

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Organization Meeting – July 19, 2022 – 5:00 p.m.

AGENDA

I.	OPENING OF MEETING	
II.	PLEDGE OF ALLEGIANCE	
III.	ELECTION OF OFFICERS AND COMMITTEE ASSIGNMENTS	
	1 Election of School Board Officers and Committee Assignments	1
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	B. Separation of Employment-For Information	
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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.

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.

THE MEETING HAS BEEN MOVED TO KEC ROOM 220: ONGOING HVAC ISSUES AND TECHNOLOGY LIMITATIONS MAKE IS IMPOSSIBLE TO PROVIDE A ZOOM OPTION FOR REMOTE VIEWING OF THIS MEETING.

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 jcisd.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.jcisd.org website in the countywide directory.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – June 21, 2022

PROPOSED MINUTES

The regular meeting of the Board of Education of the Jackson County Intermediate School District was held on Tuesday, June 21, 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 5:02 p.m. Board members participating were: David Salsbury, President; Douglas Schedeler, Vice President; Erin Slater, Secretary; Blaine Goodrich, Trustee; and Douglas Scott, Treasurer

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

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

Carlene Lefere, Roger Auwers, Maureen Keene, Shannon Degan, Nancy Thorpe, Tovah Sheldon, Santino Gaitan, Mark Pogliano

HVAC issues caused a last-minute change in meeting room. The new location offered limited technology, which prevented remote sharing.

APPROVAL OF MINUTES

A motion was made by Mr. Goodrich to approve the minutes from the May 16, 2022, special meeting and the May 17, 2022, regular meeting. Mr. Schedeler supported the motion. Mr. Scott stated he was abstaining from the May 16, 2022 vote, as he had not yet been appointed, but he would vote in the affirmative for the regular meeting minutes from May 17, 2022.

Ayes) Salsbury, Schedeler, Slater, Goodrich, Scott

Nays) None

FINANCE REPORT

Mr. Auwers did not present the usual month end report as the Board will be adopting a current year budget amendment later on the agenda. The finance report included updates on the Central Campus project and capital outlay. Mrs. Slater moved to approve the update provided by the administration. Mr. Schedeler seconded, and the motion carried by roll call:

Ayes) Schedeler, Slater, Goodrich, Scott, Salsbury

Nays) None

CORRESPONDENCE AND INFORMATION

The Torrant pool project is complete and it was opened for use today.

Jackson County Early College made it to the second round in the League of Innovation national award selection process.

Jackson Area Career Center virtual tour received an award of Merit in a national competition.

Challenge Day was recently mentioned in a national publication.

VISITOR RECOGNITION AND COMMENT

Nancy Thorpe spoke on the topic “CRT woven into everything.”

PERSONNEL MATTERS AND RECOMMENDATIONS

PERSONNEL ACTION ITEMS AND INFORMATION- Volume 42, Report No. 72

Following a motion by Mr. Schedeler, and support from Mr. Goodrich, the Board approved the following personnel action items by unanimous roll call vote:

Ayes) Slater, Goodrich, Scott, Salisbury, Schedeler

Nays) None

Hiring: Kathleen Schaefer, June 29, 2022; Felicia Thorton, August 1, 2022; Frances Adams, August 1, 2022; Holly Nelson, August 1, 2022; Amy Reynolds, August 1, 2022; Rebekah Kanser, August 18, 2022; Traci Savoie, August 18, 2022; Gretchen Tello, August 18, 2022; Justine Luke, August 18, 2022; Kevin Smith II, August 18, 2022; Richard Woods, June 14, 2022; Lidija Fremeau, August 18, 2022; Brenda Owen, June 1, 2022; Vernell Taylor, June 1, 2022; Isaac Bodman, August 18, 2022; Benjamin Roe, August 18, 2022; and Tracy Stump, June 22, 2022.

Information was shared concerning separating employees Jennifer Green, June 1, 2022; Brittany Carpenter, June 10, 2022; Cassandra Feira, June 10, 2022; Randall Trudell, August 5, 2022; Mark Stanaway, June 10, 2022; and Christine Bailey, June 10 2022.

MERIT PAY RESOLUTION FOR 2022-23 AND SUBSEQUENT YEARS –

Volume 42, Report No. 73

Michigan law requires school boards to establish a method of compensation for its teachers and instructional administrators that includes job performance and job accomplishments as a significant factor; and

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

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

NOW THEREFORE BE IT RESOLVED, that teachers and instructional administrators who are rated as “highly effective” for job performance and job accomplishments during 2022-23 shall be paid a performance incentive stipend of \$100.00 during or about June 2023; and,

BE IT FURTHER RESOLVED, that teachers and instructional administrators who are rated as “highly effective” for job performance and job accomplishments in subsequent academic years shall be paid a performance incentive stipend of \$100.00 during or about June of the applicable school year unless the Board takes action to prospectively change or discontinue this additional compensation for highly effective evaluation ratings.

Mr. Goodrich made the motion to adopt the merit pay resolution as proposed. Mr. Scott seconded the motion. A brief discussion took place concerning the triggers for future review of the merit payments.

Ayes) Goodrich, Scott, Salsbury, Schedeler, Slater

Nays) None

AMENDMENT OF ADMINISTRATIVE, MANAGERIAL, AND TECHNICAL PERSONNEL HANDBOOK SALARY CLASSIFICATION SCHEDULES AND VOLUNTARY RETIREMENT SAVINGS MATCH – Volume 42, Report No. 74

Several position reclassifications were recommended within the Administrative/Coordinator and Technical/Operational salary classification schedules. The recommendations include select upgrades in salary, title changes, new classifications, elimination of titles no longer in use, an increase in the top salary for Administrative/Coordinator Level 1 of 2%, and \$1000 increase to the employer match of the voluntary retirement savings.

Following a short discussion for clarification, Mr. Scott made the motion to approve the administration’s proposed changes to the non-represented employee group handbook and salary adjustments. Mrs. Slater offered support and the motion carried:

Ayes) Scott, Salsbury, Schedeler, Slater, Goodrich

Nays) None

PROPOSED RATIFICATION OF LABOR AGREEMENT WITH THE TRANSPORTION STAFF – Volume 42, Report No. 75

A successor labor agreement, effective July 1, 2022, was ratified by the transportation employee group and the Board following a motion from Mr. Schedeler and support from Mrs. Slater.

Ayes) Salsbury, Schedeler, Slater, Goodrich, Scott

Nays) None

SUPERINTENDENT EVALUATION AND CONTRACT EXTENSION – Volume 42, Report No. 76

Board President Salsbury read to record the following:

“We met in closed session on June 14, 2022, at Mr. Oxley’s request, to discuss his annual evaluation. Once again this year, it is clear we got to expand our horizons with unexpected issues. As has been made clear over the last several years, we

believe that being evaluated as effective is a great achievement. This level of evaluation means that a person is doing his or her job to a high level as expected. Highly effective is a step higher than what is generally expected.

This last year has been a time when leadership has been put to the test, with the unexpected level of external strife regarding how Jackson County young people are being educated, and the multiple issues regarding the Central Campus situation. Kevin has (with the assistance of many others) been able to keep things moving forward on all fronts. It was hoped that post pandemic things would normalize to a great degree. As we all quickly found out the pandemic issues eased (without completely going away), but much more jumped in to take residence in our collective minds.

I am pleased to say that the board has found Kevin’s performance to be in the above and beyond effective range for this last year. We concluded, in our estimation, Kevin’s performance has been highly effective.

In summary, once again, we are very pleased with Mr. Oxley’s performance and we look forward to continuing to work with him. Considering this, we would like to make the changes listed in the board notes and add another year to his contract.”

The Board adopted the President’s report and the recommended changes to the superintendent’s contract, extended for one year: 2.25% base salary increase; 2% step increase; additional \$1000/year retirement savings; additional \$100/month car allowance; and additional \$1000/year miscellaneous expense.

