

**West Shore Educational Service District  
Board of Education  
Minutes of Regular Meeting  
August 8, 2023  
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, Shirley Chancellor, Mark Forner, Irma Hinojosa, Jim Riffle

Members Absent: James Dittmer, Ellen Kerans

II. Pledge of Allegiance

III. Welcome and Introductions

President Greiner conducted the introductions of board members and administrators.

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

IV. Approval of Agenda

Motion by Chancellor, support by Forner, that the August 8, 2023 Board of Education agenda be approved as printed. Motion carried 5-0.

V. Communication to Board

A. Written Communication

None

B. Comments and Concerns of Citizens Present

None

VI. Consent Agenda

Motion by Hinojosa, support by Riffle, that the Consent Agenda be approved as presented.

Motion carried 6-0.

A. Payment of Bills for August 8, 2023 - \$708,141.05

B. Minutes of the Organizational/Regular and Closed meeting on July 11, 2023

C. Resignation of Kayla Young, Lesley Felt, Kristen Biggs and Krystal VanderGraaf

D. Appointment of Gateway to Success Academy Board Member Candidate, Jack Provencal

VII. Superintendent's Informational Report

A. Academic Spotlight – Katrina Morris provided updates in transportation initiatives.

B. WSESD School Year Kickoff – Dr. Jeffrey provided updates on the coming school year with staff returning on August 28<sup>th</sup>.

VIII. Board of Education Reports and/or Action

A. Educational Services Update

*Instructional Services*

Amy Taranko, Assistant Superintendent of Instructional Services, provided updates on Professional Learning, community activities and the recommendation of the GSRP Staff Agreement and Family handbook for second reading and approval.

Motion by Chancellor, support by Riffle, for second reading and approval of the 2023-24 West Shore ESD GSRP Staff Agreement and GSRP Family Handbook as presented.

Motion carried 5-0.

*Special Education*

Kim Maue, Assistant Superintendent of Special Education, provided summer program highlights and the MDE Office of Special Education (OSE) annual determinations. She also recommended second reading and approval of the WSESD Special Education handbooks, and the 2023-24 WSESD program calendars.

Motion by Hinojosa, support by Forner, for second reading and approval of the 2023-24 West Shore ESD Special Education Student/Parent Handbook, Special Education Staff Handbook, Transportation Employee Procedures and Requirements Handbook, and the Special Education Parent Rights Handbook as presented.

Motion carried 5-0.

Motion by Chancellor, support by Forner, that the West Shore ESD Board of Education approve the 2023-24 program calendars as presented.

Motion carried 5-0.

*Career & Technical Education*

Jamie Bandstra provided the Career & Technical Education report and recommended the approval of RFP's for program apparel and a Kubota tractor for the AgriScience program. Additionally, approval of the Independent Contractor Agreement with Cynthia Erickson as the ASM Teacher of Record and the WSESD Career and Technical Education student handbook were recommended. Mr. Bandstra pointed out that two dates in the handbook had been adjusted since first reading to accommodate a PD and Advisory Day.

Motion by Riffle, support by Hinojosa, to approve the low bids with Bella's Graphics for 55 Culinary Arts t-shirts/\$450.00 and 12 Criminal Justice sweatshirts/\$240.00 as presented.

Motion carried 5-0.

Motion by Chancellor, support by Riffle, that the West Shore ESD Board of Education approved the low bid of \$24,159.27 with Freeman Creek Equipment for the purchase of a Kubota L2501HST Tractor as presented.

Motion carried 5-0.

Motion by Forner, support by Chancellor, 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 5-0.

Motion by Forner, support by Hinojosa, for second reading and approval of the 2023-24 West Shore ESD Career and Technical Education Student Handbook as presented.

Motion carried 5-0.

- B. Business Office Update – Kerri Harrie, Assistant Superintendent of Business Services, updated the board on collaborative services and building and grounds projects. Josh Hayes' technology report included technology project updates.

Motion by Forner, support by Chancellor, to approve the 3-year contract for \$133,333 per year with the Mason County Sheriff's Department for School Resource Officer services, effective the 2023-24 school year, as presented.

Motion carried 5-0.

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

Motion by Chancellor, support by Riffle, to approve the low bid of \$438,450 with Heirloom Construction for the WSESD playground project as presented.

Motion carried 4-1.

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

Motion by Chancellor, support by Hinojosa, to approve the purchase of playground equipment from Penchura for \$352,133 as presented.

Motion carried 4-1.

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

- C. Human Resources Update – Tammy Savage, Assistant Superintendent of Human Services, reported on job postings, resignations, and reassignments. The recommendation for newly created positions, a Labor Market Study, COLA, and GSRP Salary Structure Adjustments, and 2023-24 substitute rates were also included.

