

**JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – March 21, 2023 – 5:00 p.m.**

AGENDA

I.	OPENING OF MEETING	
II.	PLEDGE OF ALLEGIANCE	
III.	APPROVAL OF MINUTES: February 21, 2023 Regular Meeting Minutes.....	31
IV.	ACCEPTANCE OF FINANCIAL REPORT	
V.	CORRESPONDENCE AND INFORMATION	
VI.	VISITOR RECOGNITION AND COMMENT	
VII.	SPECIAL REPORT 56 Celebration of Excellence-JACC.....	100
VIII.	PERSONNEL MATTERS AND RECOMMENDATIONS 57 Action Items and Information..... A. Employment-For Action B. Separation of Employment-For Information	101
IX.	REPORTS FOR ACTION 58 Resolution to Establish New Board Member Orientation Agenda..... 59 NEOLA Board Policy Updates..... 60 Perpetual 5-Year School Common Calendar..... 61 JCISD School Program Calendars 2023-24..... 62 Juul Settlement..... 63 JACC Culinary Arts Cooler Repair..... 64 Document Management Solution - SoftDocs..... 65 Finalsite Contract for Website.....	105 106 108 111 112 113 114 116
X.	REPORTS FOR INFORMATION 66 Expulsion Committee Decision.....	117
XI.	INTRODUCTION OF OTHER MATTERS	
XII.	ADJOURNMENT	

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. Zoom ID 845 5756 0205 Passcode 877973
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 website form. Members of the public who wish to contact Board members outside of Board meetings are encouraged to use the Board member's district email addresses, which are available on the 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 - February 21, 2023

PROPOSED MINUTES

The regular meeting of the Board of Education of the Jackson County Intermediate School District was held on Tuesday, February 21, 2023. The meeting was held at the Kratz Education Center, 6700 Browns Lake Road, Jackson, Michigan. Vice President Erin Slater called the meeting to order at 5:09 p.m. Board members present were: Erin Slater, Vice President; Douglas Schedeler, Secretary; Douglas Scott, Treasurer; and Blaine Goodrich, Trustee. Board members absent: David Salisbury, President.

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:

Santino Gaiten, Dan Draper, Roger Auwers, Tovah Sheldon, Maureen Keene

APPROVAL OF MINUTES

Motion to approve the minutes of the January 17, 2023, regular meeting carried by a unanimous all aye voice vote. (M: Scedeler/Scott)

ACCEPTANCE OF THE FINANCE REPORT

Motion to approve the month-end financial report carried by unanimous voice vote of all ayes. (M: Scott/Schedeler)

CORRESPONDENCE AND INFORMATION

Information about a \$30,000 bequeathment to the Torrant Center was shared. The funds are to be used in music and sensory programming.

PERSONNEL MATTERS AND RECOMMENDATIONS

PERSONNEL ACTION ITEMS AND INFORMATION -Volume 43, Report No. 49

The employment recommendation was approved by unanimous all ayes (M: Goodrich/Schedeler):

Emily Childs, February 20, 2023; Brittany Wall, March 6, 2023; Jaylin Alexander, January 24, 2023; and Gary McKessy, February 27, 2023.

Information concerning separations and a revised hire date was provided:

Donna Wahr, February 3, 2023; Karen Bollheimer, June 30, 2023; Jon Kopp, June 30, 2023; Kimberly Olmsted, February 24, 2023; Jill Page, February 16, 2023; Dee Blair, March 3, 2023; Christina Stark, February 24, 2023; Abbie Taipalus, March 23, 2023; Bikki Jha, February 6, 2023; Sara Graham, January 28, 2023; Carla Foster, February 8, 2023; Deborah Lee, February 16, 2023; Lisa Glandorf, August 4, 2023; Betty Anuszkiewicz, February 21, 2023.

REPORTS FOR ACTION

RATIFICATION OF LETTER OF AGREEMENT WITH JIEA - Volume 43, Report No. 50

The JIEA unit ratified the Letter of Agreement on January 31st. The Board approved the negotiated terms concerning salary placement upon rehire of former employees by roll call vote.
(M: Goodrich/Scott)

Ayes) Goodrich, Scott, Schedeler, Slater

Nays) None

USED BUS PURCHASE - Volume 43, Report No. 51

The Board authorized the purchase of five gasoline powered buses in the Spring of 2022 from the Holland Bus Company. The bus industry has had many challenges the past few years, creating a void in availability. It is yet to be determined whether any of the buses authorized in the Spring can still be delivered meeting the terms of the contracts. The best option is the purchase of 3 used diesel-powered buses from Midwest Transit Equipment, all meet special education transportation requirements and a low mileage. The motion to approve the purchase of three used buses from Midwest at a total cost of \$208,914 carried by unanimous roll call.

