



**WASHTENAW INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION MEETING MINUTES**

Tuesday, June 27, 2023

The Washtenaw Intermediate School District Board of Education held a regular board meeting on Tuesday, June 27, 2023, in Washtenaw ISD's Teaching and Learning Center Board Room at 1819 South Wagner Road in Ann Arbor, Michigan.

CALL TO ORDER

The meeting was called to order at 5:20 p.m. by President Steve Olsen.

ATTENDANCE

The following members were present:

Steve Olsen, President
Diane Hockett, Vice President
Mary Jane Tramontin, Secretary
Theresa Saunders, Treasurer

The following member was absent:

Don Garrett, Trustee

Also present:

Naomi Norman, Superintendent
Cherie Vannatter, Deputy Superintendent
Brian Marcel, Associate Superintendent
Melissa Cischke, Administrative Assistant to the Superintendent
Jennifer Banks, Director of Instruction
Merri Lynn Colligan, Chief Information Officer
Holly Heaviland, Executive Director, School and Community Partnerships
Deborah Hester-Washington, Director of Special Education, Achievement and Compliance
Sherri Papazoglou, Director of Finance
Margy Long, Director, Success by 6, Great Start Collaborative
LaDawn White, Grants Manager, Early Childhood Programs

Kimberly Minetee, Teaching Assistant Young Adult Project, Special Education
Regina Roza, Teaching Assistant, Washtenaw News, Special Education

APPROVAL OF THE AGENDA

Motion by Theresa Saunders, seconded by Mary Jane Tramontin, to approve the agenda, as presented.

Ayes: All.

Nays: None.

Motion carried.

COMMUNICATIONS – Plante & Moran, PLLC Pre-Audit Communication: The pre-audit communication to the Board of Education from Plante & Moran, PLLC was included in the board packet. Board President

Olsen and Board Treasurer Saunders met with Plante & Moran, PLLC Manager and CPA Kori Reinhart on June 13, 2023.

COMMUNICATIONS – Letter from Sarah Devaney: Board President Olsen stated that he would like the minutes of the meeting to reflect that Sarah Devaney wrote a letter to all the members of the Board of Education regarding her layoff. All Board members received a copy of the letter and have read it.

PUBLIC PARTICIPATION: There was no public participation.

NEW BUSINESS – Appointment of Honey Creek Board Members:

Motion by Diane Hockett, seconded by Theresa Saunders, that the Board of Education confirm Vincent Denef and Daniel Theil to the Honey Creek Community School Board. (Roll Call Vote)

Voting yes: Mary Jane Tramontin, Theresa Saunders, Steve Olsen, Diane Hockett

Voting no: None.

Motion carried.

After board action, Vincent Denef and Daniel Theil were sworn in on June 29, 2023, by Notary Rachel Antosh.

PUBLIC HEARING 2023-2024 WISD BUDGET: Associate Superintendent Brian Marcel noted the Budget Public Hearing Notice was placed in the Ann Arbor News, as required. He explained that the district is required by state law to have the millage rates be a subject of the Public Hearing. There was no public comment on the budget.

FINANCIAL REPORTS – Associate Superintendent Brian Marcel reviewed the financial reports for May 2023. Early Childhood Grants Manager LaDawn White reviewed the May 2023 Head Start financial reports.

Motion by Diane Hockett, seconded by Theresa Saunders that the Board of Education approve the May 2023 Head Start Financial Reports, as presented.

Voting yes: Theresa Saunders, Diane Hockett, Mary Jane Tramontin, Steve Olsen

Voting no: None.

Motion carried.

EQUITY, INCLUSION, AND SOCIAL JUSTICE DIALOGUE – Superintendent Norman spoke about the following:

- ParaPro Training is taking place this week with 95 participants. Regina Roza was present and shared her experience and appreciation for the training.
- WISD may qualify for a Community Designation for Free Lunch for all students. Administration is working on the application.
- Superintendent Norman acknowledged the shooting involving youth that happened in Ypsilanti. School & Community Partnerships Executive Director Holly Heaviland spoke in more detail about the events that took place.

