

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – November 15, 2022 5:00 p.m.

AGENDA

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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.

Join Zoom Meeting

<https://jcisid-org.zoom.us/j/85704170410?pwd=bERybnk3cTZqUEFua3JwRGI0dVJiQT09>

Meeting ID: 857 0417 0410

Passcode: 325029

1. The location and dates of all meetings are published in advance, including details on how the public may use a virtual option via a link/or a "call-in" telephone number in cases where in-person participation is a barrier. Meetings may be recorded at the Board's discretion. The Board is not responsible for any technology failures that prevent or disrupt any individual from attending and/or participating remotely
2. Linked or "call-in" observers are not meeting participants and can only listen to the meeting. No chat or voice comments are available to virtual listeners; however, virtual listeners may submit written comments via a jcisid.org website form. There will be an option for the comment to be read aloud in the public meeting, as well as shared with individual Board members.
3. All agendas of the Board of Education include an item identified as "Visitor Recognition and Comment," which takes place in the early part of the evening.
4. For the purpose of identification in the official Board minutes, in-person visitors are asked to sign an attendance roster. Anyone wishing to address the Board, or comment on an agenda item, will be required to register a form ahead of the "public comment" portion of the meeting, wherein they provide their name, legal address, topic for their remarks, and if applicable, the organization represented.
5. The chairperson may limit the discussion depending on the number of persons wishing to address the Board on a given topic or on a given night to three (3) minutes duration. All participant comments shall be directed to the Board and not to staff or other visitors.
6. The Board of Education reserves the right to establish additional rules or procedures it deems appropriate to a particular item on the agenda, or for a particular Board meeting. Such rules or procedures will be announced at the opening of a board meeting, or prior to the discussion of a specific agenda item.
7. Pursuant to Michigan law, a Board member on active military duty who is unable to participate in the meeting in-person, will be allowed to participate in the meeting remotely when approved by the Board President.

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

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
 BOARD OF EDUCATION
 Regular Meeting – October 18, 2022

PROPOSED MINUTES

The regular meeting of the Board of Education of the Jackson County Intermediate School District was held on Tuesday, October 18, 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 4:57 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 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:

Roger Auwers, Kaci Babineau, Santino Gaitan, Dan Draper, Mary Mapes, Rachel Reed, Rhonda Steller, Alan Dixon, Ben Miller, Ray VanZandt, Gale Sandoval, Samantha Golonbek, James Nurkka, Jessica Nurkka, Sam Avis

Zoom: one viewer.

APPROVAL OF MINUTES

Motion to approve the minutes of both the September 20, 2022 regular and closed session meetings unanimously carried by show of hands. (M: Schedeler/Goodrich)

FINANCE REPORT

Motion to accept the month-end financial report carried by a unanimous show of hands. (M: Scott/Slater)

SPECIAL REPORT

CELEBRATION OF EXCELLENCE – Army JROTC Commissioning & Jackson County Agriscience Fair Results -Volume 43, Report No. 23

The results of the agriscience Career Center students showing at this past summer’s county fair were presented.

Twenty-two cadets representing the Army JROTC Golden Knights received their leadership commissions.

PERSONNEL MATTERS AND RECOMMENDATIONS

PERSONNEL ACTION ITEMS AND INFORMATION- Volume 43, Report No. 24

Motion to approve the hiring recommendations carried by an all in-favor show of hands.
(M: Goodrich/Schedeler)

Alyssa Harris, November 14, 2022; Elora Pittman, February 1, 2023; Florina Smith, October 3, 2022; Tricia Williams, October 3, 2022; Jennifer Cousino, October 19, 2022; Tina Roth, October 19, 2022; Shawn Tanner, October 19, 2022; Jennifer Peterson, October 24, 2022; and Hailey Stiles, October 31, 2022.

Information concerning separations shared: Susan Robinson, June 30, 2023; Benjamin Muscott, October 14, 2022; and Nicole Case, October 3, 2022.

