

**Hillsdale County Intermediate School District
Board of Education Meeting
September 13, 2018 ~ 5:30 P.M.
DRAFT MINUTES**

Board Members Present: Brandes, Gutowski, Nye (excused at 6:22), White
HCISD Staff: Steel, Svacha, Tobar, Estel, Masters, Falater, Wilson, Cross, Selph, Rathburn, Maxfield, Iffland, Ellison, O'Heran, Boardman, Adams, K. Jones, Slamka, Quigley, Wilcox, G. Jones, Coyne
Guests: Troy Beasley, MEA

CALL TO ORDER

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

APPROVAL OF CONSENT AGENDA

- A. Minutes, Meeting on August 16, 2018, Regular Meetings
- B. Report on Investments
- C. Bills Payable
- D. Resignations (Anderson)

Brandes/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. Approval of Will Carleton Academy Board Members
- B. Choice Schools Management Agreement
- C. Classroom Rental Agreement – Jonesville Community Schools
- D. Career Center HVAC Replacement for CAD Classroom
- E. Dean Jennings
- F. Career Cruising Software
- G. Staff Unpaid Time off Request

Item A

Approval of Will Carleton Academy Board Members.

White/Brandes to approve Christopher Busch, Richard (Brock) Lutz, and Luke VanCamp as board of education members for Will Carleton Academy.

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

Item B

Choice Schools Management Agreement. A resolution is only necessary if the Hillsdale County ISD Board of Education does not agree with the contract.

Item C

Classroom Rental Agreement for Jonesville Community Schools

White/Gutowski to approve the classroom rental agreement between the Hillsdale County ISD and the Jonesville Community Schools

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

Item D

Career Center HVAC replacement for the CAD classroom

Brandes/Gutowski to provide Superintendent Ronna Steel with authority to act on a contract for the replacement of the HVAC system after reviewing and analyzing the bids which should not to exceed \$20K.

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

Item E

Dean Jennings Facility Rental. The rental agreement is with the Hillsdale County Substance Abuse Prevention Coalition.

Gutowski/White to approve the office rental agreement with the Hillsdale County Substance Abuse Prevention Coalition.

Ayes: All Nays: None Abstention: Laurie Brandes ***Carried***

Item F

Xello (formerly known as Career Cruising)

Brandes/White to approve the purchase of Xello software as presented

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

Item G

Staff Unpaid Time Off Request

White/Brandes to approve three-days of unpaid time-off for employee Sydney Patterson.

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

Item H

Out-of-State Travel. The cost of the conference is included in a grant.

Brandes/White to approve the out-of-state travel request for HACC staff members.

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

Item I

Val White to move *Business Items for Future Consideration* item O to other *Business Action Items* item I. Jessie Judson was presented as the PAC member for Litchfield Community Schools.

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

White/Gutowski to approve Jessie Judson for PAC member at Litchfield community schools.

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

BUSINESS ITEMS FOR FUTURE CONSIDERATION

A. Three Meadows Property

Superintendent Steel reported that the HCISD is ready to move ahead with the purchase of a lot along with a request to purchase more. It is possible that a land survey will need to be conducted.

B. Phone System Purchase

Jonathan Tobar and Ben Muscott, JCISD, reported that the HCISD's current phone system is out-of-date and incompatible with e911. Ben Muscott provided an overview of the law and the kind of phone system needed. Ben Muscott introduced the idea of a centralized phone system, which would be located in Jackson County - participants could buy into the phone system. New regulations require 911 to know the specific locations of a crisis. A cost will be provided in the near future once Ben Muscott can analyze the number of lines and other pertinent data.

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

Mindy Wilson will provide the contract. Almost all GSRP classrooms are full; some classrooms still have a waiting list

- D. GSRP Policy and Procedure Handbook
- E. Early On Contract/Early Headstart
- F. Potential New Hires (special/general education)

There is currently two candidates for allied health program instructor position. The second-round interviews will take place the week of September 17. There is also a para-pro position open at this time.

- G. District Student Handbooks
The handbook is currently being reviewed by Thrun legal.

- H. Staff Handbooks
The handbook is currently being reviewed by Thrun legal.

- I. Great Start Collaborative Contract, Integro, LLC

- J. Dean Jennings Facility Rental

- K. Special Education Cash Flow Borrowing

- L. EBLI Training

- M. Ratification of Employee Contracts (potential item)

- N. Financial Audit Presentation, Stevens, Kirinovic, Trucker, PC

BUSINESS SERVICES REPORT

Director Shaffer provided a report in the board book. (Belinda was excused.)

SUPERINTENDENT'S REPORT

Superintendent Steel provided a report in the board book. Superintendent Steel reported on the following: The countywide board meeting is scheduled for October 11; a legislative update was provided in the board book; there is a potential for much action in lame duck; and October 8 and 9 are potential dates for the special education strategic planning session.

GENERAL EDUCATION

Jonathan Tobar provided a report in the board book. Jonathan reported on the following: There was a successful Literacy Pop-up on Tuesday, 209 people attended with 125 being children; and the professional learning calendar was included in the board report. Jonathan Tobar complimented Shivawn O'Heran on a great job of keeping in contact with the districts and keeping them updated on happenings.

Mindy Wilson reported that most GSRP classrooms are full at this time. Community Action Agency has 10 slots that were returned; those slots were divided amongst the other classrooms in the county. Mindy reported that pre-school in the county is a challenge unless a parent is able to transport.

SPECIAL EDUCATION

Susanne Masters provided a report in the board book.

Handout: Michigan 2018 Part B Results-Driven Accountability Matrix

Susanne Masters reviewed a handout on scores for SP indicators.

HILLSDALE AREA CAREER CENTER

Jonathan Tobar provided a report in the board book. Jonathan Tobar reported on the following: There is currently 244 students at HACC; Agriculture Day is October 11 and is for 7th graders; Manufacturing Day is

Scheduled for October 25; with the Career Cruising software, Jonathan and counselors were able to tie students who would be a good fit for agriculture and manufacturing days; an offer was made for the position of director for Mi-STEM; and work continues on the Marshall Plan.

OTHER MATTERS

- Fall Fest is scheduled for October 18, 2018. Will we host it at the Hillsdale County Fairgrounds.

GENERAL COMMENTS FROM GUESTS

No comments from guests.

ADJOURNMENT

Gutowski/Brandes to adjourn at 6:27 PM

Ayes: All

Nays: None

Carried

Respectfully Submitted,
Kim Svacha