

**Hillsdale County Intermediate School District  
Board of Education Meeting  
August 16, 2018 ~ 5:30 P.M.  
DRAFT MINUTES**

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

**Absent:** Gutowski

**HCISD Staff:** Steel, Svacha, Shaffer, Rathburn, Quigley, McDowell, Bartholomen, Lawless, Ellison, Masters

**Guests:** Gary Morrison, Chuck Sigler, Carrie VanSickle, Lisa DiMusto, Michelle Bloom-Kreger, Leah Greer, Amanda Frank

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**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 July 19, 2018, Regular & Organizational Meetings
- B. Minutes, Correction and Approval, July 2017, Regular & Organizational Meetings
- C. Report on Investments
- D. Bills Payable
- E. Resignations (Brownlee, Crabtree, Gamble, Sarles)

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. CTE Cash Flow Borrowing (CTE Capital Projects)
- B. Aimsweb Renewal and Training
- C. New Hire, Carrie VanSickle
- D. New Hire, Michelle Bloom-Kreger
- E. New Hire, Lisa DiMusto
- F. New Hire, Amanda Frank
- G. New Hire, Leah Greer
- H. New Hire, Mike Hurd
- I. Classroom Rental Agreement – Waldron Area Schools

**Item A**

CTE Cash Flow Borrowing (CTE Capital Projects)

The cash flow transfer helps with the expenses of the student home building and HCISD payroll. The funds will be returned when the final tax payment is received near the end of February.

Brandes/White to approve borrowing cash from the CTE capital projects fund in an amount up to \$300,000.

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

**Item B**

Aimsweb Renewal and Training

Brandes/Nye to provide authorization to Superintendent Steel to approve multiple invoices from Aimsweb for training in amounts that will collectively exceed the threshold normally permitted by the superintendent.

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

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Item C

New Hire: Carrie VanSickle

White/Nye to approve the hire of Carrie VanSickle for the special education department.

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

Item D

New Hire: Michelle Bloom-Kreger

Nye/White to approve the hire of Michelle Bloom-Kreger for the special education department.

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

Item E

New Hire: Lisa DiMusto

Brandes/White to approve the hire of Lisa DiMusto for the special education department.

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

Item F

New Hire: Amanda Frank

Brandes/White to approve the hire of Amanda Frank for the special education department.

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

Item G

New Hire: Leah Greer

White/Brandes to approve the hire of Leah Greer for the special education department.

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

Item H

New Hire: Mike Hurd

Brandes/White to approve the hire of Mike Hurd for the transportation department.

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

Item I

Classroom Rental Agreement – Waldron Area Schools

Nye/Brandes to approve the classroom rental agreement with Waldron Area schools.

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

**BUSINESS ITEMS FOR FUTURE CONSIDERATION**

A. Lochaven Student Lots

B. Three Meadows Property

C. Phone System Purchase

The HCISD phones are outdated and do not comply for 911 regulations. Bids are being solicited for a new system.

D. Great Start Readiness program (GSRP) Contracts (2018/2019)

E. Potential New Hires (special/general education)

F. Classroom Rental Agreement – Jonesville Community Schools

G. Classroom Rental Agreement – Hillsdale Community Library

White/Nye to move Item G Classroom Rental Agreement to an action item to bring to a vote.

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

Nye/White to approve the classroom rental agreement with Hillsdale Community Library.

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

H. Dean Jennings Facility Rental

Several agencies have contacted Superintendent Steel in regard to office space rental. The Substance Abuse Coalition plans to rent space beginning this fall.

I. District Handbooks

Handbooks will be brought for approval in the future.

J. Approval of Will Carleton Academy Board Members

Superintendent Steel noted that the HCISD administration has learned significantly about their role as Will Carleton Academy's charter carrier. Adjustments are being made where necessary.

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### **BUSINESS SERVICES REPORT**

Director Shaffer provided a report in the board book. Director Shaffer reported that the minutes presented for Hillsdale Preparatory School are the final minutes the HCISD will receive. The parking lot is finished at the HACC. The lot will be striped on Monday. The "surround" for the waste container and curb will be completed as well. The foundation of the building was hit and moved about 4": An engineer has assessed the damage. The cost of the repair is the responsibility of the contractor. The HCISD payroll procedure was audited: Director Shaffer thanked Wendy Thorp and Julie Lawless for a seamless process.

The State of Michigan contacted Director Shaffer and indicated they are taking \$67K in funds previously issued: The funding was taken from the August State Aid payment. The reduction is due to personal property tax reimbursements.

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### **SUPERINTENDENT'S REPORT**

Superintendent Steel provided a report in the board book.

Superintendent Steel reported that there is nothing significant currently going through in legislation. The Marshall plan is deadlocked at this point. Director Tobar plans to continue his work with the community partnerships around the Marshall plan.

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### **GENERAL EDUCATION**

Jonathan Tobar provided a report in the board book. Director Tobar reported that the literacy coaching model is in place; not all districts are participating this round. The KAR training is complete. Director Tobar complimented Stacy Ansel and Stefanie Rathburn for their successful PLAY groups; GSRP slots are available; and the Leading and Learning Network kicked-off. Director Tobar shared his take-aways from the Leading and Learning Network conference; he was able to benchmark his personal leadership data, noted that we cannot rise above any constraints we're unwilling to deal with, and understanding that the lowest behavior we deem acceptable in our organization becomes the culture.

### **SPECIAL EDUCATION**

Susanne Masters provided a report in the board book. Director Masters reported on the special education strategic planning. Katie Flynn, Muskegon ISD, spent three days with the LEAs with the exception of the charters conversing about special education. Ms. Flynn then correlated the results into strengths, concerns, and solutions. Jennifer Starlin from Thrun will visit in late September to talk with the administrative group. Susanne Masters, Chelsea Iffland, Shawn Ellison, and Stacy Ansel attended a conference in Traverse City and presented twice at the conference. Greenfield School is moving along well. Melissa Swan is doing a great job. The garden is plentiful in produce this year.

### **HILLSDALE AREA CAREER CENTER**

Jonathan Tobar provided a report in the board book. Director Tobar thanked Tim Wilcox and the maintenance staff as they have been exceptional in moving, cleaning, and special projects. There are currently 255 students registered at the HACC with one on a waitlist for welding. There is currently a posting for a Health Instructor. There will be a sub in place for the start of school.

### **OTHER MATTERS**

The Board discussed Will Carleton Academy's charter in relation to a new contract that was signed and dated at the previous meeting.

Nye/White to authorize Will Carleton Academy's charter contract to become an action item to bring to a vote.

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

Nye/White to approve the contract as presented by Thrun Law Firm with the date changed to be effective August 16, 2018.

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

**GENERAL COMMENTS FROM GUESTS**

Chuck Sigler reported that he and Mary Piper are working to make the bus routes as efficient as possible. Greenfield School can start 30 minutes earlier and go home 30 minutes earlier which is very helpful. Mr. Sigler stated he was happy to hire two new drivers in the past year.

Julie Lawless reported that the HCISD had their first orientation and on-boarding day for new staff.

Superintendent Steel reported that back-to-school for staff is Monday, August 20. Beauty and the Beast will be there. The theme is "Be Our Guests".

**ADJOURNMENT**

Nye/White to adjourn at 6:40 PM

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

Respectfully Submitted,  
Kim Svacha