(M: Goodrich/Scott)

Ayes) Goodrich, Scott, Scheduler, Slater

Nays) None

JACKSON READS BOOK PURCHASE - Volume 43, Report No. 52

The JCISD is prepared to purchase \$98,000 worth of books for the Jackson Reads Big Event on May 13th, using competitive prices from a variety of companies and various funding sources; the average cost of one high quality book is \$8. Since the overall purchase is above the threshold requiring Board approval, the recommendation is the Board authorize the purchase.

(M: Schedeler/Scott)

Ayes) Goodrich, Scott, Schedeler, Slater

Nays) None

JCISD CENTRAL CAMPUS PHASE 2 CONSTRUCTION MANAGER -

Volume 43, Report No. 53

The Board approved the administration's recommendation to continue using R.W. Mercer as Construction Manager for Phase 2 of the Central Campus renovation project with a 6% fee.

(M: Scott/Goodrich)

Ayes) Goodrich, Scott, Schedeler, Slater

Nays) None

REPORTS FOR INFORMATION

JCISD CENTRAL CAMPUS PHASE 2 SITE PLANS - Volume 43, Report No. 54

A diagram of the total site plan was reviewed, including discussion of the scope of the Phase 2 work.

SECTION 98B BENCHMARK REPORTING - Volume 43, Report No. 55

Administration presented a mid-year update and review of the Board adopted student growth goals.

INTRODUCTION OF OTHER MATTERS

Mr. Oxley indicated a recent conversation with Board members Slater and Scott resulted in some proposed changes to Board of Education By-Laws and will be drafted and submitted for review and adoption during the course of an upcoming Board policy update.

ADJOURNMENT

The meeting unanimously adjourned at 6:12 p.m.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting - March 21, 2023
Volume 43, Report No. 56

SPECIAL REPORT

Subject: Celebration of Excellence - JACC

At this evening's meeting, Jackson Area Career Center Principal Dan Draper will be present to introduce Ms. Allie Curtis and Mr. John Riedeman. Ms. Curtis, a student in JACC's Health Technician program, was recently recognized by the Office of Career and Technical Education; and, Mr. Riedeman, JACC's Engineering instructor, was named the MiStem Region 2 Educator of the Year.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
 BOARD OF EDUCATION
 Regular Meeting – March 21, 2023
 Volume 43, Report No. 57

PERSONNEL MATTERS AND RECOMMENDATIONS

A. EMPLOYMENT – FOR ACTION

1. Administrative, Managerial and Technical Staff

- a. Bradley Bronson 03/27/2023
 IT Systems Support
 Technology

Mr. Bradley Bronson is being hired as IT Systems Support for the Technology Department, effective March 27, 2023. This vacancy resulted from the resignation of Mr. Ben Muscott. After two internal promotions, this is the position that was left to be filled. Mr. Bronson will be placed within the technical/operational support salary schedule, consistent with his experience.

2. Certified Staff

- a. Rachael Rick 03/22/2023
 Speech & Language Pathologist
 Special Education

Ms. Rachael Rick is being hired as a Speech & Language Pathologist for the Special Education Department, effective March 22, 2023. This is a new FTE for the 2022-2023 school year. Ms. Rick will be placed within the certified salary schedule, consistent with her experience.

- b. Ella Bontrager 06/19/2023
 Teacher
 Special Education

Ms. Ella Bontrager is being hired as a Teacher for the Special Education Department, effective June 19, 2023. This is a new FTE for the 2022-2023 school year. Ms. Bontrager will be placed within the certified salary schedule, consistent with her experience.

- c. Mackenzzy Wenzlick 08/21/2023
 Social Worker/Community School Engagement Specialist
 Special Education

Ms. Mackenzzy Wenzlick is being hired as a Social Worker/Community School Engagement Specialist for the Special Education Department, effective August 21, 2023. This vacancy resulted from the resignation of Ms. Kimberly Olmsted. Ms.

Wenzlick will be placed within the certified salary schedule, consistent with her experience.