Mr. Salsbury made the motion, with Mr. Goodrich supporting:

- Ayes) Schedeler, Slater, Goodrich, Scott, Salsbury
- Nays) None

REPORTS FOR ACTION

MARSHALL PLAN GRANT UPDATE/APPROVAL – Volume 42, Report No. 77

Jackson County Talent Consortium (JCTC) received a \$500,000 state of Michigan grant in 2019. The JCISD is the fiduciary for this grant. The purpose of the grant is to create a PACT (Personal Management, Adaptability, Communication, Teamwork and Collaboration) credentialing system for students, provide teacher training on career readiness activities, and develop a talent hub website. Cari Bushinski and Kelly Kofflin, representing the JCTC were present to update the Board and seek approval of 12-month extension to Agile Growth Shop for work on the website at \$3250 per month.

Mr. Goodrich moved to authorize the payment for the ongoing work as recommended.

Mrs. Slater supported and the motion carried by a roll call:

- Ayes) Slater, Goodrich, Scott, Salsbury, Schedeler
- Nays) None

WINDOWS MOBILE DEVICE MANAGEMENT SOLUTION –

Volume 42, Report No. 78

Increased security requirements have created a need for the Technology Consortium to have a Mobile Device Management product to manage settings and deploy software to the consortium's nearly 7,000 devices that run on the Microsoft Windows operating system. The recommendation is to purchase a subscription to Microsoft 365 A3 through the REMC Software and Digital Services 2021-2024 using the competitive bid pricing in the amount of \$198,576. The cost will recur annually and be invoiced back to the member LEA districts on a per staff user basis. Mr. Schedeler made the motion to approve the contract as presented with Mr. Salsbury supporting.

Ayes) Goodrich, Scott, Salsbury, Schedeler, Slater

Nays) None

DATA CENTER SERVER REPLACEMENT – Volume 42, Report No. 79

Competitive pricing was sought for Dell and Cisco physical servers, or comparable models by hardware specifications, including installation services and three-year, four-hour response service agreements. It was recommended the Board approve the purchase of five Dell physical servers through People Driven Solutions using the competitive low bid pricing attained through the Midwest Higher Education Compact purchasing agreement in the amount of \$135,283.85. Funding will come from the Technology Consortium operating budget. Mr. Goodrich made the motion to authorize the purchase as given in the administration's recommendation. Mrs. Slater offered the second.

Ayes) Scott, Salsbury, Schedeler, Slater, Goodrich

Nays) None

2022FY BUDGET AMENDMENT – Volume 42, Report No. 80

The 2022FY Budget Amendment is intended to adjust the district's budget for the current fiscal year to reflect the latest expected outcome for each major operating fund. As has been noted in the monthly financial report each of the past several months, several favorable variances to budget were becoming apparent. Specifically:

- Local property tax revenue came in slightly favorable to budget
- There were a few categoricals included in state aid that were not expected back in June of 2021 and therefore not budgeted
- Open positions as a result of turnover and / or challenges in hiring resulted in favorable personnel costs relative to budget (both in compensation and benefits)
- Expenditures for supplies, equipment, purchased services and other miscellaneous spending were running slightly favorable to budget in all funds

Mr. Scott motioned to adopt the budget amendment as presented. Mrs. Slater supported and the motion carried by a roll call vote:

Ayes) Salsbury, Schedeler, Slater, Goodrich, Scott

Nays) None

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

	2022 Budget Adopted	Proposed Budget Amendment	2022 FY Amended Budget
	- - -	(\$000) -	- - -
Local Revenue	6,319	152	6,471
State Sources	9,076	700	9,776
Federal Sources	407	183	590
Internal Transfers In	3,550	-	3,550
TOTAL ALL SOURCES	19,352	1,035	20,387
Instruction/Basic Programs	33	30	63
Adult & Continuing Education	-	-	-
Added Needs	111	(49)	62
Pupil Support	915	(134)	781
Instruction Support	3,714	(79)	3,635
General Administration	543	(23)	520
School Administration	-	36	36
Business Services	2,560	(26)	2,534
Operation & Maintenance	599	(35)	564
Transportation	10	(10)	-
Central Services	6,685	(9)	6,676
Community Services	475	(156)	319
Transfers Out	4,517	1,160	5,677
TOTAL ALL USES	20,162	705	20,867
SURPLUS/(DEFICIT)	(810)	330	(480)
Beginning Fund Balance	4,584	-	4,584
ENDING FUND BALANCE -- \$	3,774	330	4,104
-- %	18.7%		19.7%

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

	2022 Budget Adopted	Proposed Budget Amendment	2022 FY Amended Budget
	-	-	-
	-	(\$000)	-
Local Revenue	33,891	420	34,311
State Sources	18,259	1,736	19,995
Federal Sources	6,960	77	7,037
Internal Transfers In	150	-	150
TOTAL ALL SOURCES	59,260	2,233	61,493
Instruction/Basic Programs	-	-	-
Adult & Continuing Education	-	-	-
Added Needs	16,246	184	16,430
Pupil Support	19,600	(240)	19,360
Instruction Support	2,880	677	3,557
General Administration	580	(533)	47
School Administration	423	(41)	382
Business Services	224	(104)	120
Operation & Maintenance	1,453	(180)	1,273
Transportation	4,433	52	4,485
Central Services	267	13	280
Community Services	347	6	353
Transfers Out	13,607	1,567	15,174
TOTAL ALL USES	60,060	1,401	61,461
SURPLUS/(DEFICIT)	(800)	832	32
Beginning Fund Balance	3,491	-	3,491
ENDING FUND BALANCE -- \$	2,691	832	3,523
-- %	4.5%		5.7%

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

	2022 Budget Adopted	Proposed Budget Amendment	2022 FY Amended Budget
	- - -	(\$000) - - -	
Local Revenue	10,958	256	11,214
State Sources	2,219	120	2,339
Federal Sources	286	40	326
Internal Transfers In	38	(13)	25
TOTAL ALL SOURCES	13,501	403	13,904
Instruction/Basic Programs	-	-	-
Adult & Continuing Education	-	-	-
Added Needs	7,464	(684)	6,780
Pupil Support	1,072	(46)	1,026
Instruction Support	180	(109)	71
General Administration	-	-	-
School Administration	721	62	783
Business Services	79	(37)	42
Operation & Maintenance	1,047	(185)	862
Transportation	39	(12)	27
Central Services	385	(7)	378
Community Services	269	(46)	223
Transfers Out	2,258	1,300	3,558
TOTAL ALL USES	13,514	236	13,750
SURPLUS/(DEFICIT)	(13)	167	154
Beginning Fund Balance	3,199	-	3,199
ENDING FUND BALANCE -- \$	3,186	167	3,353
-- %	23.6%		24.4%

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT				
Proposed Budget Amendment for the				
Fiscal Year ending June 30, 2022				
CAPITAL PROJECTS FUND				
			Proposed	2022 FY
		2022 Budget	Budget	Amended
		<u>Adopted</u>	<u>Amendment</u>	<u>Budget</u>
		- - -	(\$000)	- - -
Transfers in from Gen Ed		-	500	500
Transfers in from Spec Ed		-	1,200	1,200
Transfers in from Voc Ed		-	1,300	1,300
Local Revenue		-	-	-
TOTAL ALL SOURCES		-	3,000	3,000
Supporting Services				
Interest				
Capital Improvements		-	200	200
TOTAL ALL USES		-	200	200
SURPLUS/(DEFICIT)		-	2,800	2,800
Beginning Fund Balance		19,123		19,123
ENDING FUND BALANCE -- \$		19,123	2,800	21,923

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT				
Proposed Budget Amendment for the				
Fiscal Year ending June 30, 2022				
CAPITAL PROJECTS -CENTRAL CAMPUS - FUND				
			Proposed	2022 FY
		2022 Budget	Budget	Amended
		<u>Adopted</u>	<u>Amendment</u>	<u>Budget</u>
		- - -	(\$000)	- - -
Proceeds from Issuance of bonds		-	-	-
Proceeds from Grants		-	6,377	6,377
Transfers in from Gen Ed		-	-	-
Transfers in from Spec Ed		-	-	-
Transfers in from Voc Ed		-	-	-
Local Revenue		-	8	8
TOTAL ALL SOURCES		-	6,385	6,385
Supporting Services				
Interest				
Capital Improvements		6,050	1,298	7,348
TOTAL ALL USES		6,050	1,298	7,348
SURPLUS/(DEFICIT)		(6,050)	5,087	(963)
Beginning Fund Balance		7,053		7,053
ENDING FUND BALANCE – \$		1,003	5,087	6,090

