

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

AGENDA

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- III. APPROVAL OF MINUTES:
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 - September 20, 2022 Closed Session Minutes1
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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
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 – September 20, 2022

PROPOSED MINUTES

The regular meeting of the Board of Education of the Jackson County Intermediate School District was held on Tuesday, September 20, 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 5:00 p.m. Board members participating were: David Salsbury, President; Erin Slater, Vice President; Douglas Schedeler, Secretary; Blaine Goodrich, Trustee; and Douglas Scott, Treasurer. Board members absent: none.

Meeting with the Board were Maureen Keene, Assistant 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:

Roger Auwers, Kaci Babineau, Carlene Lefere, Tovah Sheldon, Janelle Buchler, Kimberly Brown, William Solomon, Katie Kreger, Helene Jensen, Santino Gaitan, Jennifer Biddinger, Dan Draper, Lauren Kyser

Zoom: two viewers.

APPROVAL OF MINUTES

Motion to approve the minutes of the August 16, 2022 regular meeting unanimously carried by show of hands. (M: Scott/Schedeler)

FINANCE REPORT

Motion to accept the month-end financial report, and approve the estimated travel costs of four members to attend the fall MASB Leadership conference, carried by a roll call vote. (M: Schedeler/Slater)

Ayes) Salsbury, Schedeler, Slater, Goodrich, Scott

Nays) None

CORRESPONDENCE AND INFORMATION

Dr. Tovah Sheldon, Ph.D., and the JCISD Director of Learning Services, was congratulated for her achievement in having recently been awarded a doctoral degree.

VISITOR RECOGNITION AND COMMENT

Jennifer Biddinger, 597 Royal Dr., Jackson, Michigan, spoke on the topic of “teaching children truth.”

SPECIAL REPORTATTENDANCE AND TRUANCY SUMMER PROGRAMMING & TASKFORCE-

Volume 43, Report No. 17

Chronic, student absenteeism increased in recent years for a variety of reasons. The Learning Services Whole Child team—specifically, the Attendance, Truancy, and Special Populations Coordinator—worked innovatively with local districts, courts, and partners to pilot a summer program to ensure year-round support, intervention, and the formation of a stakeholder taskforce.

PERSONNEL MATTERS AND RECOMMENDATIONSPERSONNEL ACTION ITEMS AND INFORMATION- Volume 43, Report No. 18

Motion to approve the hiring recommendations carried by a roll call vote.

(M: Scott/Slater)

Ayes) Schedeler, Slater, Goodrich, Scott, Salisbury

Nays) None

Paul Smith, September 1, 2022; Jeanelle Wonders, August 29, 2022; Kendra Leib, September 26, 2022; Jacob Schinck, September 21, 2022; Maximus Price, September 12, 2022; Cody Gillaspie, August 30, 2022; Jose Delossantos, September 26, 2022; Lauren Kyser, September 21, 2022; Candace Beck, August 22, 2022; Melissa Dunklin, September 21, 2022; Kameron Lewis, August 22, 2022; Joseph Ohlerich, September 12, 2022; Shauna Taylor, September 6, 2022; Brandi Heinzerling, September 12, 2022; James Lindahl, September 21, 2022; Kodi Allen, September 21, 2022; Ellen Gurecki, September 26, 2022; Jennifer Cuatt, September 19, 2022; Victoria Heistan, September 21, 2022; Bikka Jha, September 26, 2022; and, Adam Ulbin, September 21, 2022,

Information concerning separations shared: Shawna Breneman, September 15, 2022; Sarah Roden, August 17, 2022; Scott Jakob, August 19, 2022; Paul Hudson, August 26, 2022; Tana Moore, August 22, 2022; Nancy Harris, September 1, 2022; and, Alyssa Sargent, September 13, 2022.