CONSENT AGENDA

Motion by Mary Jane Tramontin, seconded by Theresa Saunders, that the Board of Education approve the minutes and Superintendent's recommendations in the Consent Agenda, as presented.

Voting yes: Theresa Saunders, Steve Olsen, Diane Hockett, Mary Jane Tramontin

Voting no: None.

Motion carried.

Approval of Minutes

The Board approved the minutes of the June 13, 2023, special and closed session meeting, and the minutes of the Biennial Election.

139-22-23

The board approved the following employment recommendations:

- Erin Brown as an Office Professional at High Point School.
- Kristina Collier as a WISD WAVE Teacher Consultant.
- Endia Collins as a Teaching Assistant for the Extended School Year Program.
- Ryan Rowe as the CEPD Administrator and CTE Director for Washtenaw County.
- Ashley Stewart as a Teaching Assistant at Red Oak.
- Marc Walker as a Teacher Assistant.
- Heather Weaver as a 1.0 Augmentative and Alternative Communication Specialist.
- EJ Womack as a Teaching Assistant at Red Oak.

140-22-23

The board approved the following new position requests:

- Early Intervention Occupational Therapist, 3.0 FTE, 185 Workdays, Worksite: Teaching & Learning Center, Unit II Bargaining.
- Early Intervention Physical Therapist, 1.0 FTE, 185 Workdays, Worksite: Teaching & Learning Center, Unit II Bargaining.
- Early Intervention Social Worker, 1.0 FTE, 185 Workdays, Worksite: Teaching & Learning Center, Unit II Bargaining.
- Early Intervention Speech and Language Pathologist, 7.0 FTE, 185 Workdays, Worksite: Teaching & Learning Center, Unit II Bargaining.
- Early Intervention Teacher, 3.0 FTE, 185 Workdays, Worksite: Teaching & Learning Center, Unit II Bargaining.

141-22-23

The board approved the following reclassification request:

- Latasha Golden, Flex Teacher to ASD Teacher.
- Shantell Gordon, Facilities Assistant, Salary: Grade 1/Step 7, to Facilities Assistant, Salary: Grade 3/Step 4.
- Monica Hill, Pupil Accounting Specialist, 0.9 FTE, 208 Workdays to Pupil Accounting Specialist, 0.8 FTE, 184 Workdays.
- Ann Hockenberry, Progress Park Middle School Teacher, Progress Park Teaching Assistant.
- Toni Miller, SCI TA to ASD TA.
- Adam Moutard, ASD Teaching Assistant, to SCI TA.
- Tara Prieskorn, SCI YA Teacher, Room 44 to SCI YA Teacher, Room 43.

142-22-23

The board approved the following staff resignations.

- Jason DeCamillis, effective June 30, 2023.
- Meghan McGowan, effective June 30, 2023.

- Danielle Weglarz, effective June 9, 2023.

143-22-23

The board approved the stipend request for \$500.00 per month, to Elette Collins, for the added responsibility of management, oversight and support for the Adult Education, Section 107 grant, from July 1, 2022, through December 5, 2022.

144-22-23

The board approved the 2023-2024 Washtenaw Intermediate School District Organizational Chart, as presented.

145-22-23

The board approved the salary for the Deputy Superintendent to remain off-scale and increase by 2% similar to other positions at Washtenaw ISD.

146-22-23

The board authorized the administration to execute the lease agreement with Second Baptist Church of Ann Arbor for 850 Red Oak Rd, Ann Arbor, MI 48103, with rent total not to exceed \$1,829,179 for the five-year term.

147-22-23

The board authorized the administration to approve the Early Childhood contract amendment with Linguistic Inspirations, LLC. for the added amount of \$20,000.00, and the Achievement Initiatives contract with Linguistic Inspirations, LLC. for the amount of \$5,000.00, as presented.

148-22-23

The board authorized the administration to approve the contract with Gifted Healthcare, as presented.