3. Non-Certified Staff

a. Taylor McLaughlin 02/27/2023
 Teacher Assistant
 Special Education

Ms. Taylor McLaughlin was hired as a Teacher Assistant for the Special Education Department, effective February 27, 2023. This vacancy resulted from the resignation of Ms. Bikki Jha. Ms. McLaughlin was placed within the teacher assistant salary schedule, consistent with her experience.

b. Maryellen Worland 03/06/2023
 Teacher Assistant
 Special Education

Ms. Maryellen Worland was hired as a Teacher Assistant for the Special Education Department, effective March 6, 2023. This is a new FTE for the 2023-2023 school year, and will be reflected in the next budget amendment. Ms. Worland will be placed within the teacher assistant salary schedule, consistent with her experience.

B. SEPARATION OF EMPLOYMENT – FOR INFORMATION

1. Administrative, Managerial and Technical Staff

Joshua Frye 03/29/2023
 Network Engineer
 Technology

Mr. Joshua Frye provided notice of resignation from his Network Engineer position for the Technology Department, effective March 29, 2023, which was accepted by the Superintendent on behalf of the Board on March 15, 2023. Mr. Frye started employment with us on March 27, 2017. The administration has not yet posted this vacancy.

2. Certified Staff

a. Tracy Swope 06/30/2024
 Language Arts Consultant
 Career and Technical Education

Ms. Tracy Swope provided notice of retirement from her Language Arts Consultant position for the Jackson Area Career Center, effective June 30, 2024, which was accepted by the Superintendent on behalf of the Board on March 15, 2023. Ms. Swope started employment with us on September 5, 2006. The administration has not yet posted this vacancy.

b. Kelly Lagow 04/04/2023
 Teacher
 Special Education

Ms. Kelly Lagow provided notice of resignation from her Teacher position for the Special Education Department, effective April 4, 2023, which was accepted by the Superintendent on behalf of the Board on March 16, 2023. Ms. Lagow started employment with us on September 2, 2015. The administration has not yet posted this vacancy.

3. Non-Certified Staff

a. Lori Lapp 02/24/2023
 Teacher Assistant
 Special Education

Ms. Lori Lapp previously provided notice of retirement from her Teacher Assistant position for the Special Education Department, effective June 30, 2023, which was approved on the July 19, 2022 board report. Ms. Lapp has rescinded the June 30, 2023 retirement date. She has not yet submitted a new retirement date.

b. Kristin Montecinos 04/03/2023
 Teacher Assistant
 Special Education

Ms. Kristin Montecinos provided notice of resignation from her Teacher Assistant position for the Special Education Department, effective April 3, 2023, which was accepted by the Superintendent on behalf of the Board on March 15, 2023. Ms. Montecinos started employment with us on November 17, 2021. The administration has posted this vacancy.

c. Joseph Ohlerich 03/31/2023
 Teacher Assistant
 Special Education

Mr. Joseph Ohlerich provided notice of resignation from his Teacher Assistant position for the Special Education Department, effective March 31, 2023, which was accepted by the Superintendent on behalf of the Board on March 9, 2023. Mr. Ohlerich started employment with us on September 12, 2022. The administration has posted this vacancy.

4. Adult Career Enrichment Staff

a. Amy Myer 04/27/2023
 Secretary I
 Adult Career Enrichment

Ms. Amy Myer provided notice of resignation from her Secretary I position for the Adult Career Enrichment Program at the Jackson Area Career Center, effective

April 27, 2023, which was accepted by the Superintendent on behalf of the Board on March 15, 2023. Ms. Myer started employment with us on August 24, 2021. The administration has not yet posted this vacancy.

b. Morgan Godfrey
Instructor – Medical Assistant
Adult Career Enrichment

03/31/2023

Ms. Morgan Godfrey provided notice of resignation from her Instructor-Medical Assistant position for the Adult Career Enrichment Program at the Jackson Area Career Center, effective March 14, 2023, which was accepted by the Superintendent on behalf of the Board on March 15, 2023. Ms. Godfrey started employment with us on May 24, 2021. The administration has not yet posted this vacancy.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – March 21, 2023
Volume 43, Report No. 58

FOR ACTION

Subject: Resolution to Establish New Board Member Orientation Agenda

Whereas, Jackson County Intermediate School Board policy encourages each new Board member to understand the functions of the Board, acquire knowledge of matters related to the operation of the District and learn Board procedures; and

