

**JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT  
BOARD OF EDUCATION  
Regular Meeting – January 17, 2023 – 5:00 p.m.**

**AGENDA**

- I. OPENING OF MEETING
- II. PLEDGE OF ALLEGIANCE
- III. APPROVAL OF MINUTES:
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- IV. ACCEPTANCE OF FINANCIAL REPORT
- V. CORRESPONDENCE AND INFORMATION
- VI. VISITOR RECOGNITION AND COMMENT
- VII. SPECIAL REPORT
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**JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT**  
**BOARD of EDUCATION**  
**MEETING and PUBLIC COMMENT PROCEDURES**

Welcome to the Jackson County Intermediate School District Board of Education meeting. The board meets in public for the purpose of conducting the school district's business, but the meeting is not to be considered a public community meeting. It is our policy to provide the public reasonable access to the Board of Education and in order to accomplish this in an orderly, efficient, and effective manner, certain guidelines 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 "call-in" number.
2. **THE BOARD IS NOT RESPONSIBLE FOR ANY TECHNOLOGY OR UNFORESEEN FAILURE THAT MAY PREVENT OR DISRUPT AN INDIVIDUAL FROM REMOTE VIEWING.** Linked or "call-in" persons are not meeting participants. No chat or voice comment features are available to virtual listeners; however, virtual observers may submit written comments in advance of a meeting, via a [jcisd.org](http://jcisd.org) website form. Members of the public who wish to contact Board members outside of Board meetings are encouraged to write them using the Board member's district email addresses, which are available on the [www.jcisd.org](http://www.jcisd.org) website in the countywide directory.
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 meeting.
4. For the purpose of identification in the official meeting 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 meeting call-to-order. The form will be available at the entrance of the meeting: 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. Duration of individual public comment will not exceed three (3) minutes. All remarks shall be directed to the Board, 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.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT  
BOARD OF EDUCATION  
Regular Meeting - December 20, 2022

PROPOSED MINUTES

The regular meeting of the Board of Education of the Jackson County Intermediate School District was held on Tuesday, December 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 5:02 p.m. Board members present were: David Salsbury, President; Erin Slater, Vice President; Douglas Schedeler, Secretary; Douglas Scott, Treasurer (arrived late); and Blaine Goodrich, Trustee. Board members absent: none.

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

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

Kaci Babineau, Brittany O'Rourke, Kathy Miller, Joel Freehling, Roger Auwers, Maureen Keene, Will Hastings, Gina Hastings, Santino Gaitan, Lauren Talley

Technology issues prevented the sharing by Zoom.

APPROVAL OF MINUTES

Motion to approve the minutes of the November 22, 2022, regular meeting carried by a unanimous show of the four hands present. (M: Goodrich/Slater)

ACCEPTANCE OF THE FINANCE REPORT

Motion to approve the month-end financial report carried by unanimous show of four hands. (M: Schedeler/Goodrich)

CORRESPONDENCE AND INFORMATION

Superintendent Oxley extended an invitation to the Board to join sponsored tables at the upcoming MLK breakfast and dinner. He also congratulated Dr. Armstrong, JCISD lead special education supervisor at JPS, on attaining her doctorate degree.

SPECIAL REPORT

CELEBRATION OF EXCELLENCE-JCISD Tech Team Resolution of Appreciation -  
Volume 43, Report No. 37

Following many expressions of praise and gratitude, the Board unanimously adopted a resolution in honor of JCISD Technology Department Employees. A show of four hands carried the motion to adopt the following (M: Goodrich/Slater):

WHEREAS, Jackson County Intermediate School District technology staff recently worked tirelessly through a serious cybersecurity event; and,

WHEREAS, many technology staff members took on added hours and duties, working with one common goal of restoration of technology service to all consortium partners and getting students back into classrooms;

NOW, THEREFORE BE IT RESOLVED, the Jackson County Intermediate School District Board of Education hereby expresses great appreciation to each member of the technology team for their individual service and contribution during this critical time;

BE IT FURTHER RESOLVED, on behalf of the consortium members, and the students they serve, the JCISD Board offers profound and deep gratitude for a job well done.

