

**Hillsdale County Intermediate School District
Board of Education Meeting
November 15, 2018 ~ 5:30 P.M.
DRAFT MINUTES**

Board Members Present: Brandes, Gutowski, Leininger, Nye, White (arrived at 5:40p)

HCISD Staff: Steel, Svacha, Shaffer, Wilson, Ellison, Ballee-Stone, Lawless, Langston, Magda, Anspaugh, Swan, Cross, L. Clark, McDowell, Rathburn, Maxfield, Quigley, Estel, Boardman, Masters, Wise, G. Jones, Slamka, Tobar, Midtgard, Langston

Guests: Troy Beasley, MEA; Andrea Jones, candidate for hire; Monica Burger, Litchfield Community Schools; Jordan Smith, SKT

CALL TO ORDER

President Leininger called the meeting to order at 5:31 PM. The Pledge of Allegiance was recited.

APPROVAL OF CONSENT AGENDA

- A. Minutes, Meeting on October 16, 2018, Regular Meeting
- B. Minutes, October 8, 2018, Closed Session
- C. Report on Investments
- D. Bills Payable
- E. Resignations (J. Kast, S. Delaney)

Nye/Brandes to approve the consent agenda as presented.

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

COMMENTS FROM GUESTS

There were no comments from guests.

PRESENTATION: EI CLASSROOM

Shawn Ellison, Nick Langston, Lynette Clark, Karlie Midtgard, and Tricia Fowler (via recorded video) presented on the EI classroom. Teacher Nick Langston stated that building trust and relationships with the students is a top priority. The EI students are now in general education classroom 80% of the time at Waldron Area Schools. The EI classroom is functioning more like a resource classroom versus a self-contained environment as in the past. The staff in the EI classroom assists the general education teachers by adding differentiation instruction to their classroom teaching. The EI students are making great success in their current environment in Waldron.

OTHER BUSINESS ACTION ITEMS

- A. 2017/2018 Financial Audit (Auditor Presentation & Board Approval)
Jordan Smith with
- B. New Hire: Tamara Trego Vickerman
- C. New Hire: Andrea Jones
- D. Annual Summer Tax Resolution
- E. Special Education School Bus Purchase
- F. EBLI Training
- G. Great Start Readiness Program (GSRP) Contracts (2018/2019)
- H. GSRP Policy and Procedure Handbook
- I. PAC Member, Jonesville, Jessica Stroble

Item A

2017/2018 Financial Audit (Auditor Presentation & Board Approval)

Handouts: Annual Financial Audit and Single Audit; Audit Letter; Financial Graphs
Jordan Smith from Stevens, Kirinovic, and Tucker, P.C., presented the District's June 30, 2018, audit report. Mr. Smith reviewed the report and offered an unmodified (clean) opinion. The June 30, 2018, audit offers a snapshot of the district's finances. There was one minor finding in the federal programs grant audits, which was addressed by administration in the report.

White/Nye to accept the June 30, 2018, audit as presented. Ayes: All Nays: None **Carried**

Item B

New Hire: Tamara Trego Vickerman

Brandes/Gutowski to approve the hire of Tammy Trego Vickerman for the position of Early Childhood Special Education Teacher. Ayes: All Nays: None **Carried**

Item C

New Hire: Andrea Jones

Nye/Gutowski to approve the hire of Andrea Jones for the position of SCI Teacher at Greenfield School. Ayes: All Nays: None **Carried**

Item D

Annual Summer Tax Resolution

Gutowski/White to approve the summer tax resolution. Ayes: All Nays: None **Carried**

Item E

Special Education School Bus Purchase

Belinda Shaffer reviewed the bus bids entered through MSBO's cooperative system for bus purchases. Director Shaffer recommends the purchase of a bus from Capital City in the amount of \$110,797. The bus purchase is budgeted and is hopeful to have in the fleet by February or March of 2019.

Brandes/White to approve the purchase of a bus from Capital City as recommended. Ayes: All Nays: None **Carried**

Item F

EBLI Training

Susanne Masters stated that this year the EBLI (Evidence Based Literacy Instruction) will include special and general education teachers/staff. The invoice would be paid from federal flow-through funds. The fee is approximately \$40k. Twenty people are expected at the training.

Brandes/Nye to approve the purchase of EBLI training. Ayes: All Nays: None **Carried**

Item G

Great Start Readiness Program (GSRP) Contracts (2018/2019)

Nye/Gutowski to approve the Great Start Readiness contract as presented. Ayes: All Nays: None **Carried**

Item H

GSRP Policy and Procedure Handbook

Mindy Wilson shared information about the GSRP policy and procedure handbook. The handbook also includes tuition rates. The sliding scale fee has been adjusted to the current poverty guidelines.