REPORTS FOR ACTION

SPECIAL EDUCATION MILLAGE ELECTION – Volume 43, Report No. 25

The enhancement millage for special education will expire December 2023. The Board and administration determined a need to renew the 1.5408 millage and inform stakeholders of the significance of the millage dollars used for the education of students with disabilities receiving special education services and supports in Jackson County schools. 100% of the revenue collected over the next five years will be distributed to the public, parochial, and charter schools within the JCISD boundaries to help cover their unreimbursed, mandatory special education costs. The JCISD receives no money from this millage.

The Board adopted a resolution placing the question to voters on May 2, 2023, by a unanimous roll call vote. (M: Scott/Goodrich)

Yeas) Slater, Schedeler, Goodrich, Scott, Salsbury

Nays) None

**JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICTSPECIAL
EDUCATION MILLAGE RENEWAL PROPOSAL**

This proposal will allow the intermediate school district to levy special education millage previously approved by the electors.

Shall the limitation on the amount of taxes which may be assessed against all property in Jackson County Intermediate School District, Michigan, be renewed by 1.5408 mills (\$1.5408 on each \$1,000 of taxable valuation) for a period of 5 years, 2024 to 2028, inclusive, to provide funds for the education of students with a disability; the estimate of the revenue the intermediate school district will collect if the millage is approved and levied in 2024 is approximately \$8,880,000 from local property taxes authorized herein (this is a renewal of millage that will expire with the 2023 tax levy)?

CENTRAL CAMPUS CONTINGENCY FUNDING – Volume 43, Report No. 26

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. As the completion of the project’s Phase I nears, the entire contingency fund budget is close to being exhausted:

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

The Board approved by a roll call vote, an additional \$600,000 in contingency funding to finish Phase I. (M: Scott/Goodrich)

Yeas) Schedeler, Goodrich, Scott, Slater, Salsbury

Nays) None

REPORTS FOR INFORMATION

ALTERNATIVE TEACHER CERTIFICATION PROJECT –

Volume 43, Report No. 27

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 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.

LABOR AGREEMENT REOPENERS TO REVISE HEALTH INSURANCE OPTIONS –
Volume 43, Report No. 28

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%. 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.

CLOSED SESSION/Collective Bargaining

Closed session was called at 6:20 p.m. for the purpose of discussion of reopening labor contracts to revise health insurance. President Salsbury stated the Board would be taking a vote upon return to open meeting.

(M: Goodrich/Slater)

Ayes) Goodrich, Scott, Slater, Schedeler, Salsbury

Nays) None

Reconvened in open session at 6:38 p.m.: all in-favor passed the motion to move the report to action. (M: Slater/Schedeler)

A motion to authorize the administration to open the contracts and enter into letters of agreement with the four labor groups concerning health insurance and make the changes discussed during closed session passed by unanimous show of hands. (M: Goodrich/Scott)

ADJOURNMENT

The meeting adjourned at 6:43 p.m.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Closed Session – October 18, 2022

PROPOSED MINUTES

A closed session of the Board of Education of the Jackson County Intermediate School District was held on Tuesday, October 18, 2022, at the Kratz Education Center, 6700 Browns Lake Road, Jackson, Michigan.

The closed session began at 6:20 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 Kevin Oxley, Superintendent; and Catherine Brechtelsbauer, Human Resource Director.

CLOSED SESSION/Collective Bargaining

Parameters for changes to health insurance options were discussed for all labor groups.

No motion was given or action taken. The closed session adjourned at 6:40 p.m.

