

**West Shore Educational Service District  
Board of Education  
Minutes of Regular Meeting  
June 20, 2023  
West Shore ESD**

I. Call to Order

The meeting was called to order by President Greiner at 5:12 p.m.

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

Members Absent: None

II. Welcome

President Greiner welcomed everyone to the meeting.

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

III. Approval of Agenda

Motion by Forner, support by Kerans, that the June 20, 2023 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 20, 2023 - \$566,391.48
- B. Minutes of the Regular meeting on June 5, 2023
- C. Resignation of Wendy Wineland, Alisha Shilander, Patty Kapala, Brooke Bunting, and Brenda Vronko
- D. Pre-Conference Approval/Overnight Travel Request
  - 1. Jason Jeffrey, Supt. Leadership Days, July 26-27, 2023, Grand Rapids, MI

V. Superintendent's Informational Report

- A. The Spotlight – Dr. Jeffrey and Kerri Harrie provided an overview of the West Shore ESD Five Year Financial Plan.
- 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 3<sup>rd</sup> at the Hagerty Center in Traverse City.

VI. Communication to Board

- A. Written Communication  
None
- B. Comments and Concerns of Citizens Present  
None

VII. Board of Education Reports and/or Action

- A. Educational Services Report  
*Instructional Services* – Amy Taranko provided updates on professional learning and GSRP assessment data. Outcomes from the MDE 31n Monitoring were also included.

*Special Education* – Kim Maue provided updates on the WSESD graduation and Make A Difference Awards. She also provided the outcomes of the MDE monitoring of IEP implementation plans. The recommendation to approve the purchase of Renaissance software licenses as the special education management system was included.

Motion by Riffle, support by Forner, that the West Shore ESD Board of Education approve the purchase of software licenses from Renaissance not to exceed \$22,480 as presented.

Motion carried 7-0.

*Career and Technical Education/ASM Tech* – Jamie Bandstra reported on student events and certifications. ASM Tech graduation and professional development for CTE staff were also included.

- B. Business Office Update – Kerri Harrie, Assistant Superintendent of Business Services, provided an update on the 6 point plan and capital projects. She recommended board approval for the 2022-2023 budget modifications and a contract with Brickley Delong for audit services. A technology update was also included.

Motion by Chancellor, support by Riffle that the budget modifications of the 2022-2023 Special Education Fund, General Fund, Career and Technical Education Fund be approved as presented.

Motion carried 7-0.

Motion by Dittmer, support by Riffle, that the WSESD Board of Education approve the contract with Brickley Delong for the 2023 fiscal year financial statement and single audit not to exceed \$26,450 as presented.

Motion carried 7-0.

Motion by Chancellor, support by Dittmer, that the Board of Education approve the Power School licenses' renewal for the 2023-2024 school year, not to exceed \$53,138.71.

Motion carried 7-0.

- C. Recommendation of the 2023-2024 WSESD Proposed Budgets – The 2023-2024 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 Riffle, support by Hinojosa, that the 2023-2024 Career and Technical Education Fund be adopted as presented.

Motion carried 7-0.

- 2. General Fund

Motion by Kerans, support by Riffle, that the 2023-2024 General Fund be adopted as presented.

Motion carried 7-0.

- 3. Special Education Fund

Motion by Chancellor, support by Dittmer, that the 2023-2024 Special Education Fund be adopted as presented.

Motion carried 7-0.

- D. WSESD 5-Year Financial Plan – The proposed WSESD 5 year financial plan was recommended for approval.

Motion by Chancellor, support by Kerans that the WSESD Board of Education adopt the Minimum Fund Balance Resolution as presented.

Motion carried 7-0.

- E. Charter School Reauthorization

Kerri Harrie provided a summary of the reauthorization and recommended the resolutions for approval.

Motion by Chancellor, support by Kerans, that the West Shore ESD Board of Education approve the Schedule 1-A Method of Selection and Schedule 1-B Reauthorization Resolutions for the Gateway to Success Academy.

Board Members discussed the pros and cons of authorizing a charter school and the responsibilities as the authorizer.

Motion carried 6-1.

Roll Call Vote: Forner   N   Hinojosa   Y   Dittmer   Y   Chancellor   Y   Kerans   Y   Riffle   Y    
Greiner   Y  

F. Establish Annual WSESD Board of Education Organizational Meeting

Motion by Dittmer, support by Hinojosa, that the WSESD Regular Board of Education Organizational Meeting be held in the WSESD Board Room on Tuesday, July 11, 2023 at 5:00 p.m.

Motion carried 7-0.

G. Human Resources Update – Tammy Savage’s report provided human resources updates including job postings, resignations, a new hire, and employment contracts. Six staffing proposals were included for board consideration.

VIII. Recommendations of the Superintendent

A. Personnel

*New Hire*

Motion by Chancellor, support by Riffle, for the WSESD Board to approve the employment of Lisa Near as Special Education Coordinator as presented.

Motion approved 7-0.

*Reassignment*

Motion by Riffle, support by Hinojosa, for the WSESD Board to approve the reassignment of Samantha Walton as Special Education Data Specialist/Pupil Auditor effective July 1, 2023, as presented.

Motion carried 7-0.

*Employment Contracts*

Motion by Forner, support by Kerans, that the WSESD Board approve the employment contracts for Abbie Huizinga, Rebecca Skiba, Tess Versluis, and Sara Walunas as presented.

Motion carried 7-0.

B. Staffing Recommendations

The following recommendations were included in the Human Resources report.

Motion by Forner, support by Riffle, to approve a one-time stipend for Jeanne Miller for collaborative payroll services as presented.

Motion carried 7-0.

Motion by Kerans, support by Chancellor, to approve the increase in hours to 40 hours per week for the Great Start Collaborative Parent liaison as presented.

Motion carried 7-0.

Motion by Chancellor, support by Hinojosa, to approve the creation of up to two Great Start Readiness Program Floater Substitute positions as presented.

Motion carried 7-0.

Motion by Riffle, support by Forner, to approve the daily rate for Cognitive Coaching and Adaptive Schools Certified Training Associate Services to \$1,000 per day.

Motion carried 7-0.

Motion by Forner, support by Kerans, to approve the creation of a part-time Accounting Intern as presented.

Motion carried 7-0.

Motion by Chancellor, support by Forner, to approve a one-time stipend for Brenda Vronko for Child Development Associate Credentialing training as presented.

Motion carried 7-0.

C. Second Reading and Adoption of Thrun Board Policies

Motion by Kerans, support by Forner, that the West Shore ESD Board of Education adopt the following Thrun Policy Updates of the West Shore Educational Service District; 2401 and 3116 as presented.

Motion carried 7-0.

IX. Other Matters for Possible Action

A. Closed Session– “Public Act 267 of 1976 – Open Meeting Act”, Section 8 (c) – Collective Bargaining Strategy.

Motion by Riffle, support by Forner, that the Board move into closed session at 6:41 p.m. under “Public Act 267 of 1976 – Open Meetings Act”, Section 8 (c) – Collective Bargaining Strategy.

Motion carried 7-0.

Board Member Chancellor exited the meeting at 6:42.

Motion by Forner, support by Riffle, that the Board move out of closed session at 7:08 p.m. under “Public Act 267 of 1976 – Open Meetings Act”, Section 8 (c) – Collective Bargaining Strategy.

Motion carried 6-0, 1 absent.

B. Adjournment

With no further business before the board, the June 20, 2023 Regular Board of Education meeting adjourned at 7:08 p.m.

Respectfully submitted,

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Shirley Chancellor, Secretary  
West Shore ESD Board of Education

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Tracy Lilje  
Recording Secretary