REPORTS FOR ACTIONNEOLA Policy Update-Weapons – Volume 43, Report No. 19

State law allows the Board to authorize the administration to contract with security staff to carry weapons, and does not restrict such contractors to carrying weapons in a concealed manner: recommended for approval were two policy amendments #7217 and #8142.01. The updated policies allow the superintendent to direct that a contracted security officer carry a weapon in the District's weapon-free zones, either openly or in a concealed manner, in accordance with state law. Motion to adopt policies 7217 and 8142.01, as amended and recommended by the administration, carried by a unanimous roll call vote. (M: Goodrich/Scott)

Ayes) Slater, Goodrich, Scott, Salisbury, Schedeler

Nays) None

SECURITY SERVICES CONTRACT WITH DK SECURITY –

Volume 43, Report No. 20

Motion to award a contract to DK Security for armed security services in JCISD facilities and properties, for the school year of 2022-23, with a total approximate cost of \$200,000 (two-thirds paid Special Ed and one-third paid CTE and General Ed funds), a Michigan based company and the most cost efficient of the qualified bidders carried unanimously. (M: Scott/Slater)

Ayes) Goodrich, Scott, Salsbury, Schedeler, Slater

Nays) None

ARCHITECT FOR PHASE II OF CENTRAL CAMPUS RENOVATION –

Volume 43, Report No. 21

The Board approved securing the services of Covalle Group Architects PLLC as architect for the Phase II of the Central Campus renovation project at a lump sum price, plus contingency, totaling \$367,750. (M:Schedeler/Goodrich)

Ayes) Goodrich, Scott, Salsbury, Schedeler, Slater

Nays) None

REPORTS FOR INFORMATION

UPCOMING VEHICAL PURCHASE NEEDS – Volume 43, Report No. 22

After hearing the administration’s report on the need to purchase four passenger vehicles, and in consideration of the current challenges in the supply chain, a motion to move this item to action and authorize up to, not to exceed, \$170,000 for the purchases, passed unanimously. (M: Scott/Slater)

Ayes) Scott, Salsbury, Schedeler, Slater, Goodrich

Nays) None

CLOSED SESSION/Collective Bargaining

Closed session was called at 6:17 p.m. for the purpose of collective bargaining with CCEA. President Salsbury stated the Board would be taking a vote upon return to open meeting. (M: Schedeler/Goodrich)

Ayes) Salsbury, Schedeler, Slater, Goodrich, Scott

Nays) None

Reconvened in open session at 6:35 p.m. when a motion to authorize the administration to negotiate with the CCEA within the parameters discussed during closed session passed by unanimous show of hands. (M: Goodrich/Slater)

ADJOURNMENT

The meeting adjourned at 6:39 p.m.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Closed Session – September 20, 2022

PROPOSED MINUTES

A closed session of the Board of Education of the Jackson County Intermediate School District was held on Tuesday, September 20, 2022, at the Kratz Education Center, 6700 Browns Lake Road, Jackson, Michigan.

The closed session began at 6:28 p.m. Board members present were: David Salsbury, President; Erin Slater, Vice President; Douglas Schedeler, Secretary; Douglas Scott, Treasurer; and Blaine Goodrich, Trustee. Board members absent: None.

Meeting with the Board were Maureen Keene, Assistant Superintendent; Catherine Brechtelsbauer, Human Resource Director; Roger Auwers, Finance Director; and Dan Draper, Career Center Principal.

CLOSED SESSION/Collective Bargaining

Parameters for bargaining with the CCEA labor group were discussed.

No motion was given or action taken. The closed session adjourned at 6:37 p.m.

REPORTS

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – October 18, 2022
Volume 43, Report No. 23

SPECIAL REPORT

Subject: Celebration of Excellence - JROTC Commissioning and
Agriculture Program Fair Results

Two Jackson Area Career Center programs will be highlighted at this evening's meeting. The JROTC program will be present to commission their officers for the 2022-23 school year and the results of the Agriculture's program fair participation will also be shared.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – October 18, 2022
Volume 43, Report No. 24

PERSONNEL MATTERS AND RECOMMENDATIONS

A. EMPLOYMENT – FOR ACTION

1. Certified Staff

- a. Alyssa Harris 11/14/2022
Occupational Therapist
Special Education

Ms. Alyssa Harris is being hired as an Occupational Therapist for the Special Education Department, effective November 14, 2022. This vacancy is a new FTE for the 2022-2023 school year, and will be reflected in the next budget amendment. Ms. Harris has been placed within the JIEA certified salary schedule, consistent with her experience.