2022FY GENERAL APPROPRIATION RESOLUTION – Volume 42, Report No. 81

Finance Director Auwers opened the public hearing on the proposed 2022FY operating budget at 6:25 p.m. He went on to present the factors and considerations taken in to account when formulating the preliminary budget adopted by the Board in April and reviewed by local district’s boards of education during the month of May. All districts approved the preliminary budget without feedback or comment. Mr. Goodrich made the motion to adopt the 2022FY General Appropriation Resolution and Mr. Schedeler supported. President Salsbury asked for discussion, questions, or input; a brief discussion took place concerning cautionary use of grant monies to supplement staffing. The hearing was closed at 7:02 p.m. when a roll call vote unanimously passed the following resolution:

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

BE IT RESOLVED, that the General Appropriations Resolution shall be the total appropriations of the Jackson County Intermediate School District for the fiscal year 2023. Resolution to make appropriations and to provide for the disposition of all income received by the Jackson County Intermediate School District for the following funds: General; Special Education; Career and Technical Education; Training Agency Association of Michigan; Public Purpose Trust Funds; Student / School Activity Funds: and Capital Projects.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT

Proposed Budget for the

Fiscal Year ending June 30, 2023

2022-23 MAJOR FUND OVERVIEW

	<u>GENERAL</u>	<u>SPECIAL ED</u>	<u>CTE</u>	<u>COMBINED</u>
	-	-	-	-
	(\$000)			
Local Revenue	6,433	35,516	11,550	53,499
State Sources	10,962	21,771	2,336	35,069
Federal Sources	995	7,172	329	8,496
Internal Transfers In	3,550	150	27	3,727
TOTAL ALL SOURCES	21,940	64,609	14,242	100,791
Instruction/Basic Programs	79	-	-	79
Adult & Continuing Education	-	-	-	-
Added Needs	81	19,337	7,612	27,030
Pupil Support	1,108	20,725	1,111	22,944
Instruction Support	4,532	3,557	85	8,174
General Administration	567	15	-	582
School Administration	-	438	842	1,280
Business Services	2,751	224	79	3,054
Operation & Maintenance	578	1,580	1,081	3,239
Transportation	-	4,879	39	4,918
Central Services	7,120	275	390	7,785
Community Services	417	347	283	1,047
Transfers Out	5,517	14,032	2,258	21,807
TOTAL ALL USES	22,750	65,409	13,780	101,939
SURPLUS/(DEFICIT)	(810)	(800)	462	(1,148)
Beginning Fund Balance	4,104	3,523	3,353	10,980
ENDING FUND BALANCE – \$	3,294	2,723	3,815	9,832
-- %	14.5%	4.2%	27.7%	9.6%

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
Proposed Budget for the
Fiscal Year ending June 30, 2023
GENERAL EDUCATION FUND

	2021 <u>AUDITED</u> - - -	2022 <u>Budget</u> (\$000)	2023 <u>PROPOSED</u> - - -
Local Revenue	6,163	6,471	6,433
State Sources	8,580	9,776	10,962
Federal Sources	463	590	995
Internal Transfers In	<u>3,550</u>	<u>3,550</u>	<u>3,550</u>
TOTAL ALL SOURCES	18,756	20,387	21,940
Instruction/Basic Programs	-	63	79
Adult & Continuing Education	-	-	-
Added Needs	57	62	81
Pupil Support	750	781	1,108
Instruction Support	2,985	3,635	4,532
General Administration	487	520	567
School Administration	-	36	-
Business Services	2,334	2,534	2,751
Operation & Maintenance	541	564	578
Transportation	-	-	-
Central Services	6,278	6,676	7,120
Community Services	389	319	417
Transfers Out	<u>5,202</u>	<u>5,677</u>	<u>5,517</u>
TOTAL ALL USES	19,023	20,867	22,750
SURPLUS/(DEFICIT)	(267)	(480)	(810)
Beginning Fund Balance	4,851	4,584	4,104
ENDING FUND BALANCE -- \$	4,584	4,104	3,294
-- %	24.1%	19.7%	14.5%

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
 Proposed Budget for the
 Fiscal Year ending June 30, 2023
 SPECIAL EDUCATION FUND

	2021 <u>AUDITED</u> - - -	2022 <u>Budget</u> (\$000)	2023 <u>PROPOSED</u> - - -
Local Revenue	33,854	34,311	35,516
State Sources	18,802	19,995	21,771
Federal Sources	6,794	7,037	7,172
Internal Transfers In	150	150	150
TOTAL ALL SOURCES	59,600	61,493	64,609
Instruction/Basic Programs	-	-	-
Adult & Continuing Education	-	-	-
Added Needs	14,409	16,430	19,337
Pupil Support	18,195	19,360	20,725
Instruction Support	2,716	3,557	3,557
General Administration	538	47	15
School Administration	393	382	438
Business Services	116	120	224
Operation & Maintenance	1,101	1,273	1,580
Transportation	3,579	4,485	4,879
Central Services	269	280	275
Community Services	346	353	347
Transfers Out	18,131	15,174	14,032
TOTAL ALL USES	59,793	61,461	65,409
SURPLUS/(DEFICIT)	(193)	32	(800)
Beginning Fund Balance	3,684	3,491	3,523
ENDING FUND BALANCE -- \$	3,491	3,523	2,723
-- %	5.8%	5.7%	4.2%

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
 Proposed Budget for the
 Fiscal Year ending June 30, 2023
 VOCATIONAL EDUCATION FUND

	▲ 2021 ▼ <u>AUDITED</u> - - -	▲ 2022 ▼ <u>Budget</u> (\$000)	▲ 2023 ▼ <u>PROPOSED</u> - - -
Local Revenue	10,749	11,214	11,550
State Sources	2,247	2,339	2,336
Federal Sources	283	326	329
Internal Transfers In	38	25	27
TOTAL ALL SOURCES	13,317	13,904	14,242
Instruction/Basic Programs	-	-	-
Adult & Continuing Education	-	-	-
Added Needs	6,456	6,780	7,612
Pupil Support	875	1,026	1,111
Instruction Support	140	71	85
General Administration	-	-	-
School Administration	694	783	842
Business Services	52	42	79
Operation & Maintenance	843	862	1,081
Transportation	10	27	39
Central Services	226	378	390
Community Services	195	223	283
Transfers Out	3,982	3,558	2,258
TOTAL ALL USES	13,473	13,750	13,780
SURPLUS/(DEFICIT)	(156)	154	462
Beginning Fund Balance	3,355	3,199	3,353
ENDING FUND BALANCE -- \$	3,199	3,353	3,815
-- %	23.7%	24.4%	27.7%

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT				
Proposed Budget for the				
Fiscal Year ending June 30, 2023				
TRAINING AGENCY ASSOCIATION OF MICHIGAN (TAAM) FUND				
		2021	2022	2023
		<u>AUDITED</u>	<u>Budget</u>	<u>PROPOSED</u>
		- - -	(\$000)	- - -
Local Revenue		2	4	4
State Sources		<u>65</u>	<u>113</u>	<u>65</u>
TOTAL ALL SOURCES		67	117	69
Transportation		77	65	69
Reimbursement to Districts		<u>0</u>	<u>0</u>	<u>0</u>
TOTAL ALL USES		77	65	69
SURPLUS/(DEFICIT)		(10)	52	0
Beginning Fund Balance		804	794	846
ENDING FUND BALANCE -- \$		794	846	846

