

**West Shore Educational Service District
Board of Education
Minutes of Special Meeting/Budget Hearing
June 21, 2022
West Shore ESD**

I. Call to Order

The meeting was called to order by President Greiner at 5:00 p.m.

Members Present: Vincent Greiner, Ellen Kerans, James Dittmer, Shirley
Chancellor, Catherine Becker, Mark Forner, Irma Hinojosa
Members Absent: None

II. Pledge of Allegiance

III. Welcome and Introductions

President Greiner conducted introductions of Board Members.

Administrators: Jason Jeffrey, Kerri Harrie, Kim Tiel, Jamie Bandstra, Tammy
Savage, Tracy Lilje

IV. Approval of Agenda

Motion by Forner, support by Dittmer that the June 21, 2022 Special Meeting/Budget Hearing agenda be approved as printed. Motion carried 7-0, 0 absent.

V. Communication to the Board

A. Comments and Concerns of Citizens Present
None

VI. Board of Education Reports and/or Action

A. 2022-2023 WSESD Proposed Budgets – Assistant Superintendent of Business
Services, Kerri Harrie, presented the 2022-2023 proposed budgets for the WSESD
Special Education Fund, General Fund and the Career and Technical Education Fund.

VII. Adjournment

The June 21, 2022 Special Meeting /Budget Hearing of the Board of Education adjourned at
5:16 p.m.

Respectfully submitted,

Shirley Chancellor, Secretary
West Shore ESD Board of Education

Tracy Lilje
Recording Secretary

**West Shore Educational Service District
Board of Education
Minutes of Regular Meeting
June 21, 2022
West Shore ESD**

I. Call to Order

The meeting was called to order by President Greiner at 5:16 p.m.

Members Present: Vincent Greiner, James Dittmer, Shirley Chancellor, Ellen Kerans,
Mark Forner, Catherine Becker, Irma Hinojosa

Members Absent: None

II. Welcome

President Greiner welcomed everyone to the meeting.

Administrators Present: Jason Jeffrey, Kerri Harrie, Kim Maue, Tammy Savage, Jamie
Bandstra, Tracy Lilje

III. Approval of Agenda

Motion by Dittmer, support by Becker, that the June 21, 2022 Board of Education Agenda be approved as printed. Motion carried 7-0, 0 absent.

IV. Consent Agenda

Motion by Chancellor, support by Kerans, that the Consent Agenda be approved as presented.
Motion carried 7-0.

- A. Payment of Bills for June 21, 2022 - \$259,378.26
- B. Minutes of the Regular meeting on June 7, 2022
- C. Resignation of Lauren Todd and Emily Adema
- D. Pre-Conference Approval/Overnight Travel Request
 - 1. Jason Jeffrey, Supt. Leadership Days/LCS Conference, July 27-28, 2022
- E. Acknowledge the following grants:
 - 1. MDE Section 32p Grants-State Aid, \$157,279.
 - 2. MDE Early On SSA Sec. 54d, \$113,409.
 - 3. MDE Early On American Rescue Plan, \$36,515.
 - 4. MDE Birth to Five Literacy Support Network Hubs Grant (sub recipient), \$25,383
 - 5. MDE 31n(12) grant, \$34,581
 - 6. Youth Solutions Select Programming, \$10,000

V. Superintendent's Informational Report

- A. Academic Spotlight – Dr. Jeffrey and Kerri Harrie provided an overview of the resource allocation recommendation to support local districts academics. A comprehensive needs assessment summary from 2022 showing student achievement was shared.
- B. WSESD Learning Plan Update – Dr. Jeffrey provided the WSESD Learning Plan goal reporting.
- C. NMSLA Annual Dinner – This annual event will be on August 3rd at the Hagerty Center in Traverse City.

VI. Communication to Board

- A. Written Communication

The following items were circulated; a publication from the Scottville Area Senior Center highlighting WSESD employees Meg Brown and Pam Janowiak as they provided a math workshop for grandparents raising grandkids, and a letter from the Home Builders Association of West Michigan announcing the dissolve of their local association and the donation of \$7,954.48 to WSESD to support the education of young people involved in the building of homes.
- B. Comments and Concerns of Citizens Present

None

VII. Board of Education Reports and/or Action

- A. Gateway to Success Academy Update – Melissa Zumbach provided updates on academy happenings.
- B. Educational Services Report
Instructional Services – Amy Taranko was not present. Her report provided updates on professional learning and GSRP assessment data. Per Board Policy 2301E-Conflict of Interest-Additional Disclosure Requirements, she recommended approval for Summer Music & Play and the Play & Learn contracts paid for by the Great Start Collaborative 32P grant. The recommendation to purchase a vehicle for MiSTEM related travel was also recommended.

Motion by Becker, support by Dittmer, that the West Shore ESD Board of Education approve the independent contract with Emma Taranko for Summer Music & Play services not to exceed \$5,000 as presented. The board expressed that Ms. Taranko is not supervised by her family member.

Motion carried 7-0.

Motion by Kerans, support by Becker, that the West Shore ESD Board of Education approve the independent contract with Elianna Jeruzal for Play & Learn services not to exceed \$2,000 as presented. The board expressed that Ms. Jeruzal is not supervised by her family member.

Motion carried 7-0.

Motion by Becker, support by Kerans, that the West Shore ESD Board of Education approve the purchase of a 2019 Chevy Malibu from Urka Auto Center for MiSTEM related travel not to exceed \$23,897.