### PERSONNEL MATTERS AND RECOMMENDATIONS

#### PERSONNEL ACTION ITEMS AND INFORMATION-Volume 43, Report No. 31

Approved by unanimous show of four hands, the hiring recommendations for Dana Fish, December 12, 2022; Betty Anuszkiewicz, January 9, 2023; Jacquelyn Polaczyk, December 12, 2022; Nathan Snay, December 19, 2022; and Brenda Brendel, December 21, 2022, were approved. Included in the motion was the authorization to extend an unpaid leave of absence for Lori Lapp for a period ending not later than June 30, 2023. (M: Schedeler/Slater)

Information concerning separations shared: Trula Bristow, November 25, 2022, and Meagan Dean, December 2, 2022.

Mr. Scott entered the meeting at 5:11 p.m.

### REPORTS FOR ACTION

#### SUMMER TAX COLLECTION RESOLUTION-Volume 43, Report No. 39

Approved the following annual resolution for collection of summer taxes by unanimous show of hands (M: Schedeler/Goodrich)

WHEREAS, this Board of Education has previously adopted a resolution to impose a summer tax levy to collect one-half of annual school property taxes, including debt service, upon property located within the intermediate school district and continuing from year to year until specifically revoked by the Board of Education.

NOW, THEREFORE BE IT RESOLVED THAT:

1. This Board of Education, pursuant to 1982 PA 333, hereby invokes for 2023 its previously adopted ongoing resolution imposing a summer property tax levy of one-half of school property taxes but only in cities and/or townships where local school districts impose a summer property tax levy, including debt service, on property located within the intermediate school district, beginning with 1983 and continuing from year to year until specifically revoked by this Board of Education and requests each city and/or township in which this intermediate district is located to collect those summer taxes.

2. The Director of Finance or his/her designee is authorized and directed to forward to the governing body of each city and/or township in which this intermediate district is located and in which a local school district or city is concurrently imposing a summer tax levy a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis, and a copy of this resolution requesting that each such city and/or township agree to collect the summer tax levy for 2023 in the amount specified in this resolution. Such forwarding of the resolutions and the request to collect the summer tax levy shall be sent so that the appropriate governing bodies receive them before January 1, 2023.

3. Pursuant to and in accordance with Section 1613 (1) of the School Code, the Director of Finance and his/her designee is authorized and directed to negotiate on behalf of this intermediate district with the governing body of each city and/or township in which the district is located for the levy that the city and/or township may bill under MC 380.1611 or MCLA380.1612.

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be the same are hereby rescinded.

SCHOOL BOARD RECOGNITION RESOLUTION - Volume 43, Report No. 40

Every year the Board adopts a resolution honoring local school board members in support of the State's designation of January School Board recognition month. The following was adopted unanimously by show of hands (M: Scott/Schedeler).

WHEREAS, the month of January 2023 has been designated School Board Recognition Month for the State of Michigan; and,

WHEREAS, school board members contribute hundreds of hours each year leading their districts by making important decisions about curriculum, adopting policies, listening to student, parent, and staff concerns, and setting expectations for student achievement; and,

WHEREAS, school board members in Jackson County are providing strong, local leadership for important tasks of educating our community children; and

WHEREAS, School Board Recognition Month provides an opportunity to build stronger relationships between the dozens of school board members in Jackson County who champion the cause of public education, their schools, and their communities.

NOW, THEREFORE, BE IT RESOLVED, the Jackson County Intermediate School District Board of Education, on behalf of the citizens, communities, educators, and schools it services, does hereby recognize and express respect and appreciation for the leadership and service provided by the members of the boards of education of each of the school districts of Jackson County.

MANAGED DETECTION AND RISK RESPONSE - Volume 43, Report No. 41

Administration requested approval of the purchase of a 24/7, 365 day a year managed detection risk and response solution for its technology network to reduce future vulnerabilities. The solution was bid using the National Cooperative Purchasing Alliance, which the JCISD is a member and has purchased from in the past.

