

Washtenaw Intermediate

School District

1819 S. Wagner Rd
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<http://www.wash.k12.mi.us>

WISD BOARD REPORT

A summary of school board action from WISD,
a regional educational service agency dedicated to improving student achievement.

At its January 11, 2011 regular meeting, the WISD Board of Education:

Approved a superintendent search contract

approved a contract with Michigan Association of School Boards (MASB) to provide a consultant to assist in its search for the next Washtenaw Intermediate School District Superintendent. Dr. Michael Emlaw will serve as the WISD Board's superintendent search consultant.

Authorized contracts for interim assistant superintendents

authorized interim Assistant Superintendent contracts for Pam Mish and Dr. Sarena Shivers, effective January 3, 2011, until the end of the school year (June 30, 2011), or until such time that the WISD Board employs a new Superintendent. Ms. Mish will serve as interim Assistant Superintendent for Student Achievement and Services and Dr. Shivers will serve as interim Assistant Superintendent for School Services. The WISD Administrative Organizational Plan reflecting these changes was approved at the regular Board meeting of December 14, 2010.

Amended a contracted services agreement for an interpreter

approved an amendment to the contracted services agreement with the Deaf & Hearing Impaired Services, Inc. to continue providing interpreter services for a student with a hearing impairment attending the Young Adult Program, for the period of January 28, 2011, to June 16, 2011. This extends the original contract--which was set to end on January 28, 2011--through the end of the second semester.

Approved a contracted services agreement to support High Priority Schools

approved a contracted services agreement with Educators Resource Group to provide coaching for High Priority Schools and leadership support and development to all leaders within the identified school and district from January 1, 2011 to December 31, 2011. The contracted services agreement will continue the coaching services that are essential to helping these schools improve student achievement. This contract is fully funded through the Regional Assistance grant from the Michigan Department of Education.

Tabled an internet services bid

tabled a countywide internet services bid until its next meeting.

Approved a superintendent search timeline

approved a superintendent search timeline and adopted a search calendar. The application deadline is March 10, 2011 and interviews will be held in mid-to-late March. Board members also discussed the preliminary posting and input for the candidate profile.

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At its January 25, 2011 regular meeting, the WISD Board of Education:

Approved minutes

approved the minutes of the regular meeting of December 14, 2010; and the regular meeting of January 11, 2011.

Received recognition as part of School Board Member Recognition Month

received recognition for their contributions to education as part of National School Board Recognition Month. Dr. Sarena Shivers, Interim Assistant Superintendent, School Services, began by thanking all the WISD Board members for allowing Washtenaw County students, who are disengaged with the traditional high school model, an opportunity to re-engage in learning. She introduced the Widening Advancement of Youth (WAY) – Washtenaw staff members and students who were present to thank the WISD Board for their support of the WAY – Washtenaw program. The presenters explained there are 240 students in the WAY – Washtenaw program who weren't in school five months ago and it is working. One staff member stated that in his 20 years of experience in education he hasn't seen anything as impactful as WAY – Washtenaw. They thanked all WISD Board members and presented President Mark VanBogelen with a framed picture collage on behalf of everyone at WAY– Washtenaw.

Reviewed financial reports

reviewed the financial reports for the month of December 2010 and the new fund reports that are attached for December.

Countywide bid for internet services

approved the bid of Merit Network, Inc. to provide countywide Internet services for a three-year period. During the past several years, WISD has assumed the responsibility for acquiring Internet access for the county school districts via the county-wide fiber network. By coordinating the bandwidth required by our local districts, we have been able to obtain significant cost reductions. Annually, WISD applies on behalf of the entire county to the federal Universal Service Fund (USF) program for discounts which have resulted in a 50% - 60% reduction of the total cost. WISD's internet service was again bid out through the USF process and the agency received several bids. After reviewing district needs, the cost of transitioning to a different provider and the savings of a multi-year contract, the Merit proposal was the recommended choice.

Authorized a contract for telecommunication services

approved entering into a three-year contract, July 1, 2011, to June 30, 2014, with AT&T to provide telecommunications services with new contracted rates as outlined on the AT&T pricing sheet. After careful review of the open state bids, along with bids from three vendors, it was recommended that the agency enter into a three-year contract with AT&T to cover basic telephone services, PRIs, intralata/interlata long distance service and DID line, beginning July 1, 2011. WISD's current telecommunication contract ends on June 30, 2011. All telecommunication expenses for the agency are submitted to the federal Universal Service Fund (USF) program which reduces district costs by approximately 50%. WISD's telecommunication services were bid out in December through the USF process with WISD's request for bids posted through the USF process.

