

**West Shore Educational Service District
Board of Education
Minutes of Organizational Regular Meeting
July 11, 2023
West Shore ESD**

I. Call to Order

The meeting was called to order by Dr. Jeffrey at 5:00 p.m.

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

Members Absent: None

Administrators: Jason Jeffrey, Kerri Harrie, Kim Maue, Amy Taranko, 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 Riffle, to close nominations and cast a unanimous ballot for Vincent Greiner as Board President.

Motion carried 7-0.

B. Vice President – Motion by Chancellor, 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 Riffle, support by Kerans, to close nominations and cast a unanimous ballot for Shirley Chancellor as Board Secretary.

Motion carried 7-0.

D. Treasurer – Motion by Chancellor, support by Kerans, 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 Forner, support by Dittmer, that the July 11, 2023 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 Forner, support by Riffle, that the Consent Agenda be approved as presented. Motion carried 7-0.

A. Payment of Bills for July 11, 2023 - \$1,634,770.18

B. Minutes of the Special Meeting/Budget Hearing, the Regular Board of Education meeting, and Closed Session on June 20, 2023

C. Resignation of Michelle Lewis

- 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 8, 2023	5:00 p.m.	Regular Meeting	WSESD
Tuesday, September 12, 2023	5:00 p.m.	Regular Meeting	WSESD
Tuesday, October 10, 2023	5:00 p.m.	Regular Meeting	WSESD
Tuesday, November 14, 2023	5:00 p.m.	Regular Meeting	WSESD
Tuesday, December 12, 2023	6:00 p.m.	Regular Meeting	WSESD
Tuesday, January 9, 2024	5:00 p.m.	Regular Meeting	WSESD
Tuesday, February 13, 2024	5:00 p.m.	Regular Meeting	WSESD
Tuesday, March 12, 2024	5:00 p.m.	Regular Meeting	WSESD
Tuesday, April 9, 2024	5:00 p.m.	Regular Meeting	WSESD
Tuesday, May 14, 2024	5:00 p.m.	Regular Meeting	WSESD
Tuesday, June 4, 2024	5:00 p.m.	Regular Meeting	WSESD
Tuesday, June 18, 2024	5:00 p.m.	Budget Hearing/ Regular Meeting	WSESD

- E. Acknowledge the following grants:
1. MDE, GSRP Curriculum, Child Assessment and Screening, \$30,000
 2. Lake County Community Foundation, InspiREading, \$4,000
 3. Oceana Community Foundation, 6th-8th grade books, \$5,000
- F. Designation of Depository for School Funds as:
1. West Shore Bank
 2. PNC Investments, Inc.
 3. PNC Bank
 4. Michigan Liquid Asset Fund
- G. 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
- H. Board Approval to retain the law firm of Thrun Law Firm, P.C., and Clark Hill P.C. for school business.
- I. Board Approval to retain the Audit Firm of Brickley DeLong CPAs for school business.
- J. 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.
- K. 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.
- L. Board Approval to designate the Superintendent, Administrative Assistant, or designee to post Board meeting notices under the Open Meetings Act.

- M. Board Approval authorizing the Board President to identify a designee(s) for Policy 4104: Employment Complaint Procedure, when necessary.
- N. 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 Harrie)
 - 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 (Amy Mesyar, Early Childhood Supervisor)
 - 7. Charter School Officer between WSESD and Gateway to Success Academy (Kerri Harrie)
 - 8. Educational Technology Association Liaisons (Jason Jeffrey, Kerri Harrie)
- O. 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 regional superintendent leadership conference and the Talent Together state funding designed to develop talent for aspiring educators and the positive impact it will have in our region.