- b. Elora Pittman 02/01/2023
Social Worker/Community School Engagement Specialist
Special Education

Ms. Elora Pittman is being hired as a Social Worker/Community School Engagement Specialist for the Special Education Department, effective February 1, 2023. This vacancy is a new FTE for the 2022-2023 school year. Ms. Pittman has been placed within the JIEA certified salary schedule, consistent with her experience.

2. Non-Certified Staff

- a. Florina Smith 10/03/2022
Teacher Assistant
Special Education

Ms. Florina Smith was hired as a Teacher Assistant for the Special Education Department, effective October 3, 2022. This vacancy is a new FTE for the 2022-2023 school year. Ms. Smith was placed within the JIEA teacher assistant salary schedule, consistent with her experience.

- b. Tricia Williams 10/03/2022
Teacher Assistant
Special Education

Ms. Tricia Williams was hired as a Teacher Assistant for the Special Education Department, effective October 3, 2022. This vacancy resulted from the resignation of Ms. Tana Moore. Ms. Williams was placed within the JIEA teacher assistant salary schedule, consistent with her experience.

- c. Allen Anderson 10/19/2022
Teacher Assistant
Special Education

Mr. Allen Anderson is being hired as a Teacher Assistant for the Special Education Department, effective October 19, 2022. This vacancy resulted from the resignation of Ms. Margaret Smith. After an internal assignment change, this is the vacancy that was left to be filled. Mr. Anderson will be placed within the JIEA teacher assistant salary schedule, consistent with his experience.

- d. Jennifer Cousino 10/19/2022
Teacher Assistant
Special Education

Ms. Jennifer Cousino is being hired as a Teacher Assistant for the Special Education Department, effective October 19, 2022. This vacancy is a new FTE for the 2022-2023 school year, and will be reflected in the next budget amendment. Ms. Cousino will be placed within the JIEA teacher assistant salary schedule, consistent with her experience.

- e. Tina Roth 10/19/2022
Teacher Assistant
Special Education

Ms. Tina Roth is being hired as a Teacher Assistant for the Special Education Department, effective October 19, 2022. This vacancy is a new FTE for the 2022-2023 school year, and will be reflected in the next budget amendment. Ms. Roth will be placed within the JIEA teacher assistant salary schedule, consistent with her experience.

- f. Shawn Tanner 10/19/2022
Teacher Assistant
Special Education

Ms. Shawn Tanner is being hired as a Teacher Assistant for the Special Education Department, effective October 19, 2022. This vacancy is a new FTE for the 2022-2023 school year, and will be reflected in the next budget amendment. Ms. Tanner will be placed within the JIEA teacher assistant salary schedule, consistent with her experience.

- g. Jennifer Petersen 10/24/2022
Teacher Assistant
Special Education

Ms. Jennifer Petersen is being hired as a Teacher Assistant for the Special Education Department, effective October 24, 2022. This vacancy is a new FTE for the 2022-2023 school year, and will be reflected in the next budget amendment. Ms. Petersen will be placed within the JIEA teacher assistant salary schedule, consistent with her experience.

- h. Hailey Stiles 10/31/2022
 Teacher Assistant
 Special Education

Ms. Hailey Stiles is being hired as a Teacher Assistant for the Special Education Department, effective October 31, 2022. This vacancy resulted from the resignation of Ms. Alyssa Sargent. Ms. Stiles will be placed within the JIEA teacher assistant salary schedule, consistent with her experience.

