

**West Shore Educational Service District
Board of Education
Minutes of Organizational Regular Meeting
July 12, 2022
West Shore ESD**

I. Call to Order

The meeting was called to order by Dr. Jeffrey at 5:01 p.m.

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

Members Absent: None

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

II. Pledge of Allegiance

III. WSESD Election of Board of Education Officers

The Board elected its officers in open session. The officers took their seats immediately.

A. President – Motion by Chancellor, support by Kerans, to close nominations and cast a unanimous ballot for Vincent Greiner as Board President.

Motion carried 7-0.

B. Vice President – Motion by Becker, support by Forner, to close nominations and cast a unanimous ballot for Ellen Kerans as Board Vice President.

Motion carried 7-0.

C. Secretary – Motion by Forner, support by Dittmer, to close nominations and cast a unanimous ballot for Shirley Chancellor as Board Secretary.

Motion carried 7-0.

D. Treasurer – Motion by Becker, support by Forner, to close nominations and cast a unanimous ballot for James Dittmer as Board Treasurer.

Motion carried 7-0.

IV. Welcome and Introductions

President Greiner conducted introductions of Board Members and Administrators.

V. Approval of Agenda

Motion by Dittmer, support by Forner, that the July 12, 2022 agenda be approved as printed.

Motion carried 7-0.

VI. Communication to the Board

A. Written Communication

None

B. Comments and Concerns of Citizens Present

None

VII. Consent Agenda

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

A. Payment of Bills for July 12, 2022 - \$1,217,075.02

B. Minutes of the Special Meeting/Budget Hearing and the Regular Board of Education meetings on June 21, 2022

C. Resignation of Denny Capling and Jamie Killips

- D. Determination of Dates, Times, Location of Regular Meetings – The second Tuesday of each month (except for the June meetings) at West Shore ESD (unless otherwise indicated) as follows:

Date	Time	Type of Meeting	Location
Tuesday, August 9, 2022	5:00 p.m.	Regular Meeting	WSESD
Tuesday, September 13, 2022	5:00 p.m.	Regular Meeting	WSESD
Tuesday, October 11, 2022	5:00 p.m.	Regular Meeting	WSESD
Tuesday, November 8, 2022	5:00 p.m.	Regular Meeting	WSESD
Tuesday, December 13, 2022	6:00 p.m.	Regular Meeting	WSESD
Tuesday, January 10, 2023	5:00 p.m.	Regular Meeting	WSESD
Tuesday, February 14, 2023	5:00 p.m.	Regular Meeting	WSESD
Tuesday, March 14, 2023	5:00 p.m.	Regular Meeting	WSESD
Tuesday, April 11, 2023	5:00 p.m.	Regular Meeting	WSESD
Tuesday, May 9, 2023	5:00 p.m.	Regular Meeting	WSESD
Monday, June 5, 2023	5:00 p.m.	Regular Meeting	WSESD
Tuesday, June 20, 2023	5:00 p.m.	Budget Hearing/ Regular Meeting	WSESD

- E. Designation of Depository for School Funds as:
1. West Shore Bank
 2. PNC Investments, Inc.
 3. PNC Bank
 4. Michigan Liquid Asset Fund
- F. Authorization of the following persons on the WSESD Bank Accounts and the use of Facsimile Signatures:
1. Payroll – Superintendent, Assistant Superintendent of Business Services, Treasurer of Board of Education
 2. General Fund, Special Education and Vocational Education Checking Accounts – Superintendent, Assistant Superintendent of Business Services, President of Board of Education, Treasurer of Board of Education
 3. General, Special and Vocational Education Investments – Superintendent, Assistant Superintendent of Business Services, Treasurer of Board of Education
 4. Debt Retirement Accounts – Superintendent, Assistant Superintendent of Business Services, Treasurer of Board of Education
 5. Capital Projects Fund – Superintendent, Assistant Superintendent of Business Services, Treasurer of Board of Education
 6. Safety Deposit Box – West Shore Bank – Superintendent, Assistant Superintendent of Business Services, President of Board of Education
 7. Electronic Transfer Officer (ETO) – Superintendent or Assistant Superintendent of Business Services
- G. Board Approval to retain the law firm of Thrun Law Firm, P.C., and Clark Hill P.C. for school business.
- H. Board Approval to retain the Audit Firm of Brickley DeLong CPAs for school business.
- I. Board Approval to identify the Ludington Daily News as official legal publication with informational publications in the Oceana Herald-Journal, Manistee News Advocate and Lake County Star when possible.
- J. Board Approval authorizing Superintendent or Assistant Superintendent of Business Services to Sign Legal Documents, Personnel Contracts /Accept Resignations on Behalf of the Board, approve out-of-state and overnight trips.
- K. Board Approval to designate the Superintendent, Administrative Assistant, or designee to post Board meeting notices under the Open Meetings Act.
- L. Board Approval authorizing the Board President to identify a designee(s) for Policy 4104: Employment Complaint Procedure, when necessary.
- M. Board Approval on the following Appointments:

1. Employment Compliance Officers (Jason Jeffrey, Tammy Savage, Jamie Bandstra, Kim Maue)
 2. Safety Coordinators (Mike Harrie, Chad Skiba, Jamie Bandstra)
 3. Civil Rights Coordinator– this designation combines the individual designations of the Section 504/ADA Coordinator, Title IX Coordinator and the Age Discrimination Act Coordinator (Kim Maue, Mike Jeruzal)
 4. FOIA Coordinator (Tammy Savage)
 5. Truancy/Attendance Officer (each local building administrator or principal or school resource officer will be designated as attendance officer)
 6. Homeless Child Coordinator (Brenda Vronko, Mike Jeruzal)
 7. Charter School Officer between WSESD and Gateway to Success Academy (Kerri Harrie)
 8. Educational Technology Association Liaisons (Jason Jeffrey, Kerri Harrie)
- N. Board Approval Certifying Compliance with Section 9524 of NCLB Legislation (constitutionally protected prayer in public schools)

VIII. Superintendent's Informational Report

- A. Summer Update – Dr. Jeffrey provided updates on an upcoming GSRP Advisory Committee meeting, an AgriScience summer camp taking place at the West Michigan Research Station in Hart, and an upcoming regional superintendent leadership conference.

IX. Board of Education Reports and/or Action

- A. Educational Services Update
Instructional Services – Amy Taranko recommended the purchase of Caring Schools Community Social-Emotional Learning Curriculum classroom kits and training packages and provide GSRP handbooks for first reading.

Motion by Forner, support by Becker, that the West Shore ESD Board of Education approve the purchase of Caring Schools Community Social-Emotional Learning Curriculum classroom kits and training packages not to exceed \$50,000 as presented.

Motion carried 7-0.

Special Education - The WSESD Special Education 2022-2023 Student/ Parent Handbook, Special Education Staff Handbook, and Transportation Handbook were provided for first reading.

Career and Technical Education – Jamie Bandstra provided the CTE student handbook for first reading.

- B. Business Services Update – Kerri Harrie updated the board on the FY23 State budget and summer building and grounds projects. She also recommended a contract with Tyler Munis to support Ludington Area Schools joining the software collaborative, a Waiver and Consent form, and an amendment to the Gateway to Success Academy contract. Josh Hayes' report provided updates in technology and the recommendation for the renewal of PowerSchool licenses.

Motion by Dittmer, support by Chancellor, that the West Shore ESD Board of Education approve the contract with Tyler Munis for software implementation and training not to exceed \$63,000 as presented.

Motion carried 7-0.

Motion by Becker, support by Dittmer that the West Shore ESD Board of Education approve the Waiver and Consent document as presented.

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

Motion by Forner, support by Kerans, that the West Shore ESD Board of Education approve the contract amendment with Gateway to Success Academy extending the contract through June 30, 2023 as presented.

Motion carried 7-0.

Motion by Chancellor, support by Forner, that the Board of Education approve the Power School licenses' renewal for the 2022-2023 school year, not to exceed \$50,139.50.

Motion carried 7-0.

C. Presidential Committee Appointments

Motion by Dittmer, support by Becker, that the Board President be given the authority to appoint the Board Committees for the Board of Education.

Motion carried 7-0.

2022-2023 Positions

1. Administrative/Budget/Finance Committee
 - a. Greiner
 - b. Dittmer
 - c. Becker
2. Policy Committee
 - a. Kerans
 - b. Hinojosa
 - c. Becker
3. AFSCME Committee
 - a. Greiner
 - b. Chancellor
 - c. Forner
4. WSEA Committee
 - a. Forner
 - b. Greiner
 - c. Hinojosa
5. Building & Grounds Committee
 - a. Chancellor
 - b. Dittmer
 - c. Kerans
6. MASB Delegate
 - a. Dittmer
7. MASB Delegate Alternate
 - a. Chancellor
8. West Shore Area School Board Association (WSASBA)/REMC 2
 - a. Kerans

- D. Human Resources Update – Included in Tammy Savage’s report were job postings, a new hire, and resignations. Special Education, GSRP, and CTE handbooks were provided for first reading.

X. Recommendations of the Superintendent

- A. Personnel
New Hire

Motion by Dittmer, support by Chancellor, for the WSESD Board to approve the employment of Taylor Carlson as Special Education Apprentice/School Psychologist as presented.

Motion carried 7-0.

XI. Other Matters for Possible Action

- A. Suggested Meeting Guide –
Building & Grounds Committee Meeting – Tuesday, July 19, 2022, 2:00
ABF Committee Meeting – Tuesday, July 19, 2022, 2:30
- B. Adjournment
President Greiner adjourned the July 12, 2022 Organizational/Regular Board of Education meeting at 5:50 p.m.

Respectfully submitted,

Shirley Chancellor, Secretary
West Shore ESD Board of Education

Tracy Lilje
Recording Secretary