

**Hillsdale County Intermediate School District
Board of Education Meeting
July 19, 2018 ~ 5:30 P.M.
DRAFT MINUTES**

Board Members Present: Brandes, Gutowski, Leininger, Nye, White

HCISD Staff: Steel, Svacha, Swan, Ellison, Lawless, Rathburn, Wilson, McDowell, Iffland, Wilcox

Guests: Karlie Midtgard, candidate for hire; Morghan Sarles, candidate for hire; Travis Vrugink, GMBae; Jesse Anderson, candidate for hire; Debby Kerr, HCISD retired

CALL TO ORDER

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

Organizational Meeting

A. Election of Officers

Nye/Brandes to appoint Bonnie Leininger as President; Laura Nye as Vice President; Scott Gutowski as Treasurer; Laurie Brandes as Secretary; and Val White as Trustee.

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

B. Name Bank Depositors

White/Nye **BE IT RESOLVED** that the following be designated as depositors for the 2018-2019 fiscal year of the Hillsdale County Intermediate School District:

Main Depositories, Certificates of Deposit, and CDARs:

County National Bank

MILAF

Flagstar Bank

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

C. Signature/Checks

Brandes/Nye to authorize check signatory as indicated below:

Accounts Payables – Board President & Superintendent

Payroll – Board President & Superintendent

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

D. Credit Card User Authorization

Brandes/Gutowski to authorize the use of credit cards by the following employees:

Superintendent

Executive Assistant to the Superintendent

CTE Supervisor, HACC

Chief Financial Officer

Instructional Services Director

Special Education Director

Special Education Supervisors

Early Literacy Supervisor

Great Start Supervisor

Operations/Maintenance Supervisor

Technology Supervisor

LEA Business Manager

Grants Coordinator

Human Resources Coordinator

E. Contracts, Agreements, & Purchase Orders

Nye/Gutowski to authorize the following individuals to approve contracts, agreements and purchase orders:

HCISD: Superintendent, CFO
General Education: Instructional Services Director
Special Education: Director of Special Education
Vocational Education: Director of Vocational Education

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

F. School District Attorneys

Gutowski/White to approve Thrun Law Firm, P.C. and Clark Hill, P.C. as district attorneys.

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

G. Pre-Approval for Grants

Nye/White to authorize administration to apply for grants necessary to support or improve the ISD programs.

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

H. Designed AHERA Representative

White/Brandes to authorize Belinda Shaffer as the AHERA representative for the Hillsdale County ISD.

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

I. AHERA Representative Indemnification

White/Nye to approve indemnification for Belinda Shaffer in regard to AHERA.

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

J. 2018/2019 Board Meeting Schedule & Board Work Session

Brandes/Nye to approve the Board meetings as listed below with board meetings to begin at 5:30 P.M. Dates are as follows unless otherwise determined and posted by the Board in advance of the scheduled meeting date. Board meetings will take place at the Hayes Building unless otherwise noted.

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

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|---|--|
| July 19, 2018 Regular & Organizational | February 21, 2019 |
| August 16, 2018 | March 21, 2019 |
| September 13, 2018 (please note: one week earlier than normal) | April 18, 2019 |
| October 22, 2018 Tuesday evening at 6:00 PM | May 16, 2019 |
| November 15, 2018 | June 3, 2019 Biennial Election |
| December 20, 2018 | June 20, 2019 |
| January 17, 2019 | July 18, 2019 Regular & Organizational Meetings |

- K. Designate Dates – ISD Board Work Sessions and Countywide Board Meeting**
Nye/White to schedule work sessions and countywide board meetings for October 11, 2018, 6:00 PM, and February 13, 2019, 6:00 PM. Ayes: All Nays: None ***Carried***
- L. Responsibility of Posting Meetings and Recording Minutes**
Gutowski/Nye to appoint the Executive Assistant to the Superintendent or designee to record minutes, post meetings in accordance with the Open Meetings Act, and function as secretary to the board of education. Ayes: All Nays: None ***Carried***
- M. MASB Membership**
Brandes/Gutowski to renew membership to the Michigan Association of School Boards (MASB) at an annual membership fee of \$3,171. Ayes: All Nays: None ***Carried***
- N. SCECH Program Offering**
Brandes/White to authorize the SCECH coordinator, Kim Svacha, to determine programs qualifying for school committee meetings and school improvement meetings under the discretion of the Superintendent. Ayes: All Nays: None ***Carried***

REGULAR MEETING

APPROVAL OF CONSENT AGENDA

- A. Minutes, Meeting on June 21, 2018
- B. Report on Investments
- C. Bills Payable
- D. Resignations (Retirement, Rhonda Eves)

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

COMMENTS FROM GUESTS

There were no comments from guests.

