Regular Meeting – September 11, 2007 – 5:30 p.m.

### **AGENDA**

I.	OPENING OF MEETING
II.	PLEDGE OF ALLEGIANCE
III.	APPROVAL OF MINUTES: August 28, 2007, Regular Meeting Minutes 10 August 28, 2007, Closed Session Minutes 3
IV.	CORRESPONDENCE AND INFORMATION
V.	VISITOR RECOGNITION AND COMMENT
VI.	REPORTS FOR ACTION  15 Ratification of Transportation Master Agreement
VII.	REPORTS FOR INFORMATION  19 Data Analysis Proposal/Data Warehouse
VIII.	INTRODUCTION OF OTHER MATTERS
IX.	CLOSED SESSION/Collective Bargaining
X.	ADIOURNMENT

Regular Meeting – August 28, 2007

### PROPOSED MINUTES

The regular meeting of the Board of Education of the Jackson County Intermediate School District was held on Tuesday, August 28, 2007, at the Gerald B. Kratz Education Center, 6700 Browns Lake Road, Jackson, Michigan. Robert Moles, President, called the meeting to order at 5:30 p.m. Board members present were: Robert Moles, President; David Salsbury, Vice President; Shirley Larson, Secretary; Douglas Schedeler, Treasurer; and Kevin Tuckey, Trustee. Board members absent: none.

Meeting with the Board were John Graves, Superintendent; Kevin Oxley, Director of Career and Learning Services; Richard Rendell, Director of Special Education; Dan Zimolzak, Finance Director; Linda Tortorice, Human Resource Director and Legal Counsel; and Phyllis Stressman, Recording Secretary.

### STAFF AND VISITORS

Karen Bollheimer, Tommy Cameron, Kirk Green, Ross Green, Patty Horning, Chad Livengood, Deb and Ryan Reitz

### **APPROVAL OF MINUTES**

A motion was made by Mr. Salsbury to approve the minutes as presented from the August 14, 2007, regular meeting and closed session. Mr. Schedeler supported the motion, which carried with a roll call vote:

Ayes) Mr. Moles; Mr. Salsbury, Mrs. Larson, Mr. Schedeler, Mr. Tuckey

Nays) None

### CORRESPONDENCE AND INFORMATION

The Fall Start-up sessions are scheduled for August 29 and 30, 2007. There are two sessions each day: JACC staff at 7:30 a.m. and KEC staff at 11:30 a.m. on Wednesday at the Career Center in the cafeteria; Itinerant staff and Transportation staff at 7:30 a.m. and Torrant/Young staff at 11:30 a.m. on Thursday at the American Legion Hall. A number of board members will be in attendance.

Updates were given regarding the repair and reworking of the parking lots and traffic areas at the Browns Lake Road and Parnall Road campuses, as well as an update on the renovation and construction projects at the Career Center. It was reported the bid specifications for the modular construction at Lyle Torrant were out and bids are due to return on September 18, 2007. Although not all projects will be completed with the start of school, all arrangements are in place to welcome students back next week.

Mr. Oxley reported that Chrysler donated a 2006 Dodge Stratus to the Career Center automotive program.

### SPECIAL REPORT

### SKILLS USA NATIONAL COMPETITION-Volume 28, Report No. 11

Patty Horning, Career Center principal, introduced Kirk Green, Construction Program instructor, to report to the Board about the Skills USA National Competition held on June 25-29, 2007, in Kansas City, Kansas. Several Career Center students attended and three of the students finished in the top 10 of the competition. Ryan Reitz, a Napoleon High School Student enrolled in the Construction program took 8<sup>th</sup> place in plumbing and spoke to the Board about his experience. Mr. Reitz and the instructors in attendance received the Board's congratulations for a job well done.

### PERSONNEL ITEMS AND RECOMMENDATIONS-Volume 28, Report No. 12

Ms. Tortorice presented the employment recommendation for Suzan Boehmer as a Certified Nurse Aid instructor effective September 4, 2007, as well as the employment separation of Charlotte Sadler, August 24, 2007, Dianne Belanger, September 1, 2007, Amber Creel, July 30, 2007, and Donna Gonzalez, August 14, 2007. Mr. Tuckey made the motion to approve the personnel report as given, with Mrs. Larson seconding. The motion carried by a roll call vote:

Ayes) Mr. Salsbury, Mrs. Larson, Mr. Schedeler, Mr. Tuckey, Mr. Moles Nays) None

#### FOR INFORMATION

# COMPENSATION GUIDELINES FOR ADMINISTRATIVE, MANAGERIAL AND TECHNICAL EMPLOYEES-Volume 28, Report No. 13

The recommendation before the Board is in keeping with the annual process of reviewing the guidelines for employees not represented by bargaining groups. The recommendation involves a 2% increase in the salary schedules and a \$100 increase in the 403(b) match, which raises the annual match from \$800 to \$900. Additionally, there are three positions recommended for salary adjustments, two of which also involve a change in title: facilities supervisor is proposed for placement at Level 3 of the Technical Operational Support schedule, the position of communications manager is proposed placement at Level 15 of the Administrative/Coordinator schedule, and transportation supervisor is proposed to be placed at Level 4 of the Technical Operational Support schedule. The recommendation will be brought back to the Board at the September 11<sup>th</sup> meeting and members of the Board were encouraged to contact the administration with any questions.

## TEXTBOOK PURCHASE RECOMMENDATION FOR AGRISCIENCE AND NATURAL RESOURCES-Volume 28, Report No. 14

The text recommended for purchase is entitled Agriscience and will be used by all first year students entering into the career cluster, which includes programs in Animal Science Management and Plant Science/Landscape. The book has been approved by the advisory committee and instructors and will replace texts previously used by first year students in both programs. The cost for 50 texts is \$50 each; one instruction CD at \$167; one instructional resource CD at \$130 and one lesson plan CE at \$167. The total purchase price is approximately \$3700 from money allocated out of the 2007-08 Budget. The Board will be asked to approve the purchase at the September 11<sup>th</sup> meeting, and the text is available for review during the next two weeks at the Career Center.

### INTRODUCTION OF OTHER MATTERS

Mr. Moles asked the Board to continue to consider previous Board goals and progress towards achieving them for the upcoming Board self-evaluation process.

Mr. Moles called for a brief recess at 5:57 p.m. and reconvened at 6:11 p.m., when Mrs. Larson made the motion to go to closed session, pursuant to Michigan's open meetings law for the purpose of conducting an administrator evaluation.

### CLOSED SESSION/Superintendent Evaluation

The Board went to closed session at 6:13 p.m. and reconvened at 7:08 p.m.

Mr. Moles called for an adjournment.

### **ADJOURNMENT**

The regular meeting of the Board of Education was adjourned at 7:09 p.m.

### JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT

#### **BOARD OF EDUCATION**

Regular Meeting – September 11, 2007 Volume 28, Report No. 15

### **FOR ACTION**

Subject: Ratification of Transportation Master Agreement

On behalf of the Jackson County Intermediate School District's Board of Education, administration has met with the Transportation Employees Union for the purpose of bargaining over the Master Agreement, which expired June 30, 2007. Representatives for the Transportation employees were Linda Hall, Sandra Norman, Laurel Wooley, Kim Krutch, Marie Jenkins-Lee, and Lynnette Conroy. The district's representatives were Richard Rendell, Director or Special Education, Dan Zimolzak, Finance Director, and Linda Tortorice, Human Resource Director & Legal Counsel. The terms of the tentative agreement are enclosed in the Board's packet for discussion in closed session at the September 11, 2007, Board meeting.

The Transportation Employees Union will present the tentative agreement to its membership on September 7, 2007, for a ratification vote. The terms of the tentative agreement provide equitable compensation and a quality work environment in a competitive labor market that is supported by both bargaining teams. A recommendation from administration will be presented to the Board at the meeting.

Regular Meeting – September 11, 2007 Volume 28, Report No. 16

### **FOR ACTION**

Subject: Compensation Guidelines for Administrative, Managerial and Technical Employees

Key elements of the guidelines for the employment and compensation of administrative, managerial and technical employees are adjusted periodically by Board of Education. The decision of the Board, along with a number of administrative procedures and information items, are included the handbook that is provided for the various non-union employees that are included in Administrative, Managerial and Technical category.

For placement on the salary schedules, employees are listed in one of two subcategories, one for administrators and coordinators and the other for technical and operational support personnel. The schedules also differentiate between employees that are contracted for the full 12 months (52 weeks) or for an extended school term (46 weeks) and provide for recognition of educational status and experience. For 2007-08 it is proposed that each of the schedules be increased by 2%.

Another significant component of compensation is the health benefits. With the cooperation of the employees, adjustments in benefits package during the last several years have allowed the District to provide quality coverage while achieving substantial cost savings relative to the packages provided to other employee groups. No changes in the health insurance area are proposed at this time but new alternatives will continue to be explored and discussed in the coming months.