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT				
Proposed Budget for the				
Fiscal Year ending June 30, 2023				
CAPITAL PROJECTS FUND				
		2021	2022	2023
		<u>AUDITED</u>	<u>Budget</u>	<u>PROPOSED</u>
		- - -	(\$000)	- - -
Transfers in from Gen Ed		700	500	0
Transfers in from Spec Ed		4,600	1,200	0
Transfers in from Voc Ed		1,750	1,300	0
Local Revenue		<u>0</u>	<u>0</u>	<u>0</u>
TOTAL ALL SOURCES		7,050	3,000	0
Supporting Services				
Interest				
Capital Improvements		<u>595</u>	<u>200</u>	<u>600</u>
TOTAL ALL USES		595	200	600
SURPLUS/(DEFICIT)		6,455	2,800	(600)
Beginning Fund Balance		12,668	19,123	21,923
ENDING FUND BALANCE -- \$		19,123	21,923	21,323

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT				
Proposed Budget for the				
Fiscal Year ending June 30, 2023				
CAPITAL PROJECTS -CENTRAL CAMPUS - FUND				
		2021	2022	2023
		<u>AUDITED</u>	<u>Budget</u>	<u>PROPOSED</u>
		-	(\$000)	-
Proceeds from Issuance of bonds		7,213	-	-
Proceeds from Grants		-	6,377	5,037
Transfers in from Gen Ed		-	-	-
Transfers in from Spec Ed		-	-	-
Transfers in from Voc Ed		-	-	-
Local Revenue		-	8	6
TOTAL ALL SOURCES		7,213	6,385	5,043
Issuance Costs		160		
Interest				
Capital Improvements		-	7,348	9,537
TOTAL ALL USES		160	7,348	9,537
SURPLUS/(DEFICIT)		7,053	(963)	(4,494)
Beginning Fund Balance		-	7,053	6,090
ENDING FUND BALANCE -- \$		7,053	6,090	1,596

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT				
Proposed Budget for the				
Fiscal Year ending June 30, 2023				
Public Purpose Trust Funds				
		2021	2022	2023
		<u>AUDITED</u>	<u>Budget</u>	<u>PROPOSED</u>
		- - -	(\$000)	- - -
Local Revenue		0	2	2
State Sources		<u>0</u>	<u>0</u>	<u>0</u>
TOTAL ALL SOURCES		-	2	2
Student Awards		1	2	3
		<u>0</u>	<u>0</u>	<u>0</u>
TOTAL ALL USES		1	2	3
SURPLUS/(DEFICIT)		(1)	-	(1)
Beginning Fund Balance		18	17	17
ENDING FUND BALANCE -- \$		17	17	16

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT				
Proposed Budget for the				
Fiscal Year ending June 30, 2023				
Student/School Activity Funds				
		2021	2022	2023
		<u>AUDITED</u>	<u>Budget</u>	<u>PROPOSED</u>
		- - -	(\$000)	- - -
Local Revenue		1	8	8
State Sources		<u>0</u>	<u>0</u>	<u>0</u>
TOTAL ALL SOURCES		1	8	8
Expenditures		2	8	8
		<u>0</u>	<u>0</u>	<u>0</u>
TOTAL ALL USES		2	8	8
SURPLUS/(DEFICIT)		(1)	-	0
Beginning Fund Balance		6	5	5
ENDING FUND BALANCE -- \$		5	5	5

Mr. Salsbury called a recess at 7:03 p.m., reconvening at 7:16 p.m.

FURNITURE PURCHASE FOR CENTRAL CAMPUS – Volume 42, Report No. 82

The administration worked with the Jackson branch of Kentwood Office Furniture (KOF) to plan and design the office and conference room furniture that will be necessary to furnish Phase 1 of the new Central Campus facility. KOF was selected because they have provided exceptional customer service in the past, the district is pleased with previous purchases, and KOF participates in the purchasing cooperative program that fulfills all state bidding requirements. The cost of the Phase 1 furniture is \$228,985 for the following areas:

- The main front office, including lobby & reception area, offices, conference rooms, “hoteling” work area for itinerant staff, and employee lunch / break room
- Early Childhood Evaluation office areas and meeting room
- Reading Recovery area including both testing room and observation room
- Library / large meeting room area
- North side office, including lobby & reception area, offices, and conference room

Mr. Scott moved to approve the Central Campus Phase 1 purchase as recommended. Mrs. Slater offered support and the motion carried:

Ayes) Slater, Goodrich, Scott, Salisbury, Schedeler

Nays) None

PRECISION MACHINING EQUIPMENT PURCHASE – Volume 42, Report No. 83

The fact that the equipment manufacturers distribute their equipment through dealers in assigned geographic territories, it was impossible to receive three competitive bids for each type of machine. TRAK bid on providing both machines. Bridgeport bid on providing the knee mill only. The two bidding vendors each have exclusive rights to the Michigan market for the respective equipment manufacturer they represent. Despite the current inflationary situation, the prices quoted are deemed to be fair. Bridgeport has been the industry standard for conventional mills for over 60 years. TRAK has been an industry leader for 40 years in conversational CNC languages, and has been building and supplying machinery to machine shops, CNC makers (including Bridgeport), and vocational schools for decades. Both vendors are deemed reliable. The bids received can be summarized as follows:

<u>Vendor</u>	<u>Equipment</u>	<u>Price</u>
<u>Knee Mill</u>		
Production Tool Supply	Bridgeport 2-Axis Knee Mill with Controller	\$39,666.79
TRAK Machine Tools	TRAK 2-Axis Knee Mill with Controller	\$29,485.40
<u>CNC Mill</u>		
TRAK Machine Tools	TRAK 3-Axis ProtoTRAK RMX CNC Mill	\$41,583.70

The administration recommended the Board award the Precision Machining Equipment purchases to TRAK Machine Tools, for both the Knee Mill and the CNC Mill. The total equipment purchase cost will be \$71,069.10 for the two machines. Funding for this project will come from the CTE capital equipment line included as part of the CTE 2023FY budget. Mr. Goodrich made the motion to authorize the purchase and award TRAK the contract, per the administration’s recommendation. Mr. Scott supported.

Ayes) Goodrich, Scott, Salisbury, Schedeler, Slater

Nays) None

CURRICULUM/TEXTBOOK PURCHASE REQUEST-JACC PROGRAMMING –
Volume 42, Report No. 84

The Jackson Area Career Center Programming Instructor reviewed program curriculum and worked with the advisory committee members to incorporate a couple of State approved credentials into the curriculum. Purchasing the recommended curriculum below will allow students the option to work toward certification of Advanced HTML5 & CSS3 Specialist, MTA HTML & CSS Programming, MTA HTMLS Application Development Fundamentals, JavaScript Specialist, and MTA Java Programming. On-line curriculum being recommended for purchase is JavaScript Specialist Guide and ESL Advanced HTML5 and CSS3 Specialist Student Guide. The cost of the purchase for JavaScript licensing is \$70/student plus \$50/student for live labs. The cost of the on-line licensing purchase for ESL Advanced HTML5 and CSS3 Specialist is \$50/student. Mr. Schedeler motion to authorize the purchase of \$9,500 for the 2022-23 school year. Mrs. Slater offered the second.

Ayes) Scott, Salsbury, Schedeler, Slater, Goodrich
Nays) None

PARENT/STUDENT HANDBOOKS – Volume 42, Report No. 85

The handbooks for the Jackson Area Career Center, the Tarrant/Young Centers, the Young Adult Program and East Campus have updates related to staff changes, staff contact information, and program dates, as expected. Each handbook includes updated information related to COVID-19 related health issues, to align with current Michigan Department of Health and Human Services and Jackson County Health Department guidelines. Pesticide and asbestos sections have been updated to reflect recent inspections, schedules for pesticide treatment and the type of products used. There are a couple of updates that were included to explain existing practices at individual programs (e.g., a new section on transportation for East Campus; new sections on job placement and the behavior expectation of truthful participation in investigations for JACC). The Board will also notice the JACC mission and vision statements were revised by the School Improvement team. A new or updated statement was added to each of the handbooks to explain how situations that are not addressed in the handbook specifically, will be addressed by the school administration. Finally, some minor changes were made to clarify and/or to correct minor errors. Mr. Goodrich moved to adopt the 2022-23 handbooks as presented. Mr. Schedeler supported and the motion carried by a unanimous show of hands.

