

**West Shore Educational Service District
Board of Education
Minutes of Regular Meeting
September 13, 2022
West Shore ESD**

I. Call to Order

The meeting was called to order by President Greiner at 5:01 p.m.

Members Present: Vincent Greiner, James Dittmer, Shirley Chancellor, Ellen Kerans,
Mark Forner, Irma Hinojosa, 1 vacancy

Members Absent: None

II. Pledge of Allegiance

III. Welcome & Introductions

President Greiner conducted the introductions of board members, administrators, and guests.

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

IV. Approval of Agenda

Motion by Dittmer, support by Forner, that the September 13, 2022 agenda be approved as printed. Motion carried 6-0, 1 vacancy.

V. Communication to the Board

A. Written Communication

Two letters were circulated; Michigan MTSS recognizing WSESD for MTSS Data Utilization and the SETSEG Foundation thanking WSESD for the items donated to the Bid to Give auction.

B. Comments and Concerns of Citizens Present

None

VI. Consent Agenda

Motion by Chancellor, support by Kerans, that the Consent Agenda be approved as presented. Motion carried 6-0, 1 vacancy.

A. Payment of Bills for September 13, 2022 - \$606,998.16

B. Minutes of the August 9, 2022 Regular meeting

C. Resignation of Helen Anthony, Amber Adams, Lynne Snell

D. Pre-Conference Approval/Out of State Travel Requests

1. Katrina Morris, Transporting Students with Disabilities, Frisco, TX, November 8-13, 2022

2. April Beckman, Kristi Glanville, Kate Chaney, Trish Hanlon, Monique Selimos, Christy Forrester, Amy Taranko, Jennifer Rollenhagen, National PBIS Leadership Forum, Chicago, IL, October 27-28, 2022

VII. WSESD Board of Education Appointment

Three eligible candidates expressed interest in serving on the WSESD Board of Education. As per school code, the Board of Education filled this vacancy until the next biennial election (2023) at which time the seat shall be up for renewal of a six year term. President Greiner facilitated the appointment process

Motion by Dittmer, support by Kerans that the Board appoint Jim Riffle to the West Shore Educational Service District Board of Education for the term ending June 30, 2023.

Motion carried 5-1, Forner voting no.

Oath of Office – Mr. Riffle took the Oath of Office and took his seat on the board.

VIII. Superintendent's Informational Report

- A. Academic Spotlight – Josh Hayes, ETA Director, presented information on Cyber Security.
- B. School Year Update – Dr. Jeffrey highlighted beginning of the school year activities and the focus areas that the Superintendents Association will be working on for the foreseeable future.
- C. MASB Annual Leadership Conference – This annual event will take place on October 20-23, 2022 in Traverse City.

IX. Board of Education Reports and/or Action

A. Educational Services Update

Instructional Services – Amy Taranko highlighted professional learning and community opportunities. The 2022-23 GSRP Program Policies and Procedures document was presented for first reading.

Special Education Update – Kim Maue provided a Special Education report that included a travel request and student activity highlights. She also recommended approval of a bus camera system upgrade and the 2022-23 district program calendars.

Motion by Dittmer, support by Forner, that the West Shore ESD Board of Education approve the 2022-23 program calendars as presented.

Motion carried 7-0.

Motion by Chancellor, support by Kerans, that the West Shore ESD Board of Education approve the bid with AngelTrax for upgrading 12 WSESD school buses with AngelTrax camera systems in the amount of \$34,087.76

Motion carried 7-0.

Career & Technical Education Update – Jamie Bandstra provided the Career & Technical Education report highlighting CTE staff trainings and College for Kids. He recommended the approval for four t-shirt RFP's and the Independent Contractor Agreement with Cynthia Erickson as the ASM Teacher of Record.

Motion by Hinojosa, support by Dittmer, to approve the low bids with Bella's Graphics for 29 ASM Tech t-shirts/\$261.00, 40 CTE Summer Camp t-shirts/\$480.00, 40 Student Council t-shirts/\$360.00 and 50 Culinary Arts t-shirts/\$450.00 as presented.

Motion carried 7-0.

Motion by Chancellor, support by Kerans, that the West Shore ESD Board of Education approve the contract with Cynthia Erickson as ASM Tech Teacher of Record, not to exceed \$36,000 as presented.

Motion carried 7-0.