White/Nye to approve the policy and procedure handbook as updated for the 2018-2019 school year. Ayes: All Nays: None **Carried**

Item I

PAC Member, Jonesville, Jessica Stroble

Gutowski/White to approve Jessica Stroble as the PAC representative for Jonesville Community Schools. Ayes: All Nays: None **Carried**

BUSINESS ITEMS FOR FUTURE CONSIDERATION

- A. Three Meadows Property
The HCISD has been given permission to purchase two lots. We are seeking permission to extend the two-year timeframe to build.
- B. Three Meadows, Purchase of Additional Lots
The city is open to the HCISD purchasing additional lots but it has to work through the committee.
- C. New Hires (special/general/vocational)
There is a current position open for a Psych. A speech position was recently posted. CTE is still looking at the Allied Health program for its needs.
- D. New Position Early Interventionist (54D Grant)
The position description was provided. The position would be funded by the grant to begin but may eventually be absorbed by special education to keep it.
- E. Phone System Purchase
Bids are being sought.
- F. Review Construction Trades House Bids for Insulation and Kitchen
Bids are being sought.
- G. Staff Handbook
Waiting on the handbook to be reviewed legally.
- H. Dean Jennings Facility Rental
- I. Ratification of Employee Contracts
This item is on the agenda for a placeholder.
- J. Superintendent's Evaluation
Superintendent Steel's evaluation is due in December. The fee for a facilitated evaluation is \$1,700. The Board did not opt to use assistance.
- K. Business Office Services, Litchfield
A proposal to supply business office services has been provided for Litchfield Community Schools. The HCISD would need to hire additional staff if the HCISD begins business services.
- L. Policy, First Reading, NEOLA Fall Update 2018
The policies for 33.1 were presented for the first reading.

BUSINESS SERVICES REPORT

Director Shaffer provided a report in the board book.

SUPERINTENDENT'S REPORT

Superintendent Steel provided a report in the board book.

Superintendent Steel reported that we have a new governor in the democratic party by the republicans still have control in the Senate. Superintendent Steel expects to see movement in lame duck but not as much as was anticipated. There will be a change in the State's superintendent – hoping to have a new superintendent by spring of 2019. The special education strategic planning took place on Monday of this week. The HCISD's strategic plan will be discussed after the holidays.

GENERAL EDUCATION

Jonathan Tobar provided a report in the board book. Director Tobar stated that the general education department is all about collaboration. They are helping the LEAs build capacity to lead the work in their districts.

SPECIAL EDUCATION

Susanne Masters provided a report in the board book. Director Masters reported that Winterfest is being planned for this fall. Susanne reported that the Michigan Needs Assessment. Michigan is the only state below the line. General education needs to be fixed in order to fix special education. The State is pushing collaboration within the two departments.

Handout: Michigan Needs Assessment Data

Susanne spoke to the data specifically in the areas of disproportionality and graduation rates. A federal-education person will work with the State.

HILLSDALE AREA CAREER CENTER

Jonathan Tobar provided a report in the board book. Principal Ballee-Brooks reported that Ag Day was a great success. Director Tobar added that there was recent graduates in the field where the students visited. Director Tobar added that the HCISD did not get approved for moving forward to Step III of Phase I. We will be able to re-apply in Phase II and will be able to go straight to Step II.

OTHER MATTERS

There were no other matters.

GENERAL COMMENTS FROM GUESTS

Troy Beasley, MEA, stated that this week is American Education Week. Mr. Beasley thanked the para-pros, bus drivers, teachers, administrators, board – everyone who has a part in education. Troy stated that we need to celebrate what we do; that no one's getting rich but we all have a job to do; and that everything we do should be about the kids. Last month, Troy talked about the Lenawee Consortium. Troy expressed his difference in emotions. He stated he was feeling disappointment as the HCISD and EA had not come to an agreement in regard to the consortium; the exact plan with the consortium presents a savings of \$5,000. Troy expressed excitement for Waldron, Pittsford, and Litchfield as they have embraced the opportunity outside of their contract. Troy stated that they are still waiting on Hillsdale for the final approval outside of their contract: Nothing has to be given to get the rate. Troy mentioned that he is also excited that the Board will be talking about it. He added that no one is going to like everything that is being given, but hopes we will be able to move forward. Troy commended the Board for the work they do and looks forward to what they will do tonight.

Linda McDowell, HR Secretary, stated that she wished the EI staff were still at the Board meeting: What the EI staff shared in their presentation was a true testament of what the HCISD is and how great it is to work at the HCISD. Linda added that no matter each person's positions, we have to remember to work together for the kids. Their (EI) work is a true testament that if you work together you can accomplish great things.

Gloria Jones stated that she has been at the HCISD for 22 years and loves her jobs. Gloria added that sometimes things are not always easy but she presses on. Gloria added that after 22 years of working, she is making less than when she began and that she is hoping it gets straightened out. Gloria stated that she is bringing home very little and that she really would appreciate it if she could take more home.

CLOSED SESSION FOR ATTORNEY-CLIENT PRIVELEGE

Nye/White to convene to closed session for the purpose of negotiations at 7:11 PM. Roll Call: Nye, White, Brandes, Gutowski, Leininger
Ayes: All Nays: None ***Carried***

Present: Leininger, Nye, White, Brandes, Gutowski, Steel, Svacha, Shaffer, Lawless, Attorney Martha Marcero

Leininger/White to reconvene to open session at 8:19 PM. Ayes: All Nays: None ***Carried***

ADJOURNMENT

Brandes/Gutowski to adjourn at 8:20 PM Ayes: All Nays: None ***Carried***

Respectfully Submitted,
Kim Svacha