REPORTS

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting - November 15, 2022
Volume 43, Report No. 29

SPECIAL REPORT

Subject: 2022FY Audit Report

Mr. Nathan Baldermann, the Principal at Rehmann responsible for the district's audit, will provide a verbal report regarding the district's audit for the fiscal year ending June 30, 2022. An electronic copy of the district's 2022FY audited financial statements is included with this month's Board materials, and a hard copy will be available to all Board members at the November 15th meeting. The financial statements have also been posted to the district's website on the "State Required Reporting" page accessible through the Transparency Reporting link on the home page.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – November 15, 2022
Volume 43, Report No. 30

SPECIAL REPORT

Subject: Celebration of Excellence - JACC/JCEC Apprenticeship Options

There are two new post-secondary options available to Career Center students for 2022-23 school year. Both options took long-term planning and critical partners to develop and implement. The first option is through the Jackson Area Manufacturers Association (JAMA), in conjunction with the Jackson Area Career Center. JAMA applied and was approved for an apprenticeship through the Department of Labor for career center students who complete two years in welding, engineering, manufacturing technologies, and cybersecurity. In the first year of this opportunity, there are **26 students** enrolled in the school-to-register apprenticeship program across the four classes.

The second option includes the four apprenticeship programs from above along with health technician and firefighting. Students from these six programs can enroll in the Jackson County Early College (JCEC) while utilizing articulated credits from the Career Center. Students enroll for two years at the Career Center and then finish the 13th year through JCEC to earn their post-secondary credential or degree.

The Career Center continues to improve the career planning process for students, creating a more streamlined and efficient process from high school to college and ultimately a career. For the 2022-23 school year, there are **64 new students** now enrolled in JCEC and pursuing their specific program of study. Furthermore, there are a total of **106 students** enrolled in JCEC through the Career Center, which is roughly 10% of the overall Career Center population. The Career Center is committed to continued innovation and collaboration with our partners to ensure that students have seamless pathways for their future.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – November 15, 2022
Volume 43, Report No. 31

PERSONNEL MATTERS AND RECOMMENDATIONS

A. EMPLOYMENT – FOR ACTION

1. Administrative, Managerial & Technical Staff

- a. Michelle Hanchett 11/16/2022
Part-Time LEA Pupil Accounting Auditor/Student Data Specialist
Technology

Ms. Michelle Hanchett is being hired as a Part-Time LEA Pupil Accounting Auditor/Student Data Specialist for the Technology Department, effective November 16, 2022. This vacancy resulted from the resignation of Ms. Shawwna Breneman. Ms. Hanchett was placed within the technical/operational salary schedule, consistent with her experience.

2. Non-Certified Staff

- a. Wanda Allen 11/08/2022
Custodian I
Facilities and Maintenance

Ms. Wanda Allen was hired as a Custodian I for the Facilities and Maintenance Department, effective November 8, 2022. This vacancy is a new FTE for the 2022-2023 school year. Ms. Allen was placed within the ESPA salary schedule, consistent with her experience.

- b. Autumn McLaren 11/14/2022
Custodian I
Facilities and Maintenance

Ms. Autumn McLaren was hired as a Custodian I for the Facilities and Maintenance Department, effective November 14, 2022. This vacancy is a new FTE for the 2022-2023 school year. Ms. McLaren was placed within the ESPA salary schedule, consistent with her experience.

- c. Terry Frost 11/21/2022
Bus Attendant
Transportation

Mr. Terry Frost is being hired as a Bus Attendant for the Transportation Department, effective November 21, 2022. This vacancy resulted from the resignation of Ms. Leigh Headley. Mr. Frost was placed on the bus attendant salary schedule, consistent with the labor agreement terms.

- d. Deborah Lee 11/15/2022
 Teacher Assistant
 Special Education

Ms. Deborah Lee was hired as a Teacher Assistant for the Special Education Department, effective November 15, 2022. This vacancy is a new FTE for the 2022-23 school year. Ms. Lee was placed within the teacher assistant salary schedule, consistent with her experience.

- e. Damarion Snellenberger 11/28/2022
 Teacher Assistant
 Special Education

Mr. Damarion Snellenberger will be hired as a Teacher Assistant for the Special Education Department, effective November 28, 2022. This vacancy is a new FTE for the 2022-23 school year. Mr. Snellenberger was placed within the teacher assistant salary schedule, consistent with his experience.

