

**Hillsdale County Intermediate School District
Board of Education Meeting
July 20, 2017 ~ 5:30 P.M.
RECORDED MINUTES**

Board Members Present: Brandes, Gutowski, Leininger (for regular meeting), Nye, White (arrived at 5:33)

HCISD Staff: Steel, Svacha, Kochendorfer, Cole, Masters, McDowell, Anspaugh, Moon, Magda, Bigelow, Dunten, Henson, Lawless, O'Heran, Tobin, Glei-Dietz, Slamka

Guests: Bonnie Leininger, Hillsdale County resident; Morrill; Neitzert; Kerr; Mary Halley, Jonesville; Brian O'Heran; Debby Kerr; Karen Hill, retiree of HCISD

CALL TO ORDER

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

ELECT AN ACTING PRESIDENT FOR THE REGULAR MEETING AND INTERVIEWS

Nye/Gutowski to appoint Laurie Brandes to preside over the regular meeting and the board member interviews.

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

APPROVAL OF CONSENT AGENDA

- A. Minutes, Meeting on June 15, 2017
- B. Report on Investments
- C. Bills Payable
- D. Resignations (Phyllis Gordon, Char Cole, Sam Shaffer, Dawn Bellew)

Gutowski/Nye to approve the consent agenda as presented with a correction to the minutes.

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

Acting Board President Brandes stated that a second section has been added for public comment at the end of the board meeting. The first section "Comments From Guests On Agenda Items" is intended for business related only to the agenda; the second section "General Comments from Guests" is intended to offer guests a place to talk about general items. Time restrictions apply to both sections.

COMMENTS FROM GUESTS

Debby Kerr, resident of Concord and retired HCISD employee after 37 years, questioned giving less than a week for potential board members to give notice of their interest.

Jessy Bigelow, HCISD employee, recognized Char Cole and stated that she has always helped and mentored her.

Laurie Brandes stated that Superintendent Ronna Steel will not be at the meeting as she was just released from the hospital.

OTHER BUSINESS ACTION ITEMS

- A. New Hires (Alixandra Neitzert, Kelci Morrill)
- B. Administrative Contracts & Increase
- C. Dean Jennings Lease Agreement, Child Care Network
- D. Classroom Lease Agreement, Hillsdale Schools
- E. Copier Lease Contract
- F. Authority to Accept Offers & Execute Sale Contracts for Lochaven

- G. Record Laura Nye Oath of Office taken on June 30, 2017
- H. Career Cruising Software

Item A

Susanne Masters introduced Alixandra Neitzert and Kelci Morrill as candidates for hire.

White/Nye to approve the hire of Alixandra Neitzert and Kelci Morrill.

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

Item B

Laura Nye, Val White, Ronna Steel, and Belinda Shaffer served on an ad-hoc committee for administrative contracts and salary increase.

Nye/White to approve contract extension through June 30, 2018, for the following employees:

Ansel; Lawless; LoPresto; Masters; Rathburn; Richardson; Shaffer; Svacha; Tobolske-Horn; and Wilcox.

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

Nye/White to approve salary increase of 1.5% for the following employees:

Ansel; Lawless; LoPresto; Masters; Rathburn; Richardson; Shaffer; Svacha; Tobolske-Horn; Wilcox; Cole; and Kochendorfer.

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

Item C

Director Shaffer presented the lease agreement with Child Care Network for office space at Dean Jennings.

Nye/Gutowski to approve the lease agreement with Child Care Network.

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

Item D

Director Shaffer presented the lease agreement with Hillsdale Community Schools for classroom space at Davis Middle School.

White/Gutowski to approve the lease agreement with Hillsdale Community Schools.

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

Item E

Director Shaffer presented the bids for copiers for the district. The administration recommends a contract with Current Office Solutions.

Gutowski/White to approve a four-year lease agreement for copiers with Current Office Solutions.

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

Item F

Director Shaffer requested approval for administration to accept offers and execute a sale contract for Lochaven. An offer would be brought to the Board for final approval. There is currently one offer, with a second in process, and a potential third offer. Board Member White offered to sit on a committee with administration if needed.

Nye/Gutowski to authorize the superintendent and the director of business finance to accept offers and execute a sale contract.

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

Item G

Brandes noted that Laura Nye took the oath of office on June 30, 2017. Laura Nye was elected to office on June 5, 2017.

Item H

Director Kochendorfer requested renewal of the Career Cruising software. All 7th graders are required to have an EDP. Career Cruising is purchased annually for the local districts.

Nye/White to purchase Career Cruising software.