The solution provides continuous risk management, managed security awareness, and detection and response services for both on-site infrastructure and cloud based applications. The solution enters the consortium into a three year contract, with the JCISD's portion being \$83,826 for the first year, and increasing 5% in year two and 5% in year three. Other districts in the consortium will also pay a semi-yearly fee based on their student population, and the 5% yearly increases. In Jackson County, the first semi-annual payment will be paid from the School Technology Consortium fiber fund. That allows districts to plan and build in the remaining costs for the period of the contract into their yearly budgets and is an allowable expense to the fund.

The Superintendent, after individual consultation with each of the JCISD board members, approved the purchase of the solution on an emergency basis on December 6, 2022. Administration recommended the Board collectively approve this purchase retroactively.

The motion to approve carried by unanimous voice vote (M: Slater/Schedeler)  
Ayes) Scheduler, Slater, Goodrich, Scott, Salsbury  
Nays) None

#### REPORTS FOR INFORMATION

##### REPORTABLE CRIMES ON SCHOOL PROPERTY (Jan 2022-Dec 2022) - Volume 43, Report No. 42

The annual Reportable Crimes on School Property was given and will be posted, per statute, to the JCISD website: 2 at the Career Center, 9 at East Campus, and 0 at Tarrant/Young.

#### ADJOURNMENT

The meeting unanimously adjourned at 5:27 p.m.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT  
BOARD OF EDUCATION  
Regular Meeting - January 17, 2023  
Volume 43, Report No. 43

SPECIAL REPORT

Subject: Celebration of Excellence School Board Appreciation

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

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT  
 BOARD OF EDUCATION  
 Regular Meeting –January 17, 2023  
 Volume 43, Report No. 44

PERSONNEL MATTERS AND RECOMMENDATIONS

A. EMPLOYMENT – FOR ACTION

1. Administrative, Managerial & Technical Staff

- a. Katherine Mashio 1/23/2023  
 Education Consultant – Elementary Math and Science  
 Learning Services

Ms. Katherine Mashio is being hired as an Education Consultant – Elementary Math and Science for the Learning Services Department, effective January 23, 2023. This vacancy resulted from the resignation of Ms. Heather Holshoe. Ms. Mashio was placed within the administrator/coordinator salary schedule, consistent with her experience.

2. Non-Certified Staff

- a. Kayci Marr 01/09/2023  
 Teacher Assistant  
 Special Education

Ms. Kayci Marr was hired as a Teacher Assistant for the Special Education Department, effective January 9, 2023. This is a new FTE for the 2022-2023 school year, and will be reflected in the next budget amendment. Ms. Marr was placed within the teacher assistant salary schedule, consistent with her experience.

- b. Courtney Tharp 01/09/2023  
 Teacher Assistant  
 Special Education

Ms. Courtney Tharp was hired as a Teacher Assistant for the Special Education Department, effective January 9, 2023. This vacancy resulted from the retirement of Ms. Michelle Trudell. Ms. Tharp was placed within the teacher assistant salary schedule, consistent with her experience.

- c. Breanne McBride 01/09/2023  
 Teacher Assistant  
 Special Education



Ms. Breanne McBride was hired as a Teacher Assistant for the Special Education Department, effective January 9, 2023. This is a new FTE for the 2022-2023 school year, and will be reflected in the next budget amendment. Ms. McBride was placed within the teacher assistant salary schedule, consistent with her experience.

- d. Lawrence Caryl 01/23/2023  
Teacher Assistant  
Special Education

Mr. Lawrence Caryl is being hired as a Teacher Assistant for the Special Education Department, effective January 23, 2023. This is a new FTE for the 2022-2023 school year, and will be reflected in the next budget amendment. Mr. Caryl will be placed within the teacher assistant salary schedule, consistent with his experience.

- e. Juan Vasquez, Jr. 01/23/2023  
Teacher Assistant  
Special Education

Mr. Juan Vasquez, Jr. is being hired as a Teacher Assistant for the Special Education Department, effective January 23, 2023. This is a new FTE for the 2022-2023 school year, and will be reflected in the next budget amendment. Mr. Vasquez will be placed within the teacher assistant salary schedule, consistent with his experience.

- f. Sarah Travis 01/18/2023  
Secretary II  
Technology

Ms. Sarah Travis is being hired as a Secretary II for the Technology Department, effective January 18, 2023. This is a new FTE for the 2022-2023 school year, and will be reflected in the next budget amendment. Ms. Travis was placed within the ESPA salary schedule, consistent with her experience.