Whereas, the Board of Education has directed the Superintendent to conduct orientation sessions with each new Board member to assist the member to have the knowledge and resources necessary to be effective in that role; and

WHEREAS, two Board members met with the Superintendent to establish an agenda of topics that should be covered, at a minimum, with each new Board member, and that document is made a part of this resolution; and

WHEREAS, the Board has reviewed the proposed agenda of orientation topics and finds them to be appropriate; and

WHEREAS, the Board will review and update the agenda topics to be covered during new Board member orientation as it deems necessary;

NOW THEREFORE BE IT RESOLVED, that the attached New Board Member Orientation Agenda is approved by the Board for use by the Superintendent in each orientation of a new Board member until such time as it is amended or withdrawn by the Board.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – March 21, 2023
Volume 43, Report No. 59

FOR ACTION

Subject: NEOLA Board Policy Updates

The Board contracts with NEOLA, Inc. to recommend new and amended Board policies. Staff has reviewed the NEOLA recommendations, and is recommending certain policy changes, as detailed below. The full policy drafts are provided separately for Board review. Staff will be available to respond to any questions Board members may have at the March 21, 2023 meeting.

The administration expects to schedule these policy updates for action at the Board's April 18, 2023 meeting, subject to the preference of the Board members.

Policy updates for Board consideration at this time include:

Chapter 0000 – Bylaws

Policy 0142.7 – Orientation – **Revised**

Staff developed an amendment to the current Policy 0142.7 following the development of the proposed Board Member Orientation Agenda and associated Resolution. Most of the topics on the proposed Agenda are addressed specifically in a Board Policy or state law, and those references were incorporated. However, a few of the Agenda items were not specifically addressed in a Board policy and staff proposes this revision to ensure the Bylaws are inclusive of all the topics to be addressed in orientations for new Board Members. If the Board adopts the Agenda as proposed, the administration recommends adoption of this Bylaw revision.

Chapter 0000 – Bylaws

Policy 0144.1 – Compensation – **Revised**

NEOLA recommends this Bylaw be revised to reflect the recent IRS guidance on compensation to school board members. Staff proposes additional language in this revision in lieu of the NEOLA template to reflect the process approved some time ago, and the current practice, for processing Board travel expenses that are consistent with the parameters approved by the Board in advance of the travel. Finally, the Superintendent recently approved a daily “per diem” for staff meal expenses during travel and the administration recommends the Board adopt the same “per diem” allowance for meals. The administration recommends the Board adopt the revision, as proposed.

Chapter 6000 – Finances

Policy 6108 – Authorization to Use Electronic Fund Transfers and Automated Clearing House Arrangements – **New**

NEOLA provided an optional policy for Board consideration, because the district must have either a Board or administrative policy in place to support our use of EFTs and ACHs.

Some items in the proposed policy are redundant of Board Policy 6111 – Internal Controls, so staff has streamlined this proposed Policy 6108 somewhat. The administration recommends adoption of the proposed policy, as revised, unless the Board wishes to direct the Superintendent to adopt an administrative policy on this subject.

Chapter 6000 – Finances

Policy 6460 – Vendor Relations – Revised

NEOLA provided an optional update for districts that want to designate a preferred vendor for students and families to make purchases (e.g., logo wear). The administration does not recommend the district select preferred vendors, but does recommend the updating of language to eliminate the use of an unnecessary pronoun.

Chapter 6000 – Finances

Policy 6700 – Fair Labor Standards Act (FLSA) – Revised

The Board adopted a portion of the NEOLA recommended policy template in 2009. NEOLA continues to offer some very specific items regarding employee working conditions, particularly for exempt (salaried) staff which have been addressed either through collective bargaining agreements or longstanding business office practices. Additionally, NEOLA recommends adoption of language addressing another topic contained in the federal wage and hour law, the rights of nursing mothers. The administration recommends at this time that the Board include in this policy a basic statement about the employer's right to make deductions from exempt employees' wages in certain legally defined leave or absence situations, language advising exempt employees how to address concerns about salary deductions, and a notice to employees regarding their rights and responsibilities related to take breaks to express milk for their nursing child during the work day.