Ayes: All

Nays: None

Carried

BUSINESS ITEMS FOR FUTURE CONSIDERATION

- A. CAA Rental Agreement at Greenfield School
- B. GSRP Contracts (2016/17)
- C. GSRP Contracts (2017/18)
- D. EI Classroom Agreement (2017/18)
- E. Cameras at Greenfield
- F. HACC, Parking Lot
- G. Vocational Education Bank Borrowing or Transfer from Voc Ed Capital Projects for Cash Flow
- H. Charter Renewal for Will Carleton Academy
- I. Student Home Building 2017-2019, Approval of Basement Poured Walls

BUSINESS OFFICE REPORT

Director Shaffer presented general information in the board book. Director Shaffer shared the Excel Consultant Group report for maintenance and facilities usage. The report is extensive and is being incorporated into the strategic plan.

Director Shaffer congratulated Linda McDowell on receiving her Payroll Specialist certificate from MSBO.

SUPERINTENDENT'S REPORT

Handout: HCISD Superintendent's Report
Superintendent Steel was excused.

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

Director Kochendorfer provided a report in the board book. Director Kochendorfer reported that a position was posted for an IT instructor; the job description was broad. There were no applicants. The position will be posted again in four separate postings; after a candidate is hired, their unique qualifications and teaching abilities will be incorporated into the classroom curriculum.

OTHER MATTERS

There were no other matters.

BOARD MEMBER APPOINTMENT INTERVIEWS

INTERVIEWS FOR BOARD MEMBER CANDIDATES

Candidates Bonnie Leininger and Mary Halley drew lots to determine which candidate would interview first. Mary Halley was interviewed first; Bonnie Leininger second. Candidates were asked the same questions in the same order.

APPOINTMENT OF A BOARD MEMBER

Nye/Gutowski to appoint Bonnie Leininger as a member of the HCISD board of education.

Ayes: Brandes, Gutowski, Leininger, Nye Nay: White ***Carried***

BOARD MEMBER OATH OF OFFICE

Board Members Brandes, Gutsowski, Leininger, and White took the oath of office administered by Director Shaffer.

Each member raised their right hand and repeated the following:

"I do solemnly swear that I will support the constitution of the United States and the constitution of the State of Michigan, and that I will faithfully discharge the duties of office of member of the board of education of the Hillsdale County Intermediate School District according to the best of my ability."

ORGANIZATIONAL MEETING

A. Election of Officers

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

Ayes: Brandes, Gutowski, Leininger, Nye Nay: White ***Carried***

B. Name Bank Depositors

White/Nye **BE IT RESOLVED** that the following be designated as depositors for the 2017-2018 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

Nye/White 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

White/Leininger to authorize the use of credit cards by the following employees:

Superintendent

Executive Assistant to the Superintendent

CTE Director

CTE Supervisor

Director of Business/Finance

Special Education Director

Special Education Supervisors

Early Literacy Supervisor
Instructional Services Director
Operations/Maintenance Supervisor
Technology Supervisor
Professional Staff
Secretarial Staff

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

E. Contracts, Agreements, & Purchase Orders

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

HCISD: Superintendent, Director of Business Finance
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

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

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

H. 2017-2018 Board Meeting Schedule & Board Work Session

White/Leininger 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***

July 20, 2017 Regular & Organizational	February 15, 2018
August 17, 2017	March 22, 2018 (please note: one week later than normal)
September 14, 2017 (please note: one week earlier than normal)	April 19, 2018
October 19, 2017	May 17, 2018
November 16, 2017	June 21, 2018
December 21, 2017	July 19, 2018 Regular & Organizational Meetings
January 18, 2018	

I. Designate Dates – ISD Board Work Sessions and Countywide Board Meeting

Nye/White to schedule work sessions and countywide board meetings at a later date.

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

J. Responsibility of Posting Meetings and Recording Minutes

Leininger/White 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***

K. MASB Membership

White/Nye to renew membership to the Michigan Association of School Boards (MASB) at an annual membership fee of \$3,320. Ayes: All Nays: None ***Carried***

L. SCECH Program Offering

White/Leininger to authorize the SCECH coordinator to determine programs qualifying for school committee meetings and school improvement meetings under the discretion of the Superintendent. Ayes: All Nays: None ***Carried***

GENERAL COMMENTS FROM GUESTS

Debby Kerr, Concord, commented that she appreciates Val White being on the board and asking questions and going a little deeper.

Val White thanked Char Cole for her service to the HCISD. Over the years, Val said she heard many accolades about the Lochaven program. Val hopes everything goes well.

Laurie Brandes said when she was on a local school board Char Cole was the face of special education and thanked her for her service. Laura Nye and Scott Gutowski offered sentiments of appreciation.

Laurie Brandes thanked Mary Halley for applying for the open board position.

Bonnie Leininger thanked the Board for the opportunity to come back and serve.

ADJOURNMENT

White/Nye to adjourn at 7:10 PM

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

Respectfully Submitted,
Kim Svacha