FOR INFORMATION

98b LEARNING GOALS REPORT – Volume 42, Report No. 86

Public Act 48 of 2021 required districts to establish learning goals for the 2021-22 school year. At the end of the 2021-22 school year, the progress toward these goals is to be reported to the board of education and posted to the district's transparency page on their website by the last day of school. The data has been posted and the results of the work was shared with the Board.

ANNUAL REPORT ON BULLYING – Volume 42, Report No. 87

The Board was provided a comprehensive report on bullying incidents, and the actions taken, in JCISD operated classrooms during the 2021-22 school year.

ADJOURNMENT

Mr. Schedeler motioned to adjourn the meeting; Mr. Goodrich offered the second. The regular meeting of the Board of Education was adjourned at 8:03 p.m. by a unanimous show of hands.

REPORTS

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Organization Meeting – July 19, 2022
Volume 43, Report No. 1

ELECTION OF OFFICERS & COMMITTEE ASSIGNMENTS

Subject: Board Officers and Standing Committee Assignment

Election of Board Officers

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

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

It further states:

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

The Board Policy, states:

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

Committee Assignment

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

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

The two standing committees, to which the President of the Board will make assignments for the upcoming 2022-23 year, are the Grievance Hearing Committee, and the Expulsion Hearing Committee.

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

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Organization Meeting – July 19, 2022
Volume 43, Report No. 2

PERSONNEL MATTERS AND RECOMMENDATIONS

A. EMPLOYMENT – FOR ACTION

1. Administrative, Managerial & Technical Staff

- a. Toby Montgomery 08/01/2022
School Psychologist
Special Education

Mr. Toby Montgomery is being hired as IT Systems Support for the Technology Department, effective August 1, 2022. This vacancy resulted from the resignation of Ms. Jennifer Green. Mr. Montgomery will be placed within the technical/operational salary schedule, consistent with his experience.

2. Certified Staff

- a. Haley Wilcox 08/18/2022
School Psychologist
Special Education

Ms. Haley Wilcox is being hired as a School Psychologist for the Special Education Department, effective August 18, 2022. This vacancy resulted from the retirement of Ms. Anne Thelan. Ms. Wilcox will be placed within the JIEA certified salary schedule, consistent with her experience.

- b. Cinamon Branigan 08/18/2022
School Social Worker/Community School Engagement Specialist
Special Education

Ms. Cinamon Branigan is being hired as a School Social Worker/Community School Engagement Specialist for the Special Education Department, effective August 18, 2022. This vacancy resulted from the resignation of Ms. Brittany Carpenter. Ms. Branigan will be placed within the JIEA certified salary schedule, consistent with her experience.

- c. Whitney Collins 08/18/2022
School Social Worker/Community School Engagement Specialist
Special Education

Ms. Whitney Collins is being hired as a School Social Worker/Community School Engagement Specialist for the Special Education Department, effective August 18, 2022. This is a new FTE for the 2022-2023 school year. Ms. Collins will be placed within the JIEA certified salary schedule, consistent with her experience.

- d. Cheryl Gilpin 08/18/2022
 Teacher Consultant
 Special Education

Ms. Cheryl Gilpin is being hired as a Teacher Consultant for the Special Education Department, effective August 18, 2022. This vacancy resulted from the retirement of Ms. Melissa Weaver. This is the position that was left to be filled after three internal assignment changes were made. Ms. Gilpin will be placed within the JIEA certified salary schedule, consistent with her experience.

- e. Cara Brown 08/18/2022
 Teacher
 Special Education

Ms. Cara Brown is being hired as a Teacher for the Special Education Department, effective August 18, 2022. This is a new FTE for the 2022-2023 school year. Ms. Brown will be placed within the JIEA certified salary schedule, consistent with her experience.

3. Non-Certified Staff

- a. Harriett Taraskiewicz 08/18/2022
 Teacher Assistant
 Special Education

Ms. Harriett Taraskiewicz is being hired as a Teacher Assistant for the Special Education Department, effective August 18, 2022. This vacancy resulted from the resignation of Ms. Brianna Brooks. Ms. Taraskiewicz will be placed within the teacher assistant salary schedule, consistent with her experience.

- b. William Baird 08/18/2022
 Teacher Assistant
 Special Education

Mr. William Baird is being hired as a Teacher Assistant for the Special Education Department, effective August 18, 2022. This vacancy resulted from the resignation of Ms. Christine Bailey. Mr. Baird will be placed within the teacher assistant salary schedule, consistent with his experience.

- c. Nathaniel Rhoades 08/18/2022
 Teacher Assistant-Visual Impairment Support
 Special Education

Mr. Nathaniel Rhoades is being hired as a Teacher Assistant-Visual Impairment Support for the Special Education Department, effective August 18, 2022. This is a new FTE for the 2022-2023 school year. Mr. Rhoades will be placed within the teacher assistant salary schedule, consistent with his experience.

- d. Logan Southworth 07/20/2022
Bus Attendant
Transportation

Mr. Logan Southworth is being hired as a Bus Attendant for the Transportation Department, effective July 20, 2022. This vacancy was created after the promotion of an internal employee. This position was the vacancy left to be filled. Mr. Southworth will be placed within the bus attendant salary schedule, consistent with his experience.

- e. Keyanna Maben 07/20/2022
Bus Attendant
Transportation

Ms. Keyanna Maben is being hired as a Bus Attendant for the Transportation Department, effective July 20, 2022. This vacancy resulted from the resignation of Mr. Austin Hudgens. Ms. Maben will be placed within the bus attendant salary schedule, consistent with her experience.

- f. Gwynne Demeuse 08/18/2022
Teacher Assistant
Special Education

Ms. Gwynne Demeuse is being hired as a Teacher Assistant for the Special Education Department, effective August 18, 2022. This is a new FTE for the 2022-2023 school year. Ms. Demeuse will be placed within the teacher assistant salary schedule, consistent with her experience.

- g. Ashley Macklin 08/18/2022
Teacher Assistant
Special Education

Ms. Ashley Macklin is being hired as a Teacher Assistant for the Special Education Department, effective August 18, 2022. This is a new FTE for the 2022-2023 school year. Ms. Macklin will be placed within the teacher assistant salary schedule, consistent with her experience.

- h. Heather Matthews 08/18/2022
Teacher Assistant
Special Education

Ms. Heather Matthews is being hired as a Teacher Assistant for the Special Education Department, effective August 18, 2022. This is a new FTE for the 2022-2023 school year. Ms. Matthews will be placed within the teacher assistant salary schedule, consistent with her experience.

- i. Stephanie Shannon 08/18/2022
Teacher Assistant
Special Education

Ms. Stephanie Shannon is being hired as a Teacher Assistant for the Special Education Department, effective August 18, 2022. This is a new FTE for the 2022-2023 school year. Ms. Shannon will be placed within the teacher assistant salary schedule, consistent with her experience.

- j. Rayshad Anderson 08/18/2022
Teacher Assistant
Special Education

Mr. Rayshad Anderson is being hired as a Teacher Assistant for the Special Education Department, effective August 18, 2022. This is a new FTE for the 2022-2023 school year. Mr. Anderson will be placed within the teacher assistant salary schedule, consistent with his experience.

- k. Erica Waldron 08/18/2022
Teacher Assistant
Special Education

Ms. Erica Waldron is being hired as a Teacher Assistant for the Special Education Department, effective August 18, 2022. This is a new FTE for the 2022-2023 school year. Ms. Waldron will be placed within the teacher assistant salary schedule, consistent with her experience.

- l. Cassidy Smith 08/18/2022
Teacher Assistant
Special Education

Ms. Cassidy Smith is being hired as a Teacher Assistant for the Special Education Department, effective August 18, 2022. This is a new FTE for the 2022-2023 school year. Ms. Smith will be placed within the teacher assistant salary schedule, consistent with her experience.