149-22-23

The board authorized the administration to approve the contract with Amber Strasz, in the amount not to exceed \$50,085.00, as presented.

UNFINISHED BUSINESS: There was no unfinished business.

NEW BUSINESS – 2022-2023 Budget Amendments:

Prior to board action, Director of Finance Sherri Papazoglou reviewed the 2022-2023 budget amendments in great detail for the board. Ms. Papazoglou fielded questions from the board.

Motion by Theresa Saunders, seconded by Mary Jane Tramontin, that the Board of Education adopt the 2022-2023 Budget Amendments dated June 27, 2023, for the following funds as presented: General Education Operating Fund, Special Education Operating Fund, Food Service Fund, School Activity Fund, and Cooperative Activities Fund.

Voting yes: Steve Olsen, Diane Hockett, Theresa Saunders, Mary Jane Tramontin

Voting no: None.

Motion carried.

NEW BUSINESS – Adoption of 2023-2024 Budget Resolutions:

Prior to board action, Associate Superintendent Marcel reviewed the 2023-2024 budget. Mr. Marcel informed the board that all nine local districts approved the budget with no additional comments.

Motion by Diane Hockett, seconded by Mary Jane Tramontin, that the Board of Education adopt the 2023-2024 Budget Resolutions dated June 27, 2023, for the following funds as presented: General Education Operating Fund, Special Education Operating Fund, Food Service Fund, School Activity Fund, and Cooperative Activities Fund.

Voting yes: Steve Olsen, Diane Hockett, Theresa Saunders, Mary Jane Tramontin

Voting no: None.

Motion carried.

NEW BUSINESS – Ford and Perry Playground Recommendation:

Prior to board action, Early Childhood Grants Manager LaDawn White addressed the board. She reviewed the recommended purchases for the playground equipment for Perry and Ford Early Learning Center. Ms. White fielded questions from the board.

Motion by Mary Jane Tramontin, seconded by Diane Hockett, that the Board of Education approve materials and installation purchases for Ypsilanti Community Schools Perry and Ford Early Learning Centers, as presented.

Voting yes: Steve Olsen, Diane Hockett, Theresa Saunders, Mary Jane Tramontin

Voting no: None.

Motion carried.

NEW BUSINESS – University of Michigan – Zero to Thrive (CMH Grant):

Prior to board action, Success by 6, Great Start Collaborative Director Margy Long spoke about the contract with the University of Michigan – Zero to Thrive, on behalf of the Trusted Parent Advisors. Ms. Long fielded questions from the board.

Motion by Diane Hockett, seconded by Mary Jane Tramontin, that the Board of Education approve the contract with the Regents of the University of Michigan for Zero to Thrive, in the amount of \$139,358.00, as presented.

Voting yes: Steve Olsen, Diane Hockett, Theresa Saunders, Mary Jane Tramontin

Voting no: None.

Motion carried.

NEW BUSINESS – Annual Organization for 2023-2024:

Election of President

Diane Hockett was nominated by **Mary Jane Tramontin**.

Motion by **Mary Jane Tramontin**, supported by **Theresa Saunders**, that nominations be closed, and a unanimous ballot be cast for **Diane Hockett** as President of the Board of Education. (Voice Vote)

Voting yes: Diane Hockett, Steve Olsen, Theresa Saunders, Mary Jane Tramontin

Voting no: None

Motion carried.

Diane Hockett was declared elected as President of the Board of Education.

Election of Vice-President

Mary Jane Tramontin was nominated by **Diane Hockett**.

Motion by **Diane Hockett**, supported by **Theresa Saunders**, that nominations be closed, and a unanimous ballot be cast for **Mary Jane Tramontin** as Vice-President of the Board of Education. (Voice Vote)

Voting yes: Diane Hockett, Steve Olsen, Theresa Saunders, Mary Jane Tramontin

Voting no: None

Motion carried.

Mary Jane Tramontin was declared elected as Vice-President of the Board of Education.