- f. Anthony McLaren 11/28/2022
 Bus Attendant
 Transportation

Mr. Anthony McLaren is being hired as a Bus Attendant for the Transportation Department, effective November 28, 2022. This vacancy resulted from the resignation of Ms. Nancy Harris. Mr. McLaren was placed on the bus attendant salary schedule, consistent with the labor agreement terms.

- g. Jamey Jones 11/14/2022
 Maintenance I/Custodian
 Facilities and Maintenance

Mr. Jamey Jones was hired as a Maintenance I/Custodian for the Facilities and Maintenance Department, effective November 14, 2022. This vacancy is a new FTE for the 2022-23 school year. Mr. Jones was placed within the ESPA salary schedule, consistent with his experience.

B. SEPARATION OF EMPLOYMENT – FOR INFORMATION**1. Non-Certified Staff**

- a. Michelle Trudell 12/31/2022
 Teacher Assistant
 Special Education

Ms. Michelle Trudell provided notice of retirement from her Teacher Assistant position for the Special Education Department, effective December 31, 2022, which was accepted by the Superintendent on behalf of the Board on October 31, 2022. Ms. Trudell started employment with us on June 4, 1975. The administration has posted this vacancy.

- b. Cheryl Curtis 11/01/2022
 Teacher Assistant
 Special Education

Ms. Cheryl Curtis provided notice of retirement from her Teacher Assistant position for the Special Education Department, effective November 1, 2022, which was accepted by the Superintendent on behalf of the Board on November 1, 2022. Ms. Curtis started employment with us on June 9, 1992. The administration has already filled this vacancy.

- a. Tamra Jones 11/02/2022
 Bus Driver
 Transportation

Ms. Tamra Jones was separated from the District on November 2, 2022 by the Superintendent in accordance with Board Policy 3140. Additional information about this matter is provided in the Board's packet. Ms. Jones started employment with us on July 7, 2005. The administration has posted this vacancy.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – November 15, 2022
Volume 43, Report No. 32

FOR ACTION

Subject: Classroom Cabinetry Purchase for Central Campus

While Jackson Public Schools left behind a significant amount of furniture when it vacated Frost School, including teacher desks, we knew that the ISD would need to supplement with some new furniture in order to open the JCISD Central Campus. Based upon the nature of our programs, and input from our teachers, district administration believe we need to provide additional classroom storage capacity.

District administration worked with the Jackson branch of Kentwood Office Furniture to plan and design storage cabinetry for 40 classrooms in Phase 1 of the new Central Campus facility. Kentwood Office Furniture (KOF) was selected because they have provided exceptional customer and furniture quality service to the JCISD in the past. KOF participates in the OMNIA Partners cooperative purchasing program that fulfills all state bidding requirements, and KOF staff have the capability to plan and design furniture solutions that work in the spaces we have available. Kentwood will be providing us with modular furniture manufactured by Kimball Furniture of Indiana. JCISD staff has communicated with Kimball to confirm that KOF is an authorized distributor providing the best possible price of this cabinetry.

The plan is for each classroom to have a wall of 10 to 12 feet, appropriate for lockable tall storage cabinets as well as upper and lower cabinets with a short 4 to 6 foot countertop for storage and curriculum facilitation. The new cabinetry included in this proposed purchase includes furnishings for the following areas:

For January:

- 10 classroom in Area B – each with a standard 12 foot run of cabinets
- 8 classroom in Area E – each with a standard 12 foot run of cabinets
- 4 classroom in Area E – each with shorter runs of 9 to 11 feet of cabinets
- 2 classrooms in Area B – (Reading Recovery and the Playgroup Room) that require slightly different layouts

For August:

- 9 classrooms in Area C – each with standard 12 foot run of cabinets
- 7 classrooms in Area D – each with standard 12 foot run of cabinets

The administration has been working with Kentwood fine tuning the details of this purchase right up until materials for the Board package needed to be compiled. Based upon the most recent measurements, the projected cost will be approximately \$249,464. The cost of this purchase was not included in the phase 1 construction cost estimate for the Central Campus project which was approved by the Board in November 2021. This purchase will be paid for using the proceeds from the municipal bond issuance. The administration recommends Board approval of this purchase.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – November 15, 2022
Volume 43, Report No. 33

FOR ACTION

Subject: Special Education Interactive Screens-Central Screens

The JCISD Special Education department is seeking to purchase 39 interactive screens for Central Campus.

