

**Hillsdale County Intermediate School District
Board of Education Meeting
June 21, 2018 ~ 5:30 P.M.
DRAFT MINUTES**

Board Members Present: Brandes, Gutowski, Leininger, Nye, White **Absent:**
HCISD Staff: Steel, Svacha, Shaffer, Dunten, Lawless, McDowell, Wise, Rathburn, Wilson, Masters, Ellison, Swan, Bigelow, Tobar
Guests: Jim May, HCSSC; Becky Cole, HCSSC; Dan Moore, PAC NAJ; Christina Bowman, CBDGA; Melissa Trott; Sara Clark; Richard Kerr; Kayla Monville; Stephen Ryan; Todd Ryan; Tammy Ryan

CALL TO ORDER

President Leininger called the meeting to order at 5:30 PM. The Pledge of Allegiance was recited.

APPROVAL OF CONSENT AGENDA

- A. Minutes, Meeting on May 24, 2018, regular meeting
- B. Minutes, Meeting on May 24, 2018, closed session
- C. Report on Investments
- D. Bills Payable

Brandes/Gutowski to approve the consent agenda as presented. Ayes: All Nays: None ***Carried***

COMMENTS FROM GUESTS

There were no comments from guests.

PAC AWARDS

PAC President Dan Moore presented this year’s PAC award.

The business award was presented to Hillsdale County Senior Services Center kitchen staff. The community award was presented to Tammy Ryan of Sparc. The educational award was presented to Kayla Monville. A special award for going above and beyond was presented to Barney Traylor of Davis Middle School.

OTHER BUSINESS ACTION ITEMS

Item A

Sale of Student Lane Property

An offer was made of \$6,000. There is an option on the agreement to accept an offer from another buyer with a 72-hour notice to the currently accepted offer if funding is not presented in a timely manner.

Nye/White to accept the offer of \$6,000 for the Student Lane Property. Ayes: All Nays: None ***Carried***

Item B

New Hire: GSC Parent Liaison

Brandes/Gutowski to approve the hire of Sara Clark for the half-time position of GSC Parent Liaison.

Ayes: All Nays: None ***Carried***

Item C

New Hire: Early Childhood Special Education

Brandes/Nye to approve the hire of Melissa Trott for the position of Early Childhood Special Education teacher.

Ayes: All Nays: None ***Carried***

Item D

Administrative Contracts

Superintendent Steel presented a salary schedule to include a salary starting wage based on position and step increased to the Board. The salary schedule creates a predictable scale that eases budgeting and the beginning salary of an administrator. The administrative staff would receive the same salary increase negotiated by the professional staff annually or per contract. If the professional staff were to take a pay freeze, the administrative staff would follow. The data set examined and accepted by the Board is data set B. Raises would be based on an effective or highly effective evaluation rating.

Brandes/White to approve the salary schedule for administrative staff as presented.

Ayes: All Nays: None ***Carried***

Item E

Budget Resolution (2018-2019)

Belinda Shaffer suspended the board meeting for the budget hearing. In accordance with Rule 708 the floor was opened for questions from guests at 6:06 PM. Hearing no questions or comments, the floor was closed at 6:07 PM.

White/Nye to approve the budget hearing resolution.

Ayes: All Nays: None ***Carried***

The property tax valuation information and millage rate calculations have been received from Nick Wheeler at the County Equalization Department and are as follows:

The anticipated property tax valuation will increase to \$1,091,167,378.

Millage Rates are as follows:

General Education	0.2674 (same)
Special Education	3.0000 (same)
Vocational Education	<u>0.8918</u> (same)
	4.1592

No adjustments were made for Headlee for the upcoming fiscal year.

White/Gutowski to approve the tax levy of 0.2674 for general education, 3.000 for special education, and 0.8918 for vocational education.

Ayes: All Nays: None ***Carried***

Item F

Director Shaffer presented the budgets for 2018/2019

Brandes/White to approve the general education budget for 2018-19 as presented.