Chapter 7000 - Property

Policy 7440.03 – Small Unmanned Aircraft Systems – Revised

NEOLA is recommending only a technical correction in its template policy, to reference a new federal regulation. The other changes noted in the policy document provided to the Board retain earlier administrative recommended/Board-adopted alterations of the template policy. The administration recommends the Board adopt its current version of the policy, adding only the reference to the federal regulations.

Chapter 8000 – Operations

Policy 8805 – Flags and Displays – New

NEOLA developed this new policy at the request of some clients. If adopted, the Board would limit the display of flags, in addition to the U.S. flag referenced in Policy 8800, to the list the Board would designate. The administration does not recommend that the Board adopt this policy.

Chapter 9000 – Relations

Policy 9150 – School Visitors – Revised

This amendment primarily addresses recent amendments to the Michigan Sex Offender Registry Act. The administration also recommends the Board revise its current policy to add in the final two topics in the template to be consistent with the proposed New Member Orientation Agenda if it is adopted by the Board.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – March 21, 2023
Volume 43, Report No. 60

FOR ACTION

Subject: PERPETUAL 5-YEAR COMMON SCHOOL CALENDAR

Section 380.1284a of the Revised School Code requires an intermediate school district, in cooperation with its constituent districts, to adopt a common school calendar to apply to all of its constituent districts and the intermediate school district programs. The legislation requires calendars to be developed for at least five years to identify the dates during each school year when school will not be in session for winter break and spring break.

This year, the county calendar committee recommended that all of the calendars to be presented to the Board be based on the state-approved “early start” waiver granted through 2024-25. The Board will recall that the early start plan moves the school start date about two weeks prior to Labor Day, and the first semester classes end prior to the winter holiday break.

A copy of the county common calendars provided for Board approval cover 2023-24 through 2027-28.

The Administration therefore requests the Board take the following action:

In compliance with the Common School Calendar requirements of Section 380.1284a of the Revised School Code, subsequent to consultation with constituent districts, and consistent with the revised Jackson County Perpetual School Calendar Guidelines, the Jackson County Intermediate School District Board adopts the following common calendar characteristics for the next five school years:

Winter Holiday Break (schools not in session)

2023-24 Monday, December 25 through Friday, January 5
2024-25 Monday, December 23 through Friday, January 3
2025-26 Monday, December 22 through Friday, January 2
2026-27 Monday, December 21 through Friday, January 1
2027-28 Monday, December 20 through Friday, December 31

Spring Break (schools not in session)

2023-24 Friday, March 22 through Friday, March 29
2024-25 Friday, March 21 through Friday, March 28
2025-26 Friday, March 20 through Friday, March 27
2026-27 Friday, March 26 through Friday, April 2
2027-28 Friday, March 24 through Friday, March 31

The administration also requests that the Board adopt the following revised Perpetual School Calendar Guidelines, to be applicable to county school calendars, which are included with these materials.

The following conditions will govern the perpetual school calendar for Jackson County through the 2025-26 school year:

Jackson County schools were granted State waivers to allow a pre-Labor Day start of school effective for 2016-17 through 2024-25. Assuming the State of Michigan allows the pre-Labor Day start through 2027-28, the following conditions will govern the perpetual school calendar for Jackson County. If the waiver extension is denied beginning in 2025-26, the traditional calendar guidelines will apply, as summarized below.

1. The first pupil attendance day will be on the Wednesday that is twelve (12) days before Labor Day. Days scheduled before this Wednesday shall be devoted to staff pre-planning and professional development.
2. The following days shall be recognized and observed as holidays for all districts: Memorial Day, the Friday before Labor Day, Labor Day, Thanksgiving Day, the day before and the day after Thanksgiving, President’s Day, and Good Friday.
3. Winter break dates will be determined in accordance with the following schedule:

<u>If Christmas falls on</u>	<u>Last Day of School</u>	<u>Schools Begin Again</u>
Sunday	December 23	January 9
Monday	December 22	January 8
Tuesday	December 21	January 7
Wednesday	December 20	January 6
Thursday	December 19	January 5
Friday	December 18	January 4
Saturday	December 17	January 3

4. Spring break will be scheduled the five days of the last week in March. The “last week in March” is defined as the week containing three or more days in March. The spring break will also include the Friday immediately prior the last week of March.
5. The following possible “School Holiday/PD Days” are non-student days for each district. The ISD may close its center programs on each of these dates. The ISD and local districts are encouraged to designate some or all of these dates as professional development days.