Motion carried 7-0.

Special Education – Kim Maue provided updates on the WSESD graduation and Make A Difference Awards. She also provided the MDE Early On performance summary. The recommendation to approve the purchase of Illuminate software licenses as the special education management system was included.

Motion by Chancellor, support by Kerans, that the West Shore ESD Board of Education approve the purchase of software licenses from Illuminate Education not to exceed \$21,664 as presented.

Motion carried 7-0.

Career and Technical Education/ASM Tech – Jamie Bandstra reported on student common instructional time and professional development for CTE staff. He recommended RFP's for Criminal Justice printed apparel.

Motion by Chancellor, support by Kerans, to approve the low bids with Bella's Graphics for the following Career & Technical Education RFP's; Criminal Justice (S4SD)/13 jackets/\$455.00, Criminal Justice/30 t-shirts, 30 long sleeve t-shirts, 30 hooded sweatshirts/\$1,170.00.

Motion carried 7-0.

- C. Business Office Update – Kerri Harrie, Assistant Superintendent of Business Services, provided an update on the 6 point plan. She recommended board approval for the 2021-2022 budget modifications and a contract with Brickley Delong for audit services. A Technology update was also included.

Motion by Forner, support by Dittmer that the budget modifications of the 2021-2022 Special Education Fund, General Fund, Career and Technical Education Fund be approved as presented.

Motion carried 7-0.

Motion by Dittmer, support by Forner, that the WSESD Board of Education approve the contract with Brickley Delong for the 2022 fiscal year financial statement and single audit not to exceed \$24,500 as presented.

Motion carried 7-0.

D. Recommendation of the 2022-2023 WSESD Proposed Budgets – The 2022-2023 WSESD proposed budgets were presented at the Budget Hearing. At this time the budgets were recommended for board action.

1. Career and Technical Education Fund

Motion by Chancellor, support by Becker, that the 2022-2023 Career and Technical Education Fund be adopted as presented.

Motion carried 7-0.

2. General Fund

Motion by Chancellor, support by Forner, that the 2022-2023 General Fund be adopted as presented.

Motion carried 7-0.

3. Special Education Fund

Motion by Dittmer, support by Kerans, that the 2022-2023 Special Education Fund be adopted as presented.

Motion carried 7-0.

E. Establish Annual WSESD Board of Education Organizational Meeting

Motion by Chancellor, support by Becker, that the WSESD Regular Board of Education Organizational Meeting be held in the WSESD Board Room on Tuesday, July 12, 2022 at 5:00 p.m.

Motion carried 7-0.

F. Human Resources Update – Tammy Savage’s report provided human resources updates including job postings, resignations, new hires, and employment contracts.

VIII. Recommendations of the Superintendent

A. Personnel

New Hires

Motion by Becker, support by Dittmer, for the WSESD Board to approve the employment of Kelly Olson as Transition Coordinator as presented.

Motion approved 7-0.

Motion by Forner, support by Kerans, for the WSESD Board to approve the employment of Amanda Schultz as Special Education Apprentice/School Psychologist as presented.

Motion carried 7-0.

Reassignments

Included in the HR report is the recommendation to reassign the following staff:

Motion by Chancellor, support by Kerans, for the WSESD Board to approve the reassignment of Jamie Bandstra as Principal/Director of CTE/ASM Tech effective July 1, 2022, as presented.

Motion carried 7-0.

Motion by Becker, support by Dittmer, for the WSESD Board to approve the reassignment of Leah Boundy as GSRP Associate Teacher as presented.

Motion carried 7-0.

Board Member Dittmer exited the meeting at 6:25.

Motion by Chancellor, support by Kerans, for the WSESD Board to approve the reassignment of Erialinda Ortiz as GSRP Associate Teacher as presented.

Motion carried 6-0, 1 absent.

Motion by Forner, support by Becker, for the WSESD Board to approve the reassignment of Patti Geers as Human Resources Specialist, effective July 1, 2022, as presented.

Motion carried 6-0.

Motion by Forner, support by Kerans, for the WSESD Board to approve the reassignment of Tammy Savage as Assistant Superintendent of Human Resources, effective July 1, 2022, as presented.

Motion carried 6-0.

Employment Contracts

Motion by Becker, support by Kerans, that the WSESD Board approve the employment contracts for Kate Chaney, Christy Forrester, Lisa Kimes, and Shannon Snider as presented.

Motion carried 6-0.

B. Designation of Funds

Motion by Forner, support by Chancellor, that the West Shore ESD Board of Education adopt the resolution to commit a one-time \$1,300,000 from the WSESD General Fund and \$1,900,000 from the Special Education fund to support constituent districts with instructional and special education regional initiatives as presented. Motion carried 6-0.

Roll Call Vote: Becker Y Forner Y Hinojosa Y Dittmer A
Chancellor Y Kerans Y Greiner Y

C. WSESD MIOSHA Compliance Resolution

Motion by Becker, support by Forner, that the West Shore ESD Board of Education adopt the amended COVID-19 Compliance Resolution effective through June 30, 2023.

Motion carried 6-0.

IX. Other Matters for Possible Action

A. Suggested Meeting Guide

B. Adjournment

With no further business before the board, the June 21, 2022 Regular Board of Education meeting adjourned at 6:29 p.m.

Respectfully submitted,

Shirley Chancellor, Secretary
West Shore ESD Board of Education

Tracy Lilje
Recording Secretary