Ayes: All Nays: None ***Carried***

Brandes/Gutowski to approve the special education budget for 2018-19 as presented.

Ayes: All Nays: None ***Carried***

Brandes/White to approve the food service budget for 2018-19 as presented.

Ayes: All Nays: None ***Carried***

Brandes/Gutowski to approve the vocational education budget for 2018-19 as presented.

Ayes: All Nays: None ***Carried***

Brandes/Nye to approve the fiber network consortium fund for 2018-19 as presented.

Ayes: All Nays: None ***Carried***

Brandes/White to approve the general education capital projects fund for 20108-19 as presented.

Ayes: All Nays: None **Carried**

Gutowski/Nye to approve the special education capital projects fund for 2018-19 as presented.

Ayes: All Nays: None **Carried**

Nye/Brandes to approve the vocational education capital projects fund for 2018-19 as presented.

Ayes: All Nays: None **Carried**

Item G

Amended Budgets for 2017/2018

White/Gutowski to approve the amended budgets as presented. Ayes: All Nays: None **Carried**

Item H

Countywide Winter & Spring Breaks

Brandes/White to approve the perpetual school calendar as presented.

Ayes: All Nays: None **Carried**

Item I

Annual Renewal of MDE Vended School Meal Company Contract with Hillsdale Community Schools

Brandes/Gutowski to approve the vended school meal contract with Hillsdale Community Schools.

Ayes: All Nays: None **Carried**

Item J

Breakfast and Lunch Meal Prices for 2018/2019

Brandes/Nye to approve the proposed meal prices as presented. Ayes: All Nays: None **Carried**

Item K

The Neola update was presented for the first reading.

Item L

CTE Equipment Grant Purchase

Brandes/Gutowski to approve the purchase of CTE equipment as presented.

Ayes: All Nays: None **Carried**

BUSINESS ITEMS FOR FUTURE CONSIDERATION

- A. Lochaven Student Lots
- B. Three Meadow Properties
- C. Potential New Hires (special/general education)
- D. Will Carleton Academy Contract
- E. Facility Needs for Dean Jennings

Superintendent Steel asked for permission to move forward with several work projects at Dean Jennings. The projects fall below the threshold of financial approval held by the superintendent, however, the project could collectively total more than the threshold.

Gutowski/Nye to approve moving ahead with the improvement needs of Dean Jennings not to exceed \$30,000.

Ayes: All Nays: None **Carried**

- F. Community Action Agency Rental Agreement – Greenfield School
Brandes/White to approve the classroom rental contract with Community Action Agency.
Ayes: All Nays: None ***Carried***
- G. Parke D. Hayes Building – Attic and Duct Work Insulation Quote Award
- H. Food Service and Menu Development Contract with Hillsdale Community Schools
- I. EI Classroom Rental Agreement
- J. Childcare Network Rental Agreement – Dean Jennings
Gutowski/Nye to approve the rental agreement with Childcare Network for space at Dean Jennings.
Ayes: All Nays: None ***Carried***

BUSINESS OFFICE REPORT

Director Shaffer presented information in the board book. Director Shaffer complimented RaLena LoPresto for a great job in organizing the RAG Audit. The auditor’s plan to write a letter of “promising practices” – a letter written with auditors feel a practice is above and beyond.

SUPERINTENDENT’S REPORT

Superintendent Steel presented information in the board book. Superintendent Steel stated that it’s unlikely a legislative update will be available prior to this fall.

GENERAL EDUCATION

Director Tobar provided a report in the board book.

SPECIAL EDUCATION

Director Masters provided a report in the board book.

HILLSDALE AREA CAREER CENTER

Jonathan Tobar provided a report in the board book.

OTHER MATTERS

MASB is presenting a forum on becoming a board member on June 26th at 6:30 PM at the Hayes Building.

GENERAL COMMENTS FROM GUESTS

There were no comments from guests.

ADJOURNMENT

Gutowski/White to adjourn at 7:16 PM. Ayes: All Nays: None ***Carried***

Respectfully Submitted,
Kim Svacha