- m. Nichole Eader 08/18/2022
Teacher Assistant
Special Education

Ms. Nichole Eader is being hired as a Teacher Assistant for the Special Education Department, effective August 18, 2022. This is a new FTE for the 2022-2023 school year. Ms. Eader will be placed within the teacher assistant salary schedule, consistent with her experience.

- n. Brandon Ostrowski 08/18/2022
 Teacher Assistant
 Special Education

Mr. Brandon Ostrowski is being hired as a Teacher Assistant for the Special Education Department, effective August 18, 2022. This is a new FTE for the 2022-2023 school year. Mr. Ostrowski will be placed within the teacher assistant salary schedule, consistent with his experience.

4. Adult Career Enrichment Staff

- a. Nancy MacKenzie 07/20/2022
 Part-Time Instructor-Certified Nurse Aid
 Adult Career Enrichment

Ms. Nancy Mackenzie is being hired as a Part-Time Instructor-Certified Nurse Aide for the Adult Career Enrichment Program at the Jackson Area Career Center, effective July 20, 2022. This is a new FTE based on increased demand for training within the program. Ms. MacKenzie will be paid the standard hourly rate for the Adult Career Enrichment Instructors.

B. SEPARATION OF EMPLOYMENT – FOR INFORMATION

1. Administrative, Managerial & Technical Staff

- a. Mark Pogliano 07/08/2022
 Principal – Jackson Area Career Center
 Career & Technical Education

Mr. Mark Pogliano provided notice of his resignation from his Principal position for the Jackson Area Career Center, effective July 8, 2022, which was accepted by the Superintendent on behalf of the Board on June 30, 2022. Mr. Pogliano started employment with us on January 21, 2013. The administration has promoted Mr. Daniel Draper to fill this vacancy.

2. Certified Staff

- a. Sonya Wickens 06/30/2023
 Teacher Consultant
 Special Education

Ms. Sonya Wickens provided notice of her retirement from her Teacher Consultant position for the Special Education Department, effective June 30, 2023, which was accepted by the Superintendent on behalf of the Board on July 11, 2022. Ms. Wickens started employment with us on August 30, 2012. The administration has not yet posted this vacancy.

- b. Julie May 08/18/2023
Teacher
Special Education

Ms. Julie May provided notice of her retirement from her Teacher position for the Special Education Department, effective August 18, 2023, which was accepted by the Superintendent on behalf of the Board on July 11, 2022. Ms. May started employment with us on September 4, 1979. The administration has not yet posted this vacancy.

- c. Martha Tyler 06/30/2023
Teacher Consultant
Special Education

Ms. Martha Tyler provided notice of her retirement from her Teacher Consultant position for the Special Education Department, effective June 30, 2023, which was accepted by the Superintendent on behalf of the Board on July 11, 2022. Ms. Tyler started employment with us on August 26, 1996. The administration has not yet posted this vacancy.

- d. Marsha McHugh 08/16/2023
Psychologist
Special Education

Ms. Marsha McHugh provided notice of her retirement from her Psychologist position for the Special Education Department, effective August 16, 2023, which was accepted by the Superintendent on behalf of the Board on July 11, 2022. Ms. McHugh started employment with us on August 31, 1987. The administration has not yet posted this vacancy.

3. Non-Certified Staff

- a. Leigh Headley 07/08/2022
Bus Attendant
Transportation

Ms. Leigh Headley provided notice of her resignation from her Bus Attendant position for the Transportation Department, effective July 8, 2022, which was accepted by the Superintendent on behalf of the Board on June 21, 2022. Ms. Headley started employment with us on February 8, 2021. The administration has posted this vacancy.

- b. Bryon Friend 07/29/2022
 Bus Attendant
 Transportation

Mr. Bryon Friend provided notice of his resignation from his Bus Attendant position for the Transportation Department, effective July 29, 2022, which was accepted by the Superintendent on behalf of the Board on July 11, 2022. Mr. Friend started employment with us on February 8, 2021. The administration has posted this vacancy.

- c. Lisa Glandorf 06/30/2023
 Teacher Assistant
 Special Education

Ms. Lisa Glandorf provided notice of her retirement from her Teacher Assistant position for the Special Education Department, effective June 30, 2023, which was accepted by the Superintendent on behalf of the Board on July 11, 2022. Ms. Glandorf started employment with us on July 8, 2005. The administration has not yet posted this vacancy.

- d. Lori Lapp 06/30/2023
 Teacher Assistant
 Special Education

Ms. Lori Lapp provided notice of her retirement from her Teacher Assistant position for the Special Education Department, effective June 30, 2023, which was accepted by the Superintendent on behalf of the Board on July 11, 2022. Ms. Lapp started employment with us on September 14, 1996. The administration has not yet posted this vacancy.

- e. Denise Tochman 06/30/2023
 Teacher Assistant
 Special Education

Ms. Denise Tochman provided notice of her retirement from her Teacher Assistant position for the Special Education Department, effective June 30, 2023, which was accepted by the Superintendent on behalf of the Board on July 11, 2022. Ms. Tochman started employment with us on September 14, 1996. The administration has not yet posted this vacancy.

C. LEAVE OF ABSENCE - FOR ACTION

1. Non-Certified Staff

- a. Cheryl Curtis 06/30/2022
 Teacher Assistant
 Special Education

Ms. Cheryl Curtis has been on unpaid leave pursuant to the terms of the Jackson Intermediate Education Association collective bargaining agreement. Her one year leave period expired on June 29, 2022. The labor agreement establishes a general expectation that such leaves will not be extended beyond one year, but indicates exceptions may be made in extraordinary circumstances. Ms. Curtis is actively pursuing a disability retirement benefit at this time. The administration recommends the Board grant her request to extend her unpaid leave of absence for a reasonable period to complete the retirement system's disability retirement review process, which may take a few months. Depending on the outcome of her disability application, Ms. Curtis will resign or retire. The administration will proceed to fill her position for the new school year.

D. REVISED HIRE DATES - FOR INFORMATION

1. Certified Staff

- | | |
|--|------------|
| a. Austin Childs
Teacher
Special Education | 08/18/2022 |
|--|------------|

Mr. Austin Childs was on the May personnel report with August 22, 2022 as his date of hire. After the May board meeting, it was determined that a day of professional development will be offered to the Special Education Staff on August 18, 2022. As a result, Mr. Childs' new date of hire will be August 18, 2022.

- | | |
|---|------------|
| b. McKenzie Smoyer
Psychologist
Special Education | 08/18/2022 |
|---|------------|

Ms. McKenzie Smoyer was on the May personnel report with August 22, 2022 as her date of hire. After the May board meeting, it was determined that a day of professional development will be offered to the Special Education Staff on August 18, 2022. As a result, Ms. Smoyer's new date of hire will be August 18, 2022.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
 BOARD OF EDUCATION
 Organization Meeting – July 19, 2022
 Volume 43, Report No. 3

PERSONNEL MATTERS AND RECOMMENDATIONS

Subject: Resolution Honoring Employees’ Longevity

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

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

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

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

<u>Employee Name</u>	<u>Assignment</u>	<u>Years of Service</u>
Christine Anderson	Bus Driver	5
Wendy Bell	Early Childhood Specialist	5
Patricia Blair	Counselor	5
Catherine Brubaker	Early Childhood Specialist	5
Kelly Caldwell	Teacher Consultant	5
Lorie Colleer	Bus Attendant	5
Melissa Corona	Employee Benefits Specialist II	5
Denise Cough	Secretary II	5
Shari Cratsenburg	Teacher Assistant	5
Emily Culy	Special Education Supervisor	5
Kelly Curl	Teacher Assistant	5
Lauren Deramus	Teacher Consultant	5
Abby Dunigan	Teacher	5
Joshua Frye	Network Engineer	5
Lauren Harris	Speech Pathologist	5
Janna Hogan	Special Education Supervisor	5
Erin Hull	Instructor	5
Nicholas Hutchison	Math Consultant	5
Jamie Joseph	Teacher	5
Gina Lobbestael	Teacher Assistant	5