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-continued-

At its January 25, 2011 regular meeting, the WISD Board of Education:

Approved two Parent Advisory Committee appointments

approved the appointments of Scott White and Barbara Byers to the WISD Parent Advisory Committee for term(s) through July 31, 2012.

Held a first reading on a Health Insurance Portability Accountability Act Privacy

held a first reading on a new policy GBGE – Health Insurance Portability Accountability Act (HIPAA) Privacy that was provided by attorneys at Thrun Law Firm. As WISD moves to a self-funded health insurance plan and paying health bills on behalf of the agency, the district needs to adopt an official policy regarding HIPAA. A recommendation to adopt the new policy, with any recommended changes, will be prepared for the next regular Board meeting.

Authorized a bank signatory

authorized funds to be withdrawn from school district depositories, by check or wire, signed or authorized by Richard Leyshock, Interim Superintendent; Brian Marcel, Assistant Superintendent Business Services; Sue Klimek, Controller, Budget & Financial Services; and/or Gwen Shrock, Manager, Budget & Financial Services. Since Dr. William Miller's retirement, it is necessary for the Board of Education to authorize Interim Superintendent Richard Leyshock to withdraw funds from school district depositories. This approval will also allow a revision of the electronic signature that prints on WISD checks.

Received an update on the superintendent search

received an update on the superintendent search process from Dr. Michael Emlaw, the board's consultant from the Michigan Association of School Boards. In addition to the online survey that had more than 200 responses, Dr. Emlaw facilitated 12 input sessions involving local superintendents, local school board members, the local district Parent Advisory Committee, local curriculum directors, local business officials and WISD staff members. He summarized the input into a report that he submitted to board members. Dr. Emlaw reviewed the draft candidate profile with characteristics gleaned from the input sessions and asked the Board for any additions or modifications. Board members suggested two minor changes. Dr. Emlaw will make the changes and post the final candidate brochure.

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At its February 8, 2011 regular meeting, the WISD Board of Education:

Resolution of Appreciation

adopted a Resolution of Appreciation for William C. Miller, granting him the title of Superintendent Emeritus. The Resolution of Appreciation for Dr. William C. Miller acknowledges his contributions to students and public education of Washtenaw County while he was superintendent of Washtenaw Intermediate School District. This resolution also grants him the status of Superintendent Emeritus.

2010-11 Mid-Year Goals Report

received a mid-year report on the district's goals.

Focus Area 1 – Boundary Spanning Partnerships & Regional Collaboration

- A. Achieve safety, quality and efficiency standards by optimizing the regional public school transportation operations.
- B. Study and implement additional areas of regional collaboration around central office functions, including a plan for common platforms, applications and procedures to facilitate regional service sharing.
- C. Collaborate with local districts to inform the community about the special education millage renewal.

Focus Area 2 – Education Programs & Student Services

- A. Create additional job training sites for young adult students with disabilities by expanding opportunities in the new Chelsea and Ypsilanti young adult program locations.
- B. Fully implement the Widening Advancement for Youth (WAY) – Washtenaw program.

Focus Area 3 – Diversity, Inclusiveness and Customer Service

- A. Provide inservice training/orientation and induction to connect our 250 new transportation employees to the district's mission, expectations and culture of inclusiveness.
- B. Expand our organization's capacity to support a productive and diverse workforce and a respectful work culture.

Focus Area 4 – Innovative Change in Teaching and Leading

- A. Support the further development of the Ignited statewide network for support and expansion of New Tech High and Early College models.
- B. Work with community partners, stakeholders and school district leadership to support learner-centered secondary school options for all Washtenaw County students.
- C. Conclude the planning for and develop a plan to open a countywide International Baccalaureate High School program in 2011.

Contracted Services Agreement Hanover Research Evaluation

approved the proposed contracted services agreement/membership with Hanover Research to conduct evaluation, research and data analysis of key Washtenaw ISD initiatives including Instructional Consultation Teams, Studying Math Learning, Reading Apprenticeship and Secondary Options for the period of February 15, 2011, to June 30, 2012. This membership gives WISD access to a research team with expertise in program evaluation, survey design, psychomet-

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-continued-

At its February 8, 2011 regular meeting, the WISD Board of Education:

Contracted Services Agreement Hanover Research Evaluation (continued)

rics, data analysis, data graphics support and report writing. Evaluation of key initiatives is essential to determine if WISD's shared efforts and limited resources are being used effectively to support high-quality programs. It is also important that WISD have an unbiased, outside evaluation of its programs conducted by a team of skilled evaluators.