A limited portion of the savings that have been achieved in the health care area have been used to establish a program of matching employee contributions to 403(b) savings plans. It is proposed that the maximum amount of the match be increased by \$100 for the 2007-08 year.

Additionally, several adjustments in specific, existing positions are proposed. The expanded position of Facilities Supervisor is proposed for placement at Level 3 of the Technical Operational Support schedule, the position of Communication Manager is proposed placement at Level 15 of the Administrative/Coordinator schedule, and the Transportation Supervisor position is proposed to be place at Level 4 of the Technical Operational Support schedule.

Copies of 2006-07 guidelines had been provided to the Board at the August 28, 2007, meeting. Any adjustments approved by the Board along with modifications in the specific wording of administrative items will be incorporated in an updated document that will be provided for Board review and distribution to the employees covered by the guidelines. It is recommended the Board approve changes to the compensation guidelines for Administrative, Managerial and Technical employees as proposed.

For Information – August 28, 2007, Volume 28, Report No. 13

Regular Meeting – September 11, 2007 Volume 28, Report No. 17

### **FOR ACTION**

Subject: Textbook Purchase Recommendation for Agriscience and Natural Resources

As programs continually change to meet technology and student needs our textbooks needs also change. Harold Schmidt and Jason Gehrke, Agriscience and Natural Resource Instructors, have worked with staff and MSU and advisory members to develop curriculum to meet today's program needs. After reviewing several textbooks, a recommendation is being made to purchase a new textbook, entitled "Agriscience". This textbook will be used be all first year students entering into this career cluster, which includes programs Animal Science Management and Plant Science/Landscape.

The text being recommended is evaluated at 9<sup>th</sup> grade reading level and is Title VI and Title IX fair. This book has been discussed with advisory committee members and has received approval.

The cost of this text is \$65 each. Administration is recommending the purchase of 50 textbooks; one instruction CD at \$167; one instructional resource CD at \$130 and one lesson plan CD at \$167. Total purchase cost of these items is approximately \$3700. Money has been allocated out of the 2007-08 budget for this purchase.

It is recommended the Board approve the textbook purchase as proposed.

Regular Meeting – September 11, 2007 Volume 28, Report No. 18

### FOR ACTION

Subject: Report of Evaluation of Superintendent

On August 28, 2007, the Board of Education met with Superintendent Graves for the purpose of his annual review. The Board will consider adoption of a report of the evaluation.

Regular Meeting – September 11, 2007 Volume 28, Report No. 19

### **FOR INFORMATION**

Subject: Data Analysis System

In March 2007, a Jackson County Data Analysis System Subcommittee was formed by request of the Technology Steering Committee. The purpose of the Data Analysis System Subcommittee was to identify system criteria, research potential data analysis solutions, identify common county data points, and secure multi-year pricing proposals. The subcommittee's main goal was to find a solution that met the needs of "all" Jackson County school districts to assist in their efforts to become increasingly data driven and provide the tools necessary to support evidence based decision-making.

What is a data analysis system?

- A tool to help districts become more data driven in order to meet the requirements of NCLB and EdYES!
- A collection of various sets of data found in a variety of unrelated locations and formats brought into one relational database.
- It will allow districts to find answers and ask complex questions that uncover underlying problems leading to the design of data driven student achievement and school improvement strategies.

The subcommittee set criteria for system requirements and proceeded to interview ISDs with existing countywide solutions. (A 2007 survey conducted by MSBO and MAISA found that three out of four intermediate districts are in some stage of data warehousing for their counties.) Based on the agreed upon criteria and feedback from ISD interviews, four data analysis system vendors were invited to present their products:

- Achieve Data Director
- Excelsior Pinnacle Analytics
- Pearson Inform and Benchmark
- Tetra Data Data Analyzer

After a thorough review of all four products, the subcommittee determined that Achieve's Data Director was the best solution capable of meeting the needs of the county. Data Director is considered a unique single source solution as it is the only product capable of "all" of the following main criteria points:

- Single web based application
- Large bank of questions tied to national and state standards
- Proven successful implementation at other Michigan ISDs
- Supports analysis at multiple levels district, school, classroom, student

### Subcommittee Proposal

The subcommittee proposed the following items as necessary for a countywide data analysis system implementation to be successful:

- 1. Districts should agree to a minimum of a three-year commitment to the countywide system.
- 2. The JCISD should provide funding in some manner to the project. The survey by the MSBO and MAISA concluded that nearly all of the data analysis system projects were initially coordinated and funded in some manner through the local ISD/RESA. The subcommittee recommended a funding model where JCISD provided a higher portion of the start up costs with local district funding commitments tied to the later years. For long-term success, the subcommittee stated that local districts should be in a position of self-funding by year four.
- 3. The JCISD should have adequate personnel supporting the effort to ensure success. It is recommended that the JCISD have the equivalent of 1.0 FTE dedicated to the implementation and support of a county data analysis system. (Current JCISD staffing allocations anticipate these assignments). Main job duties would include:
  - a. Report and query creation
  - b. Development and coordination of training
  - c. Coordinating response to local district issues, questions, and discussions
  - d. Support of local district data cleansing
  - e. Student management system coordination
  - f. Field coordination
  - g. Coordination with Achieve
- 4. Implementation of the data analysis system should follow a staggered approach. Districts prepared for a data analysis system this year could begin implementation during the 2007-08 school year. Other districts, that may require additional time, could begin implementation during the 2008-09 school year.

Each participating local district will need to have a designated lead person and appropriate technical support for the implementation and operation of the data analysis system.

### Funding Plan

To simplify the explanation, the proposed funding plan is based upon each of the 12 local school districts beginning implementation in the 2007-08 school year. It is anticipated a number of districts may not be ready to begin implementation until the 2008-09 year. It should also be recognized that at this point, it is not clear that all districts will choose to participate. While full participation would be most desirable, successful implementation of the plan is not dependent on full participation.

The three-year price proposal from Achieve is \$6.50 per student, per year, for license costs and \$2,500 per day for professional development or training.

#### • Year 1

JCISD funds all of the costs for the licenses plus all training costs with the exception of teacher substitutes. Total additional cost for JCISD would be about \$225,500.

6.50 per student for 27,000 students = 175,000

10 training days from Achieve = \$25,000

Contracted professional development through JCISD = \$25,000

Total local district costs would only be the substitute costs for professional development days.

#### • Year 2

JCISD funds approximately two-thirds of the costs for licenses plus all training costs with the exception of teacher substitutes. Total additional costs for JCISD would be about \$151,500

JCISD funds \$4.50 per student for 27,000 students = \$121,500

2 training days from Achieve = \$5,000

Contracted professional development through JCISD = \$25,000

Total local district costs would include about \$54,000 for licenses plus substitute costs for professional development days.

#### • Year 3

JCISD funds somewhat less than half the costs for the licenses plus all training costs with the exception of teacher substitutes. Total additional costs for JCISD would be about \$111,000.

JCISD funds \$3.00 per student for 27,000 students = \$81,000

2 training days from Achieve = \$5,000

Contracted professional development through JCISD = \$25,000

Total local district costs would include about \$94,500 for licenses plus substitute costs for professional development days.

Total additional costs, beyond current staffing allocations, for JCISD over the three to four years of implementation would be projected at about \$488,000 if all 12 districts participate. That is about \$18 per student for 27,000 students. The total cost to local districts over implementation period, not including substitute costs for professional development days, would be expected to be about \$148,500 combined for the 12 districts, or \$5.50 per student.

It is suggested that additional costs of the initial implementation of the proposed data analysis system over a three to four year period be viewed as a "one-time" or "non-recurring" type of expenditure that might appropriately be funded from accumulated funds (e.g., undesignated fund balance).

### Recommendation

It is recommended the Board authorize the administration to proceed, as proposed, with the funding and implementation of a countywide data analysis system using the Data Director system from Achieve.

Regular Meeting – September 11, 2007 Volume 28, Report No. 20

### **FOR INFORMATION**

Subject: Textbook Purchase Recommendation for Public Safety-Law Enforcement

As curriculum is continually changing to meet today's every changing needs the textbooks needs also change. Cindi Agge, Law Enforcement instructor, has worked with the advisory committee members to develop curriculum to meet today's program needs. After reviewing several textbooks, a recommendation is being made to purchase a new textbook, entitled "Introduction to private Security, Fourth Edition". This textbook will be used by all students entering into this career program.

The textbook being recommended for purchase is evaluated at college reading level and is Title VI and Title IX fair. This book has been discussed with advisory committee members and has received their approval.

The cost of this text is \$95 each. Administration is recommending the purchase of 44 textbooks and one instructor's manual, which is free. Total purchase cost of these items is \$4,180. Money has been allocated out of the 2007-08 budget for this purchase.