IX. Board of Education Reports and/or Action

- A. Educational Services Update
 - Instructional Services – Amy Taranko provided GSRP handbooks for first reading.
 - Special Education – Kim Maue provided the WSESD Special Education 2022-2023 Student/Parent Handbook, Special Education Staff Handbook, and Transportation Handbook for first reading.
 - Career and Technical Education – Jamie Bandstra was absent. The CTE student handbook was provided for first reading.
- B. Business Services Update – Kerri Harrie updated the board on the FY23 State budget and summer building and grounds projects.
- C. Presidential Committee Appointments
 - Motion by Forner, support by Dittmer, that the Board President be given the authority to appoint the Board Committees for the Board of Education.
 - Motion carried 7-0.
 - Committee appointments will remain the same until the August board meeting, where the 2023-24 selections will be presented by President Greiner.
- D. Human Resources Update – Included in Tammy Savage's report were job postings, new hires, resignations, and employment contracts. Thrun Policy 4225; Temporary Remote Work was provided for first reading.

Board member Hinojosa exited the meeting at 5:25.

X. Recommendations of the Superintendent

A. Personnel

New Hires

Motion by Chancellor, support by Kerans, for the WSESD Board to approve the employment of Alyssa Benfield as Great Start Readiness Program Lead Teacher as presented.

Motion carried 6-0, 1 absent.

Motion by Forner, support by Dittmer, for the WSESD Board to approve the employment of Kristina Eggert as Staff Accountant as presented.

Motion carried 6-0, 1 absent.

Motion by Chancellor, support by Kerans, for the WSESD Board to approve the employment of Dawn Hansen as Bus Driver as presented.

Motion carried 6-0, 1 absent.

Motion by Forner, support by Riffle, for the WSESD Board to approve the employment of Amanda Moore as Bus Driver as presented.

Motion carried 6-0, 1 absent.

Motion by Forner, support by Kerans, for the WSESD Board to approve the employment of Roxane Schneider as New Teacher Coach as presented.

Motion carried 6-0, 1 absent.

Motion by Forner, support by Chancellor, for the WSESD Board to approve the employment of Deborah Wall as New Teacher Coach as presented.

Motion carried 6-0, 1 absent.

Reassignments

Motion by Kerans, support by Riffle, for the WSESD Board to approve the reassignment of Sidney Ibarra as Great Start Readiness Program Lead Teacher as presented.

Motion carried 6-0, 1 absent.

Motion by Forner, support by Dittmer, for the WSESD Board to approve the reassignment of Jennifer Smith as Bus Driver as presented.

Motion carried 6-0, 1 absent.

Motion by Riffle, support by Forner, for the WSESD Board to approve the reassignment of Kelly Olson as Special Education Supervisor, effective 7/1/2023, as presented.

Motion carried 6-0, 1 absent.

Employment Contracts

Motion by Chancellor, support by Kerans, for the WSESD Board to approve the employment contracts for Betsy Dotson, Jen Orton, and Jeni Schafer.

Motion carried 6-0, 1 absent.

XI. Other Matters for Possible Action

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

Motion by Dittmer, support by Forner, that the Board move into closed session at 5:33 p.m. under “Public Act 267 of 1976 – Open Meetings Act”, Section 8 (c) – Collective Bargaining Strategy.

Motion carried 6-0, 1 absent.

Motion by Dittmer, support by Forner, that the Board move out of closed session at 5:51 p.m. under "Public Act 267 of 1976 – Open Meetings Act", Section 8 (c) – Collective Bargaining Strategy.
Motion carried 6-0, 1 absent.

- B. Collective Bargaining Agreement
The AFSCME union met on July 11, 2023 and ratified the 2023-2026 contract agreement.
WSESD administration recommended approval of the agreement to the Board of Education.

Motion by Chancellor, support by Riffle, that the Board approve the three year collective bargaining agreement with the AFSCME union commencing July 1, 2023 through and including June 30, 2026 as presented.

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

- C. Adjournment
President Greiner adjourned the July 11, 2023 Organizational/Regular Board of Education meeting at 5:53 p.m.

Respectfully submitted,

Shirley Chancellor, Secretary
West Shore ESD Board of Education

Tracy Lilje
Recording Secretary