B. SEPARATION OF EMPLOYMENT – FOR INFORMATION

1. Administrative, Managerial and Technical Staff

- a. Susan Robinson 06/30/2023
 Payroll/Accounts Payable Accountant II
 Finance

Ms. Susan Robinson provided notice of retirement from her Payroll/Accounts Payable Accountant II position for the Finance Department, effective June 30, 2023, which was accepted by the Superintendent on behalf of the Board on September 30, 2022. Ms. Robinson started employment with us on February 29, 2016. The administration has not yet posted this vacancy.

- b. Benjamin Muscott 10/14/2022
 Information Systems Supervisor
 Technology

Mr. Benjamin Muscott provided notice of resignation from his Information Systems Supervisor position for the Technology Department, effective October 14, 2022, which was accepted by the Superintendent on behalf of the Board on October 3, 2022. Mr. Muscott started employment with us on March 19, 2007. The administration has not yet posted this vacancy.

2. Non-Certified Staff

- a. Nicole Case 10/3/2022
 Bus Attendant
 Transportation

Ms. Nicole Case provided notice of resignation from her Bus Attendant position for the Transportation Department, effective October 3, 2022, which was accepted by the Superintendent on behalf of the Board on October 3, 2022. Ms. Case started employment with us on October 23, 2008. The administration has posted this vacancy.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – October 18, 2022
Volume 43, Report No. 25

FOR ACTION

Subject: Special Education Millage Election-Resolution

At the Board's summer retreat, it was determined there was a need to renew the 1.5408 enhancement millage for special education that will expire in December 2023. Board members established a goal to inform stakeholders of the significance of this millage for the education of special education students that attend Jackson County schools. Therefore, administration has worked with the Thrun Law firm to develop a resolution and ballot language.

If this millage is passed, 100% of the revenue collected over the next five years will be distributed to the public, parochial and charter schools in Jackson County to help cover their unreimbursed, mandatory special education costs.

The resolution and ballot language are included in the board packet. Administration requests the Board adopt the resolution with the suggested ballot language for placement on the May 2, 2023 ballot.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – October 18, 2022
Volume 43, Report No. 26

FOR ACTION

Subject: Central Campus Contingency Spending

When the Board approved the bid awards for Phase 1 of the Central Campus renovation project in November 2021, the estimated Phase 1 budget was \$14.6 million. This total included a contingency fund of \$1.16 million, which was equal to 10% of the budgeted direct construction costs. The purpose of a contingency fund is to cover unexpected situations that come up during construction as well as to fund changes that need to be made for many different reasons. This is a very common practice used in most construction projects, and 10% is a pretty standard level.

As the district nears completion of Phase 1, however, we are also getting close to spending the entire contingency fund budget. The specific reasons behind the changes vary, but in broad terms there are a few main explanations:

- The facility is more than 70 years old and many things are either failing or just need to be updated or replaced
- The marshy land on which the facility was built caused more widespread poor soil conditions than expected
- Most planning decisions for Phase 1 were made before the district was awarded a MiEnhancement grant. Once that additional funding was made available, some of those decisions were revisited and, in the best interest of the kids and the long-term needs of the facility, changes were made
- Lots of little miscellaneous changes do add up

The following list shows the major dollar value change orders and how they add up to most of the contingency fund total available:

New Lockers	\$199,277
Soil Remediation	141,863
Replace Sanitary Sewer Line / Flooring	119,019
Mech., Electrical, Plumbing, Fire Protect. in Area E	77,449
Replace / Repair Existing Lintels	53,893
Transformer Rewind	52,249
UV Lights / Mechanical	51,242
Rebuild Outer Library Wall	46,292
Roof Repairs Required prior to Recoating	35,000
Replace Metal Ceiling – Areas A & E	34,481
Re-route gas line	29,113
Frame library walls	23,536
Smoke detectors in Rooftop Units	17,629
Power feed replacement	15,845
45 Misc. Other Changes*	<u>196,754</u>
Grand Total Phase 1 Renovation Cost	<u>\$1,093,642</u>

