

**Hillsdale County Intermediate School District
Board of Education Meeting
May 24, 2018 ~ 5:30 P.M.
DRAFT MINUTES**

Board Members Present: Brandes, Leininger, Nye, White

Absent: Gutowski

HCISD Staff: Steel, Svacha, Shaffer, Cross, Iffland, Swan, Magda, Slamka, Ellison, McDowell, Quigley, M. Wilson, Rathburn, Answel

Guests: Debby Kerr, HCISD Retired

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 April 19, 2018, regular meeting
- B. Minutes, Countywide Board Workshop, May 10, 2018
- C. Report on Investments
- D. Bills Payable
- E. Employee Resignations (Huussen, Buell, Hubbard)

White/Nye to approve the consent agenda as presented.

Ayes: All

Nays: None

Carried

COMMENTS FROM GUESTS

There were no comments from guests.

RETIREE CELEBRATION

President Leininger congratulated and presented a certificate and gift to Dr. Char Cole. President Leininger also congratulated four retirees who were unable to attend: Kim Hershisser, Janell Wilson, Judy Kochendorfer, and Cathy Burlew.

BETTER HEARING MONTH

Pam Cross shared that May is better hearing month. Pam shared a video on protecting your ears, especially during the summer months.

STATE OF THE HCISD ADDRESS

Superintendent Ronna Steel presented the state of the HCISD, financially and academically, for general education, special education, and vocational education. The report contained data for recent years as well as year-end for 2017-2018.

OTHER BUSINESS ACTION ITEMS

Item A

Administrative Contracts

Superintendent Ronna Steel indicated that all administrative contracts are up for a one-year renewal at this time. The committee for administrative contracts met with Ronna and have developed step increases and lane changes to resemble the professional staff financial contract in the future. The administrative steps and lane changes do not have the same percentage increases on each step, as it is not feasible. The committee is suggesting the changes take place on July 1, 2018. The committee has also developed a consistent base salary for each administrative position. Merit pay is also a consideration for effective and highly effective employees. If professional staff take a freeze in pay or do not get a raise, the administrative staff would follow. This item was moved to the June board meeting to allow more time for review by board members.

Item B

Unpaid Time Off Request

Employee Rachel Brackman requested one unpaid day on June 4, 2018.

Nye/Brandes to approve one unpaid day for Rachel Brackman.

Ayes: All

Nays: None

Carried

Item C

Speech Protocol Assessment Purchase

The speech department has been using some of the same tools for speech for the last 20 years. The total cost is \$15,383; the purchase will be paid from this year's funding.

Nye/Brandes to approve the purchase of speech protocol materials.

Ayes: All

Nays: None

Carried

Item D

Basement Audio Quotes

Quotes were provided for a sound system for the lower level at the Hayes Building. The system includes several speakers, a microphone, lapel microphone, acoustical configuring, and monitors. Erate funding would be used for the purchase. The cost is \$13,360.52.

Brandes/Nye to approve the purchase of a sound system for the lower level at Hayes.

Ayes: All

Nays: None

Carried

BUSINESS ITEMS FOR FUTURE CONSIDERATION

A. Student Lane Property

Superintendent Steel checked the brokerage costs as requested by the Board. The minimum cost for selling a property is \$1,500. The minimum amount an agent can accept for a sale is \$750; typically, two agents are involved in one sale. In addition to the brokerage fee, there are advertising costs. The HCISD has been paying their share of dues/upkeep to the subdivision for owning this piece of property. The property will be listed soon.

B. Lochaven Student Lots

C. Three Meadow Properties

D. Potential New Hires (special/general education)

E. Budgets for 2018/2019

F. Amended Budgets for 2017/2018

G. Countywide Winter & Spring Breaks

The LEA superintendents are requesting that the HCISD approve a new calendar that rolls back spring break to the last week of March beginning in 2019/2020.

H. Annual Renewal of MDE Vended School Meal Company Contract with Hillsdale Community Schools

I. Food Services Contract with Hillsdale Community School

J. Breakfast and Lunch Meal Prices for 2018/2019

K. Neola Update First Reading

L. Will Carleton Academy Contract

M. CTE Equipment Grant Purchase

N. Facility Needs for Dean Jennings

The Dean Jennings building is in need of upkeep. The maintenance is estimated at \$20k-\$25K.

BUSINESS OFFICE REPORT

Director Shaffer presented information in the board book. Director Shaffer shared the audit letter from SK&T, PC.

SUPERINTENDENT'S REPORT

Superintendent Steel presented information in the board book. It looks as though there will be an increase for the local district, however, there will not be for ISDs. There is funding proposed for school safety, trauma, and mental health.

GENERAL EDUCATION

Director Tobar provided a report in the board book. The following was highlighted: GSRP slots, the community baby shower, book borrowing bins, the joint superintendent and principal meeting for a call to literacy, Kindergarten Readiness Assessment, and the Leading and Learning PD series for principals in Hillsdale and Jackson counties.

SPECIAL EDUCATION

Director Masters provided a report in the board book. Shawn Ellison, Chelsea Iffland, Mindy Wilson, and Melissa Swan reported on the following: There are no definitive plans for the EI room as of yet, however, there are many ideas on the table; the general supervision grant is being written; the spring mixer was April 20 and was well attended; the completion ceremony is Wednesday, May 30, at Hillsdale High School; ACES Day was on May 9th at Greenfield; and, Greenfield students and staff painted rocks as a “living artifact of the students and staff at Greenfield”. Superintendent Steel thanked Cindy Magda and her team for working hard on the weekends to prepare the garden area at Greenfield School.

HILLSDALE AREA CAREER CENTER

Jonathan Tobar provided a report in the board book. Jonathan reported that the roof is on the house; Congressman Walburg visited the HACC; the enrollment for next year is projected to be 250 students; and the re-envisioning focus groups meetings are complete.

OTHER MATTERS

There were no other matters.

GENERAL COMMENTS FROM GUESTS

This section was moved prior to the closed session. There were no general comments from guests.

CLOSED SESSION FOR NEGOTIATIONS

Nye/Brandes to convene to closed session for the purpose of negotiations as permitted under Section 8(c) of the OMA at 6:44 PM. Roll Call Vote: Brandes, Leininger, Nye Ayes: All Nays: None ***Carried***

The meeting was reconvened to open session at 7:37 PM.

ADJOURNMENT

Nye/Brandes to adjourn at 7:38 PM. Ayes: All Nays: None ***Carried***

Respectfully Submitted,
Kim Svacha