- g. Diana Beaman 01/18/2023  
Bus Attendant  
Transportation

Ms. Diana Beaman is being hired as a Bus Attendant for the Transportation Department, effective January 18, 2023. This vacancy resulted from the resignation of Ms. Nicole Case. Ms. Beaman has been placed within the bus attendant salary schedule, consistent with her experience.

- h. Lisa Barton 01/18/2023  
Bus Attendant  
Transportation

Ms. Lisa Barton is being hired as a Bus Attendant for the Transportation Department, effective January 18, 2023. This vacancy resulted from the retirement of Ms. Julie Presley. After an internal promotion, this is the position that was left to be filled. Ms. Barton has been placed within the bus attendant salary schedule, consistent with her experience.

- i. Stephen Trout 01/30/2023  
Instructional Assistant - Culinary  
Jackson Area Career Center

Mr. Stephen Trout is being hired as an Instructional Assistant-Culinary for the Jackson Area Career Center, effective January 30, 2023. This vacancy resulted from the retirement of Ms. Susan Jamieson. An additional 0.472 FTE has been added to this position for the 2022-2023 school year, and will be reflected in the next budget amendment. This FTE will be covered by section 61i grant funds. Mr. Trout has been placed within the instructional assistant salary schedule, consistent with his experience.

- j. Emily King 01/30/2023  
Teacher Assistant  
Special Education

Ms. Emily King is being hired as a Teacher Assistant for the Special Education Department, effective January 30, 2023. This is a new FTE for the 2022-2023 school year, and will be reflected in the next budget amendment. Ms. King will be placed within the teacher assistant salary schedule, consistent with her experience.

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

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

- a. Bikash Jha 01/31/2023  
Accounts Payable/Payroll Accountant I  
Finance

Mr. Bikash Jha provided notice of resignation from his Payroll/Accounts Payable I position for the Finance Department, effective January 31, 2023, which was accepted by the Superintendent on behalf of the Board on January 5, 2023. Mr. Jha started employment with us on May 16, 2022. The administration has not yet posted this vacancy.

**2. Non-Certified Staff**

- a. Patti Kanaan 06/30/2023  
Instructional Assistant-Transition to Work  
Career and Technical Education

Ms. Patti Kanaan provided notice of retirement from her Instructional Assistant-Transition to Work position for the Jackson Area Career Center, effective June 30, 2023, which was accepted by the Superintendent on behalf of the Board on January 5, 2023. Ms. Kanaan started employment with us on September 22, 2014. The administration has not yet posted this vacancy.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT  
BOARD OF EDUCATION  
Regular Meeting - January 17, 2023  
Volume 43, Report No. 45

FOR ACTION

Subject: Flippen Leadership Blueprint Purchase

The Jackson County Instruction Task Force, made up of superintendents and curriculum directors from around the county, is focused on helping teachers share instructional best practices. A foundational element that will contribute to systemic, sustainable instructional shifts in Jackson County is training and support for administrators to lead and engage in instructional conversations with their staff. As such, administration is requesting the Board allow the JCISD to enter into a service contract with Capturing Kids' Hearts (Flippen Group) for [Leadership Blueprint](#) Training. It is anticipated that the contract will be between \$40,000 and \$55,000. This expenditure will pay for two cohorts of 50 administrators each. The upfront expenditure will be largely recaptured by charging a registration fee. Further trainings and support beyond this first learning opportunity will be shared in the months to come, demonstrating the high quality and intentionality in the system being developed by the Jackson County Instructional Task Force to improve instruction in classrooms and therefore success for the students we serve.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT  
 BOARD OF EDUCATION  
 Regular Meeting - January 17, 2023  
 Volume 43, Report No. 46

FOR INFORMATION

Subject: Jackson County Instructional Task Force

In August of 2022, one of the adopted board goals was that “*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.*” Since that time a group of 5 district superintendents (Grass Lake, Concord, DaVinci, JPS, and NW) in collaboration with the JCISD Superintendent and Director of Learning Services/Instruction collaboratively:

- Analyzed the current Jackson County student achievement data, educator instructional practices, and administrator and teacher needs for support in implementing new instructional practices. We utilized a variety of data sources and captured both strengths and struggles.
- Developed a flexible framework for instructional change meeting the current and varied contexts of the county’s multiple stakeholders: Superintendents, Principals, Teachers, Other Instructional Staff. Additionally, for each stakeholder, the framework builds out intentional layers of learning/training and layers of support to meet individuals where they are but also make the necessary shifts to truly improve instruction.
- Developed the following three measurable outcomes of the Jackson County Instruction Initiative (JCII):
  - Teachers will increase their “strategy toolbox” with research based, high quality strategies.
  - Teachers will make intentional decisions on strategies deployed for their students, in their context, and be able to reflect, articulate the why, and adapt.
  - Instructional Leaders will engage in critical instructional conversations guiding teachers to grow for better student success.
- Collectively presented to the entire Jackson County Superintendents’ Association to build awareness and potential action regarding the Jackson County Instruction Initiative.

The Jackson County Instructional Task Force’s next steps are to hold a ‘Kick Off’ event at the end of March for all committed districts and begin training and support for administrators and educators in June (Flippen Leadership Blueprint). This large and complex goal will be ongoing and take a multi year approach.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT  
BOARD OF EDUCATION  
Regular Meeting - January 17, 2023  
Volume 43, Report No. 47

FOR INFORMATION

Subject: Alternative Teacher Certification

One of the Board's adopted goals for the 2022-23 school year was to "*participate in the development of a proposed Alternative Path for Teacher Certification with other ISD's across the state.*" Administration will provide an update toward that goal at this evening's meeting.

JCISD is one of 12 founding members of Talent Together. This is a consortium of approximately 50 ISDs across Michigan, representing 73 counties and over 1.2 million Michigan students, committed to creating quality teacher development pathways. The Talent Together consortium is applying for a Grow Your Own grant through the Michigan Department of Education. The distinguishing factor in Talent Together's grant application is the development of an alternative route through a Registered Apprenticeship.

Administration will provide a progress update on the grant application, the work still to be done, and a timeline for implementation.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT  
BOARD OF EDUCATION  
Regular Meeting – January 17, 2023  
Volume 43, Report No. 48

FOR INFORMATION

Subject: Central Campus Update and Next Steps

The new JCISD Central Campus is open for school! The temporary Certificate of Occupancy for Phase 1 of the renovation project was received from the State of Michigan on Thursday, December 29, 2022. This followed successful final inspections by the Bureau of Construction Codes (BCC) and the Bureau of Fire Safety (BFS). Those overall inspections in turn followed successful final inspections in all the trade areas (mechanical, electrical, plumbing, fire suppression, fire alarm system).

JCISD staff members working in the EI and EC programs reported to Central Campus on January 9th when school resumed after the holidays. An open house was held for parents of EI students on the afternoon of Tuesday, January 10<sup>th</sup>, and students in the EI program reported for class on Wednesday morning, January 11<sup>th</sup>. An open house was held for parents of EC students on the afternoon of Friday, January 13<sup>th</sup>, and students in the EC program reported for class on Tuesday morning, January 17<sup>th</sup>.

So far, the opening of this “new” JCISD facility has gone relatively smoothly, with only minor start-up issues. Both staff and students have been very happy with their new facility. Students in the center-based ASD program and 18-26 year-old students in the Transitions program will move to Central Campus in August 2023 for the start of the 2023-24 school year.

A neighborhood / community open house will be scheduled after school has been open for a few weeks, probably some time in February.

While school is already open, work continues in order to complete all phases of this renovation project. Some of the next steps that will be happening during the next 6 months include:

- Address all the “settling in issues” that are identified after starting school
- Complete Phase 1 finish work in Area D which will house the Transitions program starting in August 2023
- Submit Architectural and Engineering plans for Phase 2 to the State for review and approval
- Approve the Construction Manager for Phase 2 of the project (JCISD Board approval)
- Begin demolition work to jump start Phase 2 – demo work can be completed prior to receiving permits / plan review approval
- Request bids for kitchen equipment package which includes several long lead items (JCISD Board approval)
- Prepare bid packages and request bids for Phase 2 construction work, followed by bid award (JCISD Board approval)