Explanatory Notes

* Other changes average \$4,372 per item and all are under \$15,000

This total of already spent or committed contingency fund dollars represents almost 94% of the currently approved contingency fund budget. And, at this time, the need for additional change orders has already been identified. A preliminary list of these additional change orders and their anticipated cost is as follows:

- Fencing -\$25,000
- Soil Remediation in the courtyards - \$100,000
- Additional costs related to lintel replacement - \$75,000
- Blind Replacement (where lintels were replaced) - \$17,000
- Soil borings related to Phase 2 - \$15,000
- Replace failed sanitary sewer line – outside, north side - \$50,000
- Gas Regulators for Boilers and Rooftop Units - \$30,000
- Signage - \$25,000 (for Phase 1)
- CM roll-up effect (applies to many of the changes) - \$90,000

This list totals over \$400,000 of additional contingency spending that the administration believes will be necessary. Additionally, other items may potentially still be identified, although at this stage of construction completion it is expected that most contingency needs have already been discovered. The administration recommends adding \$600,000 to the approved contingency fund budget. Adequate funding for this increase is available for this project through the already identified funding sources – bond proceeds, MiEnhancement grant and the district's Capital Projects Fund.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – October 18, 2022
Volume 43, Report No. 27

FOR INFORMATION

Subject: Alternative Teacher Certification Project

Board goals for the 2022-23 school year include continued work on strategies to address attraction of teaching candidates. One of the strategies being worked on by the JCISD is an initiative known as Talent Together. The JCISD is joining a group of six other ISDs (with the possibility of more ISDs coming on board) to develop a proposal to create an alternative path to teacher certification. The ISDs will provide money and expertise to three consultants to help us develop a plan that includes options through U.S. Department of Labor Registered Apprenticeships, university partnerships, and a grow your own strategy.

This proposal will be submitted to the Michigan Department of Education for approval. This year's state aid act allocated \$175 million for the development of alternative certification programs. A draft copy of the Memorandum of Understanding being developed between the ISDs involved in this project is included in the board packet.

Board approval is not required for this level of expenditure, but administration wanted to update the Board on progress toward their established goal and answer any questions board members may have with this initiative.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – October 18, 2022
Volume 43, Report No. 28

FOR INFORMATION

Subject: Labor Agreement Reopeners to Revise Health Insurance Options

The Jackson County Intermediate School District has collective bargaining agreements with four bargaining units, including the Jackson Intermediate Education Association (effective through 12/31/23), the Career Center Education Association (effective through 12/31/24), the Educational Support Personnel Association (effective through 12/31/23), and the Transportation Staff unit (effective through 6/30/24). Each of these labor agreements describes the health insurance plan options available to covered employees, and also provides that either party may request to reopen the labor agreement as to health insurance options, only, during the term of the agreement.

The rate increases for each of the health insurance plans with the bargaining units increased between approximately 9% and 10.5% for 2023, unless adjustments in the plan design are made. The maximum the employer can increase its contribution (“hard cap”) for 2023 is 1.3%. Therefore, the employee participants would need to significantly increase their payroll deductions for their share of the health insurance premium.

The administration explored options to minimize the impact of the 2023 rate increases with both the health insurance companies (MESSA for JIEA and BCBSM for the other groups and the non-unionized administrative, managerial and technical group). Options were then shared with the leadership of each bargaining group and two general information sessions were held for the non-unionized staff. Each bargaining group has taken the question of retaining the current benefit plan structure or adjusting the benefit described in their collective bargaining agreements to its members. The administration expects to know what each unit voted to authorize its leaders to do with this question before the October 18 meeting.

At the October 18 meeting, the administration would like to meet with the Board in closed session to review the proposed health insurance changes and consider entering into a Letter of Agreement to amend the collective bargaining agreement(s) for each of the group(s) that wish(es) to change their benefit plan coverage to reduce the impact of the 2023 rate increases. Should the Board want to agree to such changes, a vote will be required after the closed session.

Inasmuch as the administrative, managerial and technical group has the same group health insurance options as the unions with Blue Cross coverage, any change made with the unions will be applied to the non-unionized group.