines we have followed on prior site houses. This spring the lot for the next site house was prepared for construction. It is time to have the foundation poured so the incoming second-year students will have a site to begin framing when they return in late August.

Eight concrete fabricators were contacted regarding the foundation work, and three Michigan companies provided quotes as follows:

Dysert Concrete	\$50,500.00
Portland Poured Walls	\$34,237.00
Cook Foundation & Flatwork	\$33,682.00

All three seemed to have a clear understanding of the work necessary and were deemed responsible quotes. Cook Foundation & Flatwork was the lowest responsible bidder, and is therefore the recommended vendor for the foundation project. The Administration recommends the foundation work for the next Career Center Construction Program Site House be awarded to Cook Foundation & Flatwork at a total cost of \$33,682.00.

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FOR ACTION

Subject: 2022-2023 Computer System Purchases

The Jackson County ISD (JCISD) currently follows a four-year replacement cycle for computer desktops and laptops. Devices due for replacement or to be added during the 2022-2023 school year are outlined below.

JCISD compares competitive bid pricing from multiple sources including statewide and national bids. JCISD is recommending purchases from the REMC Competitive bid program as a complete competitive bid process, and award the low cost, high performing vendors with contracts that school districts can purchase from, in compliance with our Board and State purchasing policies.

Device Purchase Summary:

JACC	Model	Vendor	Quantity	Unit Cost	Total
14" Laptop	Dell 3420	Presidio	198	\$580.50	\$114,939
Chromebook	Dell 3100	People Driven	160	\$247.30	\$39,568

JACC Subtotal \$154,507

Special Ed	Model	Vendor	Quantity	Unit Cost	Total
14" Laptop	Dell 3420	Presidio	100	\$580.50	\$58,050

Special Ed Subtotal \$58,050

General Fund	Model	Vendor	Quantity	Unit Cost	Total
14" Laptop	Dell 3420	Presidio	10	\$580.50	\$5,805
13" Laptop	MacBook Pro	Apple	2	\$1,348	\$2,696
Desktop	Dell Opti3090	Presidio	10	\$480.50	\$4,805

General Fund Subtotal \$13,306

It is recommended the Board approves the purchase of computers listed above at a total cost of \$225,863 using lowest cost pricing attained through the statewide REMC Association competitive bid. The purchases shall be awarded to the REMC approved vendor for each of the listed devices.

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FOR ACTION

Subject: Parking Lot Maintenance Service on North & South Campuses

In order to maintain and prolong the life of its on-campus roadways and parking lots, the district typically hires a company every 2-3 years to fill cracks in the asphalt, sealcoat the asphalt, and then restripe the parking lots. In addition to prolonging the life of the asphalt, this process also provides an “almost new” look to the paved areas on campus for a year or two. It is time to redo this process on both the north and the south campus.

A combination of factors has made it challenging to obtain multiple quotes from well qualified suppliers that all remain valid with firm pricing at the same time. These factors include supply chain issues, the ongoing labor shortage, and inflation particularly related to petroleum-based products. Currently the administration has two valid quotes, with a third company indicating they are interested in quoting the job:

- Farell Executive Sealcoating: \$67,200\*
- Tomco Asphalt: \$145,410\*\*
- K&B Asphalt Sealcoating: No quote received (as of yet)

\* Quote was confirmed on Thursday, May 12th

\*\* Reserves the right to increase pricing prior to service based on material cost increases

In order to avoid an ongoing cycle of updating quotes, the administration requests Board approval to hire a company to provide asphalt crack filling and sealcoating services for both the North Campus and the South Campus at a cost not to exceed \$67,200 (the current low bid). Services are to be comparable to those represented by the two existing quotes. The work will be done over weekends, or once the school year has ended to minimize any inconvenience and parking issues. If any additional pavement maintenance is deemed to be necessary, it will be treated as a separate service.

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FOR INFORMATION

Subject: Guiding Principles Update: Equity

The JCISD Board of Education adopted Statement of Purpose commits the organization to the success of all students. The JCISD works toward meeting this commitment by providing educational leadership, services, programs, and resources in partnership with local schools and the community. The following guiding principles and values provide focus and direction for the organization's work:

Instruction: Quality, Creativity, and Relevance  
Leadership: Envisioning, Engaging, and Executing  
Service: Listening, Caring, *then* Serving  
Community: Collaboration and Partnerships  
Equity: Inclusive, Responsive, and Sincere Belonging

At this evening's meeting, the Board will hear from Mr. Marcus Gill, JCISD Human Resources DEI Officer, on work he has been focused on this year. That work includes hiring and recruitment, JACC student recruitment, Civil Rights Investigation training, teacher professional development, and community connections.