Katherine McKinney	School Nurse	5
Craig Moore	Lead Network Engineer	5
Ashleigh Moro	Teacher	5
William Pogue	Instructor	5
Marshawn Selby	Teacher Assistant	5
Tovah Sheldon	Director of Instruction	5
Melissa Styles	Teacher Assistant	5
Anita Swan	Secretary II	5
Cathern Taylor	Teacher Assistant	5
Ronda Applegate	Instructor	10
Timothy Casey	IT Technician	10
Katherine Czolgosz	Psychologist	10
Emily Fish	Teacher Consultant	10
Angela Mitchell	Special Education Supervisor	10
Dennis Phillips	Database Applications Specialist I	10
Joni Vernia	Teacher	10
Megan Walker	Teacher	10
Linda Young	Bus Driver	10
Jeremy Adams	Technical Services Coordinator	15
Shannon Degan	Director of Technology & Collaborative Services	15
Paul Denkins	Instructor	15
Conan Furtwangler	Instructional Assistant	15
Jason Gehrke	Instructor	15
Roberto Gigliotti	Teacher	15
Lisa Glandorf	Teacher Assistant	15
Courtney Horsfall	Speech Pathologist	15
Kathy Miller	Teacher	15
Benjamin Muscott	Information Systems Supervisor	15
Jessica Nichols	Special Education Supervisor	15
Kimberly Otto	Orientation & Mobility Specialist	15
Katheryn Patterson	School Nurse	15
Christina Stark	Teacher Consultant	15
Melissa Stultz	Psychologist	15
Tracy Swope	Language Arts Consultant	15
James Ykimoff	Maintenance II	15
Kelly Collins	Teacher	20
Kim Cubberly	Speech Pathologist	20
Tamara Dobbin	Student Data Coordinator II	20
Paula Freehling	Counselor	20
Holly Goodman	Teacher Consultant	20
Jerry Lauraine	Head Custodian	20
Jason MacGuinness	Teacher Assistant	20
Andrew May	Occupational Therapist	20
Maeghan McCormick	Lead Education Consultant - Literacy	20
Tammy Minder	Secretary II	20
Amanda Rand	Teacher Consultant	20

Jessica Straub	Teacher Consultant	20
Jason Welsh	Instructor	20
Dawn Bailey	Teacher Assistant	25
Janis Barratt	Teacher Assistant	25
Heather Kuhl	Bus Driver	25
Cheryl Lemons	Assistant Director of Human Resources	25
Hollie Nelson	Teacher Assistant	25
Melinda Boyd	Teacher	30
Margaret Kloeckner	Social Worker	30
Linda Spisak	Social Worker	30
Marsha McHugh	Psychologist	35

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

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

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Organization Meeting – July 19, 2022
Volume 43, Report No. 4

FOR ACTION

Subject: Board of Education Monthly Meetings

Public Act of 267 of 1976 under Section 5 states:

- “(1) A meeting of a public body shall not be held unless public notice is given as provided in this section by a person designated by the public body;
- (2) For regular meetings of a public body there shall be posted within 10-days after the first public meeting of the public body in each calendar or fiscal year, a public meeting notice stating the dates, times, and places of its regular meetings;
- (3) If there is a change in the schedule of regular meetings of a public body, there shall be posted within three (3) days after the meeting at which the change is made, a public notice stating the new dates, times, and places of its meetings;
- (4) For a rescheduled regular or special meeting of a public body, a public notice stating the date, time, and place of the meeting shall be posted at least eighteen (18) hours before the meeting. The requirement of an 18-hour notice shall not apply to special meetings of sub-committees;
- (5) A meeting of a public body which is recessed for more than thirty-six (36) hours shall be reconvened only after public notice, which is equivalent to that required under Subsection 4, has been posted.”

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

Should the Board establish Tuesday as a regular meeting day, it is proposed the board adopt a schedule establishing the third Tuesday of each month.

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

Should the Board choose to approve the proposed schedule for the 2022-23 year, it is recommended the following resolution be adopted:

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

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

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

NOW, THEREFORE, BE IT RESOLVED, the Board of Education of the Jackson County Intermediate School District shall meet each month on the third Tuesday as regularly scheduled meetings throughout the 2022-23 school year:

August 16, 2022

September 20, 2022

October 18, 2022

November 15, 2022

December 20, 2022

January 17, 2023

February 21, 2023

March 21, 2023

April 18, 2023

May 16, 2023

June 20, 2023

July TBD

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Organization Meeting – July 19, 2022
Volume 43, Report No. 5

FOR ACTION

Subject: Financial Institutions

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

It is recommended the following institutions be approved for banking, investments and credit functions in the 2023 fiscal year:

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

There are no additions nor deletions to the list of financial institutions the district plans to use in 2023 compared to the previous year.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Organization Meeting – July 19, 2022
Volume 43, Report No. 6

FOR ACTION

Subject: School Board Attorney Retainer

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

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

It is recommended for the 2022-23 fiscal year, the Jackson County Intermediate School District continue to retain the Thrun Law Firm, P.C.; Wilkinson Barker Knauer, L.L.P.; and Clark Hill P.L.C.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Organization Meeting – July 19, 2022
Volume 43, Report No. 7

FOR ACTION

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

The new school year for the Michigan Association of School Boards (MASB) began July 1, 2022. Services this organization provides are wide and varied, including publications, government relations, legal services, seminars and workshops, and affiliation with the non-profit insurance firm of MASB-SET. The District's membership dues for 2022-23 are \$4,352. Dues are calculated on a sliding scale using the size of the county school districts and student population. The Jackson County Intermediate School District's dues are based upon the Michigan Department of Education audited fall pupil count of 22,580.

In addition, for those who were members of the Legal Trust Fund, which includes the Jackson County Intermediate School District, the renewal fee for the 2022-23 year is \$83. This fund provides financial and legal assistance to districts faced with lawsuits having major statewide impact on school district operations.

This item is presented for Board consideration to determine whether or not to renew membership in the MASB for the 2022-23 school year. Dependent upon the Board's decision in this regard, nominations are sought for the 2022-23 voting delegate and alternate.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Organization Meeting – July 19, 2022
Volume 43, Report No. 8

FOR ACTION

Subject: JACC Visual Communications Purchase-Digital Press Acquisition

The Jackson Area Career Centers offers real-world technical training in 21 different programs. One of these programs is in Visual Communications. This program introduces a broad spectrum of the Visual Communications industry, and provides students the opportunity to express their creativity and learn design and production techniques. Visual Communications is a two year program where students rotate among three instructors to learn visual design fundamentals and then operate in a real-world design and production environment using current production equipment and computer technology.

One important piece of equipment frequently used is a professional-level printing press. In the past, the program utilized an AB Dick 9905 2/2 traditional color off-set press. This press is over 40 years old. This machine served the school well, but it is no longer easily serviced, and it also no longer the industry-standard for modern professional and educational environments.

The Instructors and District Administration have worked together to examine possible replacement equipment applicable to the current digital print industry in Michigan. We obtained quotes from three leading digital press manufacturers.

- 1) Konica Minolta – C4070 AccurioPress (70 PPM), with large capacity tray, 100 sheet staple and 2/3 hole punch finishing, IC-609 Konica Controller, AccurioPro Color Manager and Flux Essentials, MYIRO Spectrophotometer, \$41,712.82 via the Sourcewell Cooperative Purchasing Agreement
- 2) Konica Minolta – C4070 AccurioPress (70 PPM), with large capacity tray, 100 sheet staple and 2/3 hole punch finishing, IC-409 EFI Fiery Controller, EFI Spectrophotometer, \$43,158.72 via the Sourcewell Cooperative Purchasing Agreement
- 3) Ricoh – C5310 Pro Press (80 PPM) with large capacity tray, 100 sheet staple and 2/3 hole punch finishing, EFI Fiery Controller, EFI Spectrophotometer, \$44,255.00 via the OMNIA Partners Cooperative Purchasing Agreement
- 4) Ricoh – C5300 Press (65 PPM) with large capacity tray, 100 sheet staple and 2/3 hole punch finishing, EFI Fiery Controller, EFI Spectrophotometer, \$41,675.00 via the OMNIA Partners Cooperative Purchasing Agreement
- 5) Xerox of America – Versant 280 Color Press (80/65 PPM), large capacity tray, 100 sheet staple and 2/3 hole punch finishing, EFI Fiery Controller, EFI Spectrophotometer. \$41,791.00 via the OMNIA Partners Cooperative Purchasing Agreement

All five of these options include a multi-year service agreement that includes the cost of maintenance (parts and labor), toner, and staples for an additional cost of less than 1 cent per black impression and 4 cents per color impression. All of the machines with the EFI Fiery controller also include an on-line training portal to help facilitate training on the various aspects of the press.