<u>“School Holiday/PD Days”</u>	<u>Time of Observance</u>
County Fall PD Day	Third Monday in October
M. L. King Holiday	Third Monday in January
February PD Day	Friday preceding President’s Day
County Winter PD Day	Second Monday in March
June PD Day	Day immediately following last student day

6. Five teacher professional development days are to be scheduled outside of the required 1098 instructional hours, except as provided in MCL 388.1701.

Traditional Calendar Guidelines for Starting the School Year

1. The first pupil attendance day shall be the Tuesday after Labor Day. Days scheduled to work before this Tuesday shall be devoted to pre-planning, staff conferences.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – March 21, 2023
Volume 43, Report No. 61

FOR ACTION

Subject: JCISD School Program Calendars for 2023-24

The common county school calendars for 2023-23 through 2027-28, and the associated perpetual calendar guidelines were prepared for Board approval during the March 21, 2023 meeting.

Calendars for the various Intermediate School District Career and Technical Education and Special Education 2023-24 instructional programs were developed following the patterns and break periods in the approved 2023-24 county-wide calendar, and are included in the Board packets for review. Input on the program calendars was provided by representatives of the Jackson Intermediate Education Association and the Career Center Education Association. Staff will be present to answer any questions regarding these JCISD program calendars.

If the Board has approves the 2023-24 through 2027-28 county common calendars as presented, the administration recommends Board approval of the various 2023-24 JCISD program calendars, as presented.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting - March 21, 2023
Volume 43, Report No. 62

FOR ACTION

Subject: Juul Settlement

At the August 17, 2021 Board meeting, the JCISD Board of Education approved the attached [resolution](#) to join a lawsuit filed in a California federal court that alleged Juul Labs, Inc., Altria, and other vaping manufacturers fraudulently and intentionally marketed their products to children. Frantz Law Group (Frantz), a California law firm with a background in representing school districts, represented school districts in this litigation. JCISD became aware of this opportunity because Frantz requested Thrun Law reach out to their clients to gauge whether they were interested in joining this lawsuit.

A Government Entity Settlement Agreement with JUUL Labs, Inc. was reached in February 2023. At this evening's meeting, the Board is asked to decide if it wants to pass the attached [resolution accepting the included settlement offer](#). It should be noted that from the settlement amount, attorneys' fees, case costs, and the court-ordered Common Benefit Expense assessment will be deducted, and the payments to the district will be spread over five years. This will amount to approximately 35% of the total settlement.

If the Board takes no action by April 7, 2023 or if the Board rejects the settlement, JCISD's litigation against Juul will continue. Frantz informs us that the Juul questionnaire completed by JCISD in August 2021 will no longer suffice for litigation against Juul after April 7, 2023. Instead, JCISD would be subject to typical litigation discovery, which may include document production and testimony by school staff in a California court. Such tasks are usually time-consuming and expensive.

The settlement is confidential. A settlement packet is included in Board member packets. Given this information, Board members will decide whether to adopt the attached resolution in open session at this evening's meeting. If the Board adopts the resolution agreeing to the terms of the settlement with this defendant, please note that the agreement prohibits participating districts from making disparaging statements about Juul or Juul-related parties; therefore, Board members and school staff should avoid making negative comments about those parties.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – March 21, 2023
Volume 43, Report No. 63

FOR ACTION

Subject: JACC Culinary Arts Cooler Repair

Following the ice storm that hit south central Michigan on February 22nd, the district's south campus was without power for several days. Power was restored on Sunday evening, February 26th, in time for school and work to resume on Monday morning. The district's Maintenance Department checked the district's facilities, grounds and equipment and were able to do the clean-up and make most of the minor repairs that were necessary. However, the walk-in cooler in the Career Center's Culinary Arts kitchen could not be repaired. This was confirmed by a service technician. This built-in cooler was original equipment in the Career Center, and changes in refrigerant technology and the lack of replacement parts for that vintage equipment made repair impossible.

Because a cooler is essential for instruction in a Culinary Arts program, the district Superintendent authorized emergency repairs / replacement as necessary. Stafford-Smith, a well-respected kitchen equipment supplier based in Kalamazoo, provided a quote for replacing the walk-in cooler. Stafford-Smith also provided a separate quote for replacing the adjacent walk-in freezer that is also original equipment to the building. Replacing the freezer was actually going to be an item included on the Career Center's capital outlay project list for the 2023-24 fiscal year since there have been several issues with the freezer over the past year.