Election of Secretary

Theresa Saunders was nominated by **Mary Jane Tramontin**.

Motion by **Theresa Saunders**, supported by **Mary Jane Tramontin**, that nominations be closed, and a unanimous ballot be cast for **Theresa Saunders** as Secretary of the Board of Education. (Voice Vote)

Voting yes: Diane Hockett, Steve Olsen, Theresa Saunders, Mary Jane Tramontin

Voting no: None

Motion carried.

Theresa Saunders was declared elected as Secretary of the Board of Education.

Election of Treasurer

Sarena Shivers was nominated by **Diane Hockett**.

Motion by **Diane Hockett**, supported by **Mary Jane Tramontin**, that nominations be closed, and a unanimous ballot be cast for **Sarena Shivers** as Treasurer of the Board of Education. (Voice Vote)

Voting yes: Diane Hockett, Steve Olsen, Theresa Saunders, Mary Jane Tramontin

Voting no: None

Motion carried.

Sarena Shivers was declared elected as Treasurer of the Board of Education.

Depositories and Accounting Funds

Motion by Mary Jane Tramontin, supported by Diane Hockett, to authorize the Superintendent of Schools, or her designee, to deposit school district funds in accordance with Policy 6144- Investments, in the following depositories:

Comerica Bank

MI Class

Fifth Third Bank

Michigan Liquid Asset Fund Plus

J.P. Morgan Chase

Old National Bank

and further;

to authorize funds to be withdrawn from school district depositories, by check or wire, signed or authorized by Brian Marcel, Associate Superintendent, and/or Naomi Norman, Superintendent, and/or Sherri Papazoglou, Finance Director and/or Elizabeth Kutey, Finance Manager.

and further;

to authorize the use of the following accounting funds of the district and establishment of the necessary banking accounts for these funds:

General Education Fund	General Education Capital Projects Fund
Special Education Fund	Special Education Capital Projects Fund
Food Services Fund	Cooperative Activities Fund
School Activity Fund	Internal Service Fund
	WEOC Capital Projects Fund
	2019 Bonds Capital Projects Fund
	2022 School Bond Debt Retirement Fund

Motion by Diane Hockett, supported by Mary Jane Tramontin, that the Board of Education meet for their regular board meetings on the 2nd and 4th Tuesday of each month at 5:00 p.m. in the Washtenaw Intermediate School District's Teaching and Learning Center, 1819 South Wagner Road, Ann Arbor, Michigan with exceptions as noted below.

* August 8, 2023 (Board Retreat), August 22, 2023, September 12, 2023, September 26, 2023, October 10, 2023, October 24, 2023, *November 14, 2023 (Progress Park Location), November 28, 2023, December 12, 2023, January 9, 2024, January 23, 2024, February 13, 2024, February 27, 2024, March 12, 2024, March 26, 2024, April 9, 2024, April 23, 2024, May 14, 2024, May 28, 2024, June 11, 2024, June 25, 2024.

Voting yes: Diane Hockett, Steve Olsen, Theresa Saunders, Mary Jane Tramontin

Voting no: None

Motion carried.

School Attorney

Motion by Theresa Saunders, supported by Diane Hockett, to appoint Thrun Law Firm, P.C. as counsel to the school district for the 2023-2024 fiscal year. (Voice Vote)

Voting yes: Diane Hockett, Steve Olsen, Theresa Saunders, Mary Jane Tramontin

Voting no: None

Motion carried.

Board Representation

Motion by Mary Jane Tramontin, seconded by Theresa Saunders, to designate:

- **Mary Jane Tramontin** as a Director of the Washtenaw Association of School Boards (WASB) representative.
- **Diane Hockett** as the Washtenaw Association of School Boards Legislative Relations Network (LRN) representative.
- **Steve Olsen** as voting delegate and **Diane Hockett** as alternate to the Annual Fall MASB Conference.