OTHER BUSINESS ACTION ITEMS

- A. New Hire, Jesse Anderson
- B. New Hire, Karlie Midtgard
- C. New Hire, Morghan Sarles
- D. New Hire, Caryn Bartholomew
- E. Parke D. Hayes Building, Attic and Duct Work Insulation Quote Award
- F. Career Center Parking Lot Change Order
- G. Menu Development Contract with Hillsdale Community Schools
- H. Shared Services Contract
- I. NEOLA, Second Reading
- J. Will Carleton Contract

Item A - C

Shawn Ellison introduced Jesse Anderson, Karlie Midtgard, and Morghan Sarles as candidates for hire.

Brandes/White to approve the hire of Jesse Anderson, Karlie Midtgard, and Morghan Sarles as classroom assistants. Ayes: All Nays: None ***Carried***

Item D

Melissa Swan introduced Caryn Bartholomew as a candidate for hire.

Gutowski/Brandes to approve the hire of Caryn Bartholomew as a speech pathologist.

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

Item E

Parke D. Hayes Building, Attic and Duct Work Insulation Quote Award

Nye/White to approve attic insulation work from Midwest Insulation in the amount of \$11,190.

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

Item F

Career Center Parking Lot Change Order

Tim Wilcox introduced Travis from GMBae. GMBae and MTC are recommending an undercut of 12", a 1-3" layer of stone, and either mesh or GeoGrid. The original bid had a contingency of 5%; the 5% has been utilized for a catch basin and curved approach, and in part, for the soil condition. There was board discussion on the increased cost, choosing a viable product for the mesh/GeoGrid to ensure longevity versus costs, the soil testing, and the length and width of the reinforced parking lot areas.

Gutowski/Nye to approve the HACC parking lot change order in the amount of \$39,373.20 to initiate the soil undercut, add the stone layering, and add the GeoGrid.

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

Item G

Menu Development Contract with Hillsdale Community Schools

Brandes/Gutowski to approve the contract for food service menu development with Hillsdale Community Schools.

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

Item H

Shared Services Contract with food service director with Hillsdale Community Schools

White/Brandes to approve the contract for shared food services director.

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

Item I

NEOLA, Second Reading (Volume 32.2)

Brandes/Gutowski to approve the second reading of Neola policies.

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

Item J

Will Carleton Contract

Superintendent Steel reminded that the WCA contract was approved for another 10 years in 2017. However, in 2010 there were changes in law that should have been updated at that time. WCA has a new owner for the management company. The State licensing names WCA officially as The Will Carleton Charter Academy. Ronna will present to WCA next week. This contract is not to operate the charter school but more of a code of conduct for both parties.

Gutowski/Nye to enter into a contract with The Will Carleton Charter Academy.

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

BUSINESS ITEMS FOR FUTURE CONSIDERATION

- A. Lochaven Student Lots
- B. Three Meadows Property
- C. Potential New Hires (special/general education)
- D. EI Classroom Rental Agreement
- E. Great Start Readiness Program (GSRP) Contracts (2018/2019)
- F. CTE Cash Flow Borrowing (CTE Capital Projects)
- G. Aimsweb Renewal and Training
- H. Classroom Rental Agreement, Hillsdale Community Schools
- I. Classroom Rental Agreement, Jonesville Community Schools

- A. Lochaven student lots. The buyer of half of the Lochaven property has requested that the HCISD allow him to purchase the other half of the property.
- B. Superintendent Steel will contact the City to discuss the purchase of more lots at Three Meadows. Superintendent Steel would like to look at home restoration projects in the future.
- C. A candidate for the position of speech pathologist has been offered a job. At this time, we are awaiting a response. There is a MoCI position open due to a retirement and there are two other positions open – a school psychologist and a teacher consultant. Because of the competitiveness of these positions, either position will work for the district.
- D. There has been much discussion and consideration of where to locate the EI Classroom for the 2018/19 school year. The location in Waldron will be pursued.
- G. Aimsweb is under the threshold that can be approved by Superintendent Steel, however, Aimsweb made program changes that will need new training. The training is \$7,500.

BUSINESS OFFICE REPORT

Director Shaffer provided a report in the board book.

SUPERINTENDENT'S REPORT

Superintendent Steel provided a report in the board book.

GENERAL EDUCATION

Jonathan Tobar provided a report in the board book.

SPECIAL EDUCATION

Susanne Masters provided a report in the board book.

HILLSDALE AREA CAREER CENTER

Jonathan Tobar provided a report in the board book.

OTHER MATTERS

Superintendent Steel reported that the MDE is visiting on August 2. Four ISDs have been selected to take part in establishing what monitoring will look like for the State: the HCISD is one of the four selected. Bonnie Leininger and Laura Nye will attend.

On August 7-10, Special Education director from Muskegon ISD and Thrun will be visiting with each district separately and then constructing a strategic plan on Friday, August 10, with all districts and the ISD collectively. Laurie Brandes will attend.

GENERAL COMMENTS FROM GUESTS

There were no comments from guests.

ADJOURNMENT

Gutowski/Brandes to adjourn at 7:44 PM

Ayes: All

Nays: None

Carried

Respectfully Submitted,
Kim Svacha