*2023-24 Substitute Rates*

It was recommended that the Board approve the pay rates for substitute personnel utilized from outside the bargaining unit for the 2023-24 school year to be:

Third-Party Contracted

- Substitute Teacher \$75 Half Day; \$125 Full Day; Long Term \$30/hour

ESD Employed Substitutes

- Support Staff \$18.50 per hour
- GSRP Associate Teacher \$14.29 per hour

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

Special Education & CTE Teacher	\$30 per hour
GSRP Teacher	\$3.11/hour premium

Motion by Chancellor, support by Forner, that the Board approve the pay rates for Third-Party and WSESD Substitutes for the 2023-2024 school year as presented.

Motion carried 5-0.

- D. Presidential Committee Appointments – Committee appointments were tabled at the July organizational meeting. Per board policy 2505, Board Committees, the Board President will appoint members of the board to the steering committees where they shall serve a term of one year (first person listed denotes Committee Chairperson).

2023-2024 Positions

1. Administrative/Budget/Finance Committee
  - a. Greiner
  - b. Forner
  - c. Hinojosa
2. Policy Committee
  - a. Kerans
  - b. Dittmer
  - c. Riffle
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. Riffle

IX. Recommendations of the Superintendent

A. Personnel  
*New Hires*

Included in the Human Resources report were the recommendations to employ the following:

Motion by Forner, support by Riffle that the WSESD Board approve the employment of Jeni Schafer as Early Childhood Supervisor as presented.

Motion carried 5-0.

Motion by Chancellor, support by Forner that the WSESD Board approve the employment of Elizabeth Gannon as Special Education Behavior Assistant.

Motion carried 5-0.

Motion by Forner, support by Hinojosa that the WSESD Board approve the employment of Morgan Howe as Early Childhood Special Education Teacher/Service Provider as presented.

Motion carried 5-0.

Motion by Riffle, support by Forner that the WSESD Board approve the employment of Abby Greiner as Special Education Secretary as presented.

Motion carried 5-0.

Motion by Chancellor, support by Forner that the WSESD Board approve the employment of Diane Luft as Special Education Paraprofessional as presented.

Motion carried 5-0.

*Reassignment*

Motion by Forner, support by Chancellor, for the WSESD Board to approve the reassignment of Ciera Almanza as School Psychologist effective August 28, 2023, as presented.

Motion carried 5-0.

The ABF Committee met on July 20, 2023 and discussed the following:

*Newly Created Positions*

Included in the Human Resources report was the recommendation for the creation of the following positions to support the Behavioral Threat Assessment capacity:

- 1.0 FTE Regional Case Manager position
- 1.0 FTE Regional Mentor

Additionally, the reinstatement of a CTE Information Technologies program paraprofessional to support the program:

- 1.0 FTE CTE Information Technologies Paraprofessional

Motion by Chancellor, support by Forner, that the West Shore ESD Board of Education approve the creation of a 1.0 FTE Regional Case Manager position as presented.

Motion carried 5-0.

Motion by Forner, support by Hinojosa, that the West Shore ESD Board of Education approve the creation of a 1.0 FTE Regional Mentor position as presented.

Motion carried 5-0.

Motion by Chancellor, support by Riffle, that the West Shore ESD Board of Education approve the reinstatement of a 1.0 FTE CTE Information Technologies Paraprofessional position as presented.

Motion carried 5-0.

**B. Total Compensation Plan**

Motion by Forner, support by Rifle that the WSESD Board adopt the amended Hiring Solutions salary and benefit structure for hiring of Administration and Academic/Administrative Support Group (AASG) staff as presented.

Motion carried 5-0.

**C. Cost of Living Allowance**

Motion by Chancellor, support by Riffle, that the West Shore ESD Board of Education approve the 2023-2024 Cost of Living Allowance of 2.00% to the Administration, Academic/Administrative Support Group (AASG), and Great Start Readiness Program salary structures as presented.

Motion carried 5-0.

**D. Great Start Readiness Program**

WSESD Administration recommends the adoption of new GSRP compensation steps (Steps 9-20) to the top of the 8-step salary scale.

Motion by Chancellor, support by Forner, that the WSESD approve the amended Great Start Readiness Program pay scale as presented.

Motion carried 5-0.

**E. Second Reading and Adoption of Thrun Board Policy**

Motion by Riffle, support by Forner, that the West Shore ESD Board of Education adopt Thrun policy 4225, Temporary Remote Work as presented.

Motion carried 5-0.

**X. Other Matters for Possible Action**

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

Motion by Chancellor, 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 (c) – Collective Bargaining Strategy.

Motion carried 5-0.

Motion by Chancellor, support by Forner, that the Board move out of closed session at 7:01 p.m. under "Public Act 267 of 1976 – Open Meetings Act", Section 8 (c) – Collective Bargaining Strategy.  
Motion carried 5-0.

B. Collective Bargaining Agreement

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

Motion carried 5-0.

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

C. Adjournment

With no further business before the board, the August 8, 2023 Regular Board of Education Meeting be adjourned at 7:02 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