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FOR INFORMATION

Subject: JacksonREADS Success

JacksonREADS is a series of events with the main purpose of providing children access to high quality books. The first JacksonREADS event happened just over a year ago. JacksonREADS has grown, since that time, thanks to the work and vision of the Executive Planning Committee: Sandy White, Maeghan McCormick, Kelly Sheppard, Bridget Griffith, Maureen Keene, and Tovah Sheldon; and incredible partners including, but not limited to, the Ella Sharp Museum, Great Start Collaborative, Jackson YMCA, and Jackson District Library.

On May 7, 2022, more than 2000 people came to Ella Sharp Museum, when approximately 1000 bags of high-quality books (with 10 books in each bag) were given to children from birth to 5th grade. Also, 4 nationally-known authors presented and read part of their books to participants, then met one on one with participants to sign books and really engage with youth and adults to grow a love of books and reading. JacksonREADS also integrated literacy with STEM where Bill Montgomery, Du Bui, and others engaged hundreds of children with meaningful and engaging activities.

It took over 40 volunteers from the ISD organization (and many from our local districts/schools) to make this day work! To name a few, Mike Nichols from the JACC came and worked all day. Jenny Jensen from HR came and distributed books. The Finance department assisted to make sure we got the best cost on books and items for the day. Kaci Babineau provided a mass amount of marketing. The Special Education department had a table for Early On supports and Child Find. Great Start Collaborative Trusted Advisors and GSRP volunteers had a table for enrollment, were instrumental in getting families to know about the event, and remove barriers for families or individuals to attend. Thanks to the volunteers, the partners, and grant money received, the entire event was free to participants. The largest event expense--\$70,000 for 10,000 books-- was covered by grant money the JCISD Learning Services Team secured.

To the extent possible, we tracked what school building or program each child came from to identify how books were being distributed across the county. Every school district and GSRP program participated in the county. The top three schools that have the most students come through were East Jackson Elementary, Arnold elementary in Michigan Center, beyond Northwest Early Elementary. It was especially joyful to see students from the JCISD Tarrant Center and EI programs. Any child that came through the doors, we made sure left with books. All of this data goes to show Jackson wants, needs, and deserves more access to high-quality free books and have more opportunities in and out of school to grow a love of literacy.

The plan in the future is to continue these outstanding partnerships with Ella Sharp Museum, YMCA, JDL, authors, etcetera, and continue to get high-quality books in the hands of Jackson County children. Next year the intent is to do at least three events in October, January, and the big one in May.

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FOR INFORMATION

Subject: Purchase of JACC Agriscience Livestock Trailer

In the fall of 2021 it was determined, the mostly wooden animal trailer used to haul the smaller and mid-sized livestock needed to be replaced for safety reasons. At the time it was impossible to locate an appropriate pre-owned trailer for a fair price, and the trailer company previously worked with in Michigan went out of business. Likewise, other suppliers in Michigan, Ohio, and Indiana did not expect to have appropriate available inventory before 2023.

After researching availability and obtaining multiple quotes, Farrell Livestock Trailers, from Oklahoma was chosen to supply the new trailer. Farrell is one of the largest dealers for Kiefer Trailers, and a decision to order a 19 ft. all-aluminum 8-pin trailer for \$21,500 that could be band delivered in 2022. Since this was being manufactured for the ISD, the instructor decided that it was also appropriate to insulate the roof. With a delivery fee, the total price was \$24,150. Proper procedures and internal approvals were obtained for a purchase of this dollar value, and since that total was under the state threshold, Board approval was not required according to district policy. The breakdown of the purchase price was as follows:

Trailer	\$21,500.00
Insulation	\$1,000.00
Delivery Fee	<u>\$1,650.00</u>
TOTAL	\$24,150.00

Based upon ongoing supply-chain issues, the price of aluminum, insulation, and delivery charges have all increased. The district was recently notified the trailer is ready for delivery, but the total price has increased to \$32,329.65, as follows:

Trailer	\$28,900.00
Insulation	\$1,600.00
Delivery Fee	<u>\$1,829.65</u>
TOTAL	\$32,329.65

This new total cost is now above the state competitive bid threshold, however, the commitment has already been made to the vendor and the trailer is in the process of being delivered. The administration wants to make the Board aware of this purchase since, as a result of supply-chain issues and inflation factors, the final purchase price will now exceed the state threshold, which according to district policy, would normally require Board approval.