These interactive screens are used daily for student instruction, and allow students to learn collaboratively. Interactive screens help to keep students engaged while accommodating different learning needs within the classroom.

JCISD compares competitive bid pricing from multiple sources including statewide and national bids. Pricing was obtained from a company called Bluum using the REMC SAVE program, a Statewide competitive bid program provided by the REMC Association, in the amount of \$117,571.20 for thirteen 75” interactive screens of the NewLine brand. This pricing will include the interactive screens, wall mounts, cabling and installation services.

It is recommended the Board approves the purchase of thirty-nine 75” NewLine interactive screens, wall mounts, cabling and installation services at a total cost of \$117,571.20 using low cost pricing attained through the statewide REMC Association competitive bid. If approved, the purchase shall be awarded to Bluum.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – November 15, 2022
Volume 43, Report No. 34

FOR ACTION

Subject: Special Education Interactive Screens- Tarrant, Michigan Center High School, and JCYC

The JCISD Special Education department is seeking to replace 13 aging smartboards and interactive projectors in classrooms they support. The replacement of this equipment will impact classrooms in the following locations:

- Lyle Tarrant Center
- Michigan Center High School (JCISD MICI ROOM)
- Jackson County Youth Center

These interactive screens are used daily for student instruction, and allow students to learn collaboratively. Interactive screens help to keep students engaged while accommodating different learning needs within the classroom.

JCISD compares competitive bid pricing from multiple sources including statewide and national bids. Pricing was obtained from a company called Bluum using the REMC SAVE program, a Statewide competitive bid program provided by the REMC Association, in the amount of \$29,835 for thirteen 75” interactive screens of the NewLine brand.

It is recommended the Board approves the purchase of thirteen 75” NewLine interactive screens at a total cost of \$29,835 using low cost pricing attained through the statewide REMC Association competitive bid. If approved, the purchase shall be awarded to Bluum.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – November 15, 2022
Volume 43, Report No. 35

FOR INFORMATION

Subject: Jackson READS Celebration & Planning

Jackson READS has put thousands of books in children's hands from birth to 5th grade. Jackson READS is a series of events organized and supported by Jackson County ISD and community partners. On October 29th at the YMCA the Jackson County Learning Services Department, along with Special Education, distributed almost 400 bags of high-quality, engaging books and other resources to children and their families. This was the first event for this year and will be at least two more before the end of the school year.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – November 15, 2022
Volume 43, Report No. 36

FOR INFORMATION

Subject: Grievance Committee Hearing Report Re: CCEA 2022-01

Board Treasurer Doug Scott and Board Secretary Douglas Schedeler were appointed to serve as the Board's Grievance Committee during 2022-23.

On November 1, the Grievance Committee heard a Career Center Education Association (CCEA) grievance appealed to the Board regarding the administration's placement of grievant Joshua Goodrich on the negotiated CCEA salary schedule in August 2022, following his completion of all the classes in his approved education plan and attainment of his CTE teaching certificate.

Mr. Goodrich presented information and arguments to support placement at a higher salary step. The administration also provided information and arguments to support the placement decision that was made regarding salary placement for Mr. Goodrich in August 2020. During these presentations, the relevant CCEA contract language was reviewed.

After additional questions by members of the Grievance Committee members to Mr. Goodrich, the union leadership and the administration, the Grievance Committee determined, based on the evidence and testimony provided, that the contract was consistently interpreted and applied in Mr. Goodrich's situation, and that the labor agreement was not violated. Accordingly, the grievance was denied.

The labor agreement provides a 20 school day review period for the CCEA