B. Business Office Update – Kerri Harrie provided updates on the 6 point plan, collaborative services, and capital projects. A technology report was also included.

C. Human Resources Update – Tammy Savage provided personnel updates to include new hires, job postings, resignations, reassignments, and the board approved GSRP pay scales. Her report also included the recommendation for newly created positions and substitute rates. A Thrun policy update summary was included for first reading.

2022-23 Substitute Rates

We are recommending that the Board approve the hourly pay rates for substitute personnel utilized from outside the bargaining unit for the 2022-23 school year to be:

Substitute Teacher	\$70 Half Day; \$120 Full Day
Substitute Bus Driver	\$17.21 per hour
Substitute Secretarial	\$16.81 per hour
Substitute Support Staff	\$13.14 per hour

Additionally, we are recommending that the Board approve the hourly rates for West Shore ESD employed Special Education and CTE paraprofessionals who perform as substitute teachers in West Shore ESD programs to be:

Tier 1	\$27.15 per hour
Tier 2	\$21.71 per hour

Motion by Dittmer, support by Chancellor, that the Board approve the hourly pay rates for Substitute Teacher, Substitute Bus Driver, Substitute Secretarial, and Substitute Support Staff for the 2022-2023 school year as presented.

Motion carried 7-0.

X. Recommendations of the Superintendent

A. Personnel

Newly Created Positions

The ABF Committee met on August 25, 2022 and recommended the following newly created positions to the Board of Education for consideration.

Motion by Chancellor, support by Kerans that the West Shore ESD Board of Education approve the creation of a 1.0 FTE Early Interventionist position as presented.

Motion carried 7-0.

Motion by Chancellor, support by Kerans, that the West Shore ESD Board of Education approve the creation of 3.55 FTE Special Education Paraprofessional positions as presented.

Motion carried 7-0.

Motion by Hinojosa, support by Chancellor, that the West Shore ESD Board of Education approve the creation of 1.0 FTE Payroll Accountant position as presented.

Motion carried 7-0.

Motion by Forner, support by Dittmer, that the West Shore ESD Board of Education approve the creation of 1.0 FTE Business Manager position as presented.

Motion carried 7-0.

Motion by Kerans, support by Hinojosa, that the West Shore ESD Board of Education approve the creation of 1.0 FTE General Education Social Worker as presented.

Motion carried 7-0.

New Hires

Motion by Hinojosa, support by Kerans, that the WSESD Board approve the employment of Erica Duncil as Early Childhood Special Education Teacher/Service Provider as presented.

Motion carried 7-0.

Motion by Chancellor, support by Dittmer, that the WSESD Board approve the employment of Melanie Hargreaves as Great Start Readiness Program Lead Teacher as presented.

Motion carried 7-0.

Motion by Dittmer, support by Kerans, that the WSESD Board approve the employment of Melissa Reister as CTE Paraprofessional -AgriScience as presented.

Motion carried 7-0.

Motion by Chancellor, support by Kerans, that the WSESD Board approve the employment of Pam Schnarre as Special Education Paraprofessional as presented.

Motion carried 7-0.

Motion by Dittmer, support by Kerans, that the WSESD Board approve the employment of Kristen Biggs as Business Manager as presented.

Motion carried 7-0.

Motion by Chancellor, support by Kerans, that the WSESD Board approve the employment of Michelle Lewis as CTE/ASM Tech Office Professional as presented.

Motion carried 7-0.

XI. Other Matters for Possible Action

A. Closed Session – “Public Act 267 of 1976 – Open Meeting Act”, Section 8 (a) – Periodic Personnel Evaluations. At the request of Dr. Jeffrey, the Board went into closed session to discuss the rubric for his evaluation.

Motion by Dittmer, support by Forner that the Board move into closed session at 6:33 p.m. under “Public Act 267 of 1976 – Open Meetings Act”, Section 8 (a) – Periodic Personnel Evaluations.

Motion carried 7-0.

The Board moved out of closed session at 6:57 p.m. under “Public Act 267 of 1976 – Open Meetings Act”, Section 8 (a) – Periodic Personnel Evaluations.

B. Suggested Meeting Guide

C. Adjournment

With no further business before the Board, the September 13, 2022 Regular Board of Education meeting be adjourned at 6:57 p.m.

Respectfully submitted,

Shirley Chancellor, Secretary
West Shore ESD Board of Education

Tracy Lilje
Recording Secretary