In the Jackson County area, the most common digital presses located in professional production print shops are manufactured by Konica Minolta. The university with the largest print-based Bachelor's program in Michigan also uses Konica Minolta machines.

The Administration recommends the Board approve the purchase of option #2 above, a new Konica Minolta C4070 AccurioPress with the EFI Fiery Controller for \$43,158.72. If approved, this equipment will be purchased immediately using budgeted CTE Capital Outlay funds with an anticipated delivery in late August 2022.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Organization Meeting – July 19, 2022
Volume 43, Report No. 9

FOR ACTION

Subject: Central Campus Phase 1 Site Plan Cost Modifications

When concerned citizens raised the issue about the impact of the original Central Campus site plan to a few large trees on the property back in December 2021, that started a process involving a significant amount of rework and revision to the site plan. This impacted the Construction Manager, the subcontractor responsible for both excavation and paving, as well as the architect and supporting engineering team. As has already been explained to the Board, the delay while these discussions were ongoing, and the ultimate decision in March 2022 to implement a revised site plan, resulted in the planned opening of the Central Campus facility being postponed from August 2022 to January 2023. There were also project cost implications. This report is intended to explain to the Board the cost modifications to Phase 1 of the project that result from the discussions regarding the site plan, and the ultimate decision to implement a revised site plan.

Architectural & Engineering Fees

When the concerns were first raised, the architect and civil engineer were almost immediately involved in analyzing alternative site plan options, developing some options into actual concepts for the district's consideration, supplying information to administration, answering questions, meeting with the City of Jackson, communicating with the County Drain Commissioner, and more. When the decision was made to implement an alternative site plan, that necessitated a significant amount of "re-work" for the architect and civil engineering team. The new site plan concept had to be fully developed, engineered, and shepherded through the regulatory review and approval process, including the new storm water management system. All of this was re-work because that level of detail work had already been done this for the original site plan.

Because the site plan solution involved a significantly expanded parking lot on the west side of the building, originally planned for Phase 2 of the project, the line between Phase 1 and Phase 2 became blurred. The site plan work on the west side will stay in Phase 2, but the expanded parking lot and drives on the west side drove the need for a significantly expanded storm water management system, some of which is being implemented now as part of Phase 1 (e.g., large detention pond on the south side of the building). The bottom line is that the Architectural and Engineering (A&E) fees related to the revised site plan total \$69,750, plus any reimbursable expenses. Some of that total is Phase 1 rework, and some is a pull ahead of A&E expense that would have been incurred in Phase 2.

Additionally, while working to implement the playground, there has been excellent coordination between the Construction Manager, the excavator, and the playground company. However, it became necessary to also involve the architect and civil engineer. This was primarily because there are so many underground utilities in the courtyard areas where the playground equipment will be installed.

In order to avoid an issue with footings for the playground equipment and the underground utilities, it was necessary to do a complete survey and mapping of the two courtyards. The additional A&E fee for this additional work related to the playground is \$12,750, plus any reimbursable expenses.

Excavation and Paving Costs

The scope of work for the subcontractor responsible for excavating and paving changed significantly as a result of the revised site plan. Using prices established in the subcontractor's original winning bid (\$ per lineal foot of curb, \$ per square foot of sidewalk, \$ per cubic yard of fill dirt / gravel base / asphalt, etc.) the subcontractor has priced out all the changes and this has been reviewed in detail by the Construction Manager. There are many deductions, and many additions. At a macro level, all these deletions and additions have been grouped and combined into four (4) Change Order requests:

1. Large deduction (\$112,043) for removing the parking lot previously planned for the north side of the building
2. Large addition (\$172,764) for a revised and expanded storm water management system (some of which is driven by the large west side parking lot to be implemented as part of Phase 2) and additional sidewalk to create a walking path around the building (would probably also have been added in Phase 2)
3. Large addition (\$120,472) related to poor soils unexpectedly found on the north side of the building. This situation would have been encountered regardless of the site plan revision.
4. Several miscellaneous additions and deletions, not all related to the site plan revision or timing delay, that net to an addition of \$13,509

The grand total of these four Change Order requests is an addition to project cost of \$194,702.

The Administration believes that all these changes and Phase 1 cost modifications are required for the proper execution of the Central Campus renovation project. Most of these cost changes are a direct result of the decision to revise the site plan, some are related to that decision but represent costs that would have been incorporated in Phase 2 of the project anyway, and a few of the changes are not directly related to the revised site plan. There will also be additional project cost in Phase 2 which are a direct result of revising the site plan, specifically the significantly larger parking area and roadway structure on the west side of the building.

The Administration's focus is on the execution of the total Central Campus renovation project, including both Phase 1 and Phase 2. This report is provided so that the Board and the public can understand the impact of site plan change to the project; it is not intended to shift the focus away from the overall total execution of both Phase 1 and Phase 2 of the project.

The Administration recommends the Board approve the following Phase 1 site plan related cost modifications:

1. Additional A&E fees related to the revised site plan - \$69,750
2. Additional A&E fees related to the playground implementation - \$12,750
3. Additional excavation and paving costs from the 4 submitted Change Orders which total to a net additional cost of \$194,702

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Organization Meeting – July 19, 2022
Volume 43, Report No. 10

FOR ACTION

Subject: Board Goals for 2022-23 School Year

Based on discussions held at the Board workshop on July 14, 2022, the following are the administration's recommendations for board goals for this school year. Reporting will take place throughout the school year to update the Board on progress toward these goals.

Academic Goals

- JACC: See attached [SIP Goals](#)
- Tarrant/Young/Center-Based Programs:
 - All students in JCISD Special Education operated classrooms will attain 90% of all IEP goals related to behavior, communication and movement as measured by progress reports and locally developed rubrics.
 - All students in JCISD Special Education operated classrooms will attain 90% of Math and Reading IEP goals, as measured by progress reports, and appropriately selected pre and post testing.
 - 80% of students at the Jackson County Youth Center, who are residents for both pre and post testing, will demonstrate growth in Math and Reading as measured by STAR assessments.
- JCISD administration will co-create with constituent district superintendents a countywide "Instructional Task Force" with a specific focus on instructional practices that make a difference in the classroom.

Operational Goals

JCISD administration will review the business models for the technology consortium, business services, and student data collection services and make recommendations for changes needed to better meet the demands of the current environment.

JCISD administration will review its current Administrative, Managerial and Technical Personnel Handbook compensation scales and recommend appropriate steps based on the results of the study.

JCISD will continue to work on strategies to address retention and attraction of candidates for employment.

- Implement an RFP for a more user friendly on-line application system.
- Review and update job descriptions.

JCISD will participate in the development of a proposed Alternative Path for Teacher Certification with other ISD's across the state.

The JCISD will work to increase the number of stakeholders engaged with JCISD programming and support. This includes:

- Increasing enrollment at JACC.
- Providing information to voting constituents on the May Enhancement Millage
- Providing information to the community/parents on the purpose of the new Central Campus
- Increasing the number of educators, administrators and other leaders participating in professional development, coaching, networking, and technical assistance and measure the impact of the work.

JCISD administration will work toward completion of the Central Campus, including developing operational plans to have all students in the building by the fall of 2023.

- Administration will work to level all JCISD operated special education classrooms to ensure appropriate least restrictive placements as we move into Central Campus.

JCISD special education support personnel will work closely with our LEAs to improve graduation rates for students with IEPs in LEA classrooms over the next 2-3 years.