- **Diane Hockett** as the 2023-24 MASB Legislative Relations Network representative.
- **Theresa Saunders** as the 2023-2024 Risk Assessment Committee representative.
- **Steve Olsen** and **Mary Jane Tramontin** as the 2023-2024 Policy Committee representatives.
- **Theresa Saunders** as the 2023-2024 Board Financial Subcommittee representative.

Voting yes: Diane Hockett, Steve Olsen, Theresa Saunders, Mary Jane Tramontin

Voting no: None

Motion carried.

Board Member Attendance at Conferences, Meetings or Conventions

Motion by Diane Hockett, supported by Theresa Saunders, to authorize the reimbursement of Board Members incurring expenses while on official duty for business of the Board of Education for the following 2023-2024 Conferences:

- Michigan Association of School Boards (MASB) – 2023 Annual Leadership Conference, Lansing Center, Lansing, MI. November 9 - 12, 2023, registration fee (\$325.00); hotel charges (\$208.00/per night + \$69.42/taxes), (3 nights max) for a total charge (\$693.42); round trip mileage (150 miles round trip - \$98.25); and meals (\$135.00) for an estimated total expenditure per Board member of \$1,251.67.
- Association of Educational Service Agencies - 2023 Annual Conference, Anaheim Marriott, Anaheim, CA. November 29 - December 1, 2023; registration fee (\$990.00); hotel charges (\$279.00/per night plus \$145.53 hotel room tax and fees; approximate total for 3 nights is \$982.53); round trip airline ticket (approx. \$618.00); shuttle to and from airport (\$274.00); meals for 4 days (\$180.00) for an estimated total expenditure per board member of \$3,044.53
- And other Michigan Association of School Boards (MASB) classes and/or day events throughout the year.

Voting yes: Diane Hockett, Steve Olsen, Theresa Saunders, Mary Jane Tramontin

Voting no: None

Motion carried.

NEW BUSINESS – Authorization of Closed Session:

Motion by Mary Jane Tramontin, seconded by Theresa Saunders, that the Board of Education authorize a closed session under Section 8(a) for the purpose of conducting the Superintendent's evaluation.

Voting yes: Theresa Saunders, Diane Hockett, Steve Olsen, Mary Jane Tramontin

Voting no: None.

Motion carried.

RECESS TO CLOSED SESSION

The board went into recess for closed session at 6:54 p.m. pursuant to Section 8(a) for the purpose of conducting the Superintendent's evaluation.

RECONVENE TO OPEN SESSION

The Board reconvened to open session at 8:46 p.m.

NEW BUSINESS – Superintendent Norman's Evaluation:

Motion by Theresa Saunders, seconded by Mary Jane Tramontin, that based on Superintendent Norman's evaluation by the Board of Education, her overall role as superintendent and progress made on the district goals, Superintendent Norman is rated as Highly Effective, and her employment contract is hereby extended for an additional one (1) year to June 30, 2027.

Voting yes: Steve Olsen, Diane Hockett, Theresa Saunders, Mary Jane Tramontin

Voting no: None.

Motion carried.

OTHER ITEMS OF BUSINESS – There were no other items of business.

BOARD OF EDUCATION REPORTS:

The board discussed the Board Retreat date and made the decision to change the date from August 8, 2023, to August 15, 2023.

Motion by Steve Olsen, seconded by Mary Jane Tramontin, that the "Meeting Dates, Place and Times" of Board Meetings in 2023-2024 be amended to move the August 8, 2023, meeting (Board Retreat) to August 15, 2023.

Voting yes: Steve Olsen, Diane Hockett, Theresa Saunders, Mary Jane Tramontin

Voting no: None.

Motion carried.

Board President Olsen reminded board members to sign-up for Two Factor Authentication (2FA) on their Office 365 and Google accounts.

ADMINISTRATIVE REPORTS – Superintendent's Report

Superintendent Norman discussed a draft of the Administrative Organizational Chart.

ADJOURNMENT

The meeting was adjourned at 8:53 p.m.

Respectfully submitted,

Theresa Saunders, Secretary
Washtenaw ISD Board of Education