The quote to replace both the walk-in cooler and the walk-in freezer from Stafford-Smith totals \$32,752.50. The total cost includes equipment, installation labor and warranty, split essentially 50/50 between the cooler and freezer. The independent commercial kitchen consultant currently working with the district on the complete renovation of the Central Campus kitchen was asked to review this quote for reasonableness. That consultant believes the quote is very reasonable, and also added that Stafford-Smith is an excellent company (and one he is hoping will bid on the commercial kitchen package for Central Campus). Based on the Superintendent's emergency authorization to replace the cooler, and the need to also replace the freezer in the very near future, the administration accepted Stafford-Smith's quote to replace both pieces of equipment and the work should be completed before the March JCISD Board meeting.

This purchase will be funded by insurance proceeds (insurance is covering the replacement cost of the cooler and spoiled food, less the district's deductible), any remaining funds in the current year's CTE capital outlay budget, and the district's Capital Project Fund (using designated CTE funds).

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
 BOARD OF EDUCATION
 Regular Meeting - March 21, 2023
 Volume 43, Report No. 64

FOR ACTION

Subject: Document Management Solution

The JCISD Technology Consortium is looking to replace its current document management system to a more secure, user friendly, cloud based solution. The solution needs to provide a secure location for critical and sensitive district documents to be stored, organized and instantly accessible from a single content repository all in compliance with state and federal record retention laws.

Requirements of the new system include:

- Cloud based application and storage
- Retention policies and access audit logging
- Industry standard technology security
- Compliance with FERPA and HIPAA
- Integration with multiple data sources (PowerSchool, Munis, PowerSchool Special Programs)
- Ongoing support and training

A Request for Proposal was posted for solution providers to competitively bid on. Here is a summary of the bids received:

Product	4 Year Price All Districts
YellowFolder	\$518,930.00
SoftDocs	\$192,707.00
Tyler TMC	\$306,720.00

Core stakeholders were invited to demonstrations of each product and it was determined SoftDocs was the solution to best meet our needs. The foldering structure and role based permissions, combined with flexibility in data integrations compared to the others provides an easy to use user experience while also providing the long-term growth ability of the product we were seeking. Additionally, the SoftDocs solution provides industry standard security options for user login and document storage.

The SoftDocs solution will be used by Hillsdale County ISD, Hillsdale Community Schools, and JCISD. The total cost of the product will be divided among the three organizations by percentage based on the number of system users. HCISD will have 120 users (38%), Hillsdale Community will have 5 users (2%), and JCISD will have 190 users (60%).

Summary of costs by district over four years:

	Total	JCISD Cost	HillsdaleCost	HCISD Cost
Implementation	\$70,472.00	\$67,653.12	\$704.72	\$2,114.16
Year2	\$39,547.00	\$23,728.20	\$790.94	\$15,027.86
Year3	\$40,733.00	\$24,439.80	\$814.66	\$15,478.54
Year4	\$41,955.00	\$25,173.00	\$839.10	\$15,942.90

It is recommended the Board approves the purchase of the SoftDocs document management solution for a four year contract at a total cost of \$192,707. This cost will be divided among the three participating districts as outlined above.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting - March 21, 2023
Volume 43, Report No. 65

FOR ACTION

Subject: Finalsite Contract for Website

Blackboard, the platform company for the JCISD website, was recently acquired by Finalsite. Instead of going out to bid for a new website platform, administration would like to maintain the current platform to avoid having to completely redo the entire site, especially given the recent work completed to clear an Office of Civil Rights audit. The initial term of the contract is for a five year period making the total cost exceed the required bid threshold, therefore requiring Board approval. The five year cost of the total contract is \$40,904.

At this evening's meeting, administration is recommending approval of a new five year contract with Finalsite.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting - March 21, 2023
Volume 43, Report No. 66

FOR INFORMATION

Subject: Expulsion Committee Decision

The Board's expulsion committee met on March 7, 2023 to hold an expulsion hearing on a student that had a weapon at school. The committee determined that the student would be expelled until January 8, 2024. The committee determined that the student could apply for reinstatement at that time provided certain conditions were met:

- The student must successfully complete the terms of his probation
- The student must participate in the education program outlined in his IEP
- The student must receive a recommendation from a therapist that he is safely able to return to an in person educational environment

Additional confidential details are included in Board member packets.