Adopted a new board policy

adopted Policy GBGE – Health Insurance Portability Accountability Act (HIPPA) Privacy. There were no modifications or additions to this new policy since its first reading at the regular board meeting on January 25, 2011.

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At its February 22, 2011 regular meeting, the WISD Board of Education:

Approved minutes

approved the minutes of the regular meeting of January 25, 2011; and the regular meeting of February 8, 2011.

Heard a presentation from staff and students

heard a presentation from WISD students and staff (Local 3760) thanking WISD Board members for the work they do on behalf of WISD students and highlighting some of the students' school and community-based learning activities.

Reviewed financial reports

reviewed the financial reports for the month of January 2011 and specifically reviewed the new Capital Projects Fund Report.

Approved contracts for two teachers

approved employment contracts for Jennifer Cole and Elizabeth Taylor as Teachers at the BA, Step 1 and the MA, Step 1, respectively, of the 2010-11 Unit II Salary Schedule for the period of February 22, 2011, to June 30, 2011. Ms. Cole obtained a Bachelors degree in Special Education from Grand Valley State University. Ms. Taylor received a Bachelors degree in Elementary Education from Michigan State University and a Masters degree in Education of the Deaf and Hearing Impaired from Columbia University.

Extended tenure to five staff members

extended tenure under the Michigan Teacher Tenure Act to Leah Vance, Niskeyta Biggs, Celeste Gentile, Sandra Riley and Nicole Stewart. The board does this as a matter of practice, annually. But, it is not required to do so by state law.

Amended the 2010-11 budgets

amended budget resolutions for the 2010-11 General Education Fund, Special Education Fund and the Hot Lunch Fund. The board reviewed the amendments that will be made in these funds since the budget was adopted in June 2010. This process adjusts the estimated revenue and expenditures to reflect the actual numbers.

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At its March 8, 2011 regular meeting, the WISD Board of Education:

Viewed a presentation on the 2011 Special Education Millage Renewal

viewed a narrated Power Point presentation on the May 3, 2011 Special Education Millage Renewal request prior to it being posted on WISD's website. Washtenaw County students are featured in the presentation. Board members were also briefed on important election deadlines and dates for upcoming Millage Information meetings.

Extended contracted services agreements

extended the following contracted services agreements for the 2011-12 school year for the following districts:

Chelsea School District	Special Education Administrative Services
Lincoln Consolidated Schools	Nursing Services
Milan Area Schools	Nursing Services

The Chelsea Schools, Lincoln Consolidated Schools and Milan Area Schools have requested continuation of their current contract with WISD for special education administration and nursing services. The Chelsea special education administrative services are .9 FTE, Lincoln nursing services are 1.0 FTE and Milan nursing services are .5 FTE. All of the agreements contain a clause that allows for annual extensions by mutual consent.

Received a Superintendent Search Update

received an update on the superintendent search from the Board's Michigan Association of School Board's Superintendent Search Consultant, Dr. Emlaw, explaining that the applications for WISD Superintendent close at noon on Thursday, March 10, 2011.

Scheduled a special meeting

scheduled a special meeting to review superintendent applications on Tuesday, March 15, 2011, at 5:30 p.m. For reasons of confidentiality, applicant names won't be discussed at the meeting or released until after candidates selected for interviews have been confirmed.

Selected three superintendent interview dates and reviewed interview questions

selected three superintendent interview dates—Monday-Wednesday, March 21-23 and placed a fourth—Thursday, March 24—on hold, if needed. The interviews will be held between 6:30 p.m. and 8:30 p.m. and each of the initial interviews will be video recorded. The Board also reviewed the interview format and received sample interview questions to review and discuss at the special meeting on March 15, 2011.

Selected two dates for second interviews

agreed on March 29, and March 30, 2011 as second-interview dates.

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At its March 22, 2011 regular meeting, the WISD Board of Education:

Approved minutes

approved the minutes of the regular meeting of February 22, 2011; and the regular meeting of March 8, 2011.

Reviewed financial reports

reviewed the financial reports for the month of February 2011.

Issued layoff notices

issued layoff notices to Robin Byrnes, Sheryl Fagin, Lisa Gottlieb and David Porter, staff serving the Court Involved Youth (CIY) Program. Washtenaw County has contracted, on behalf of the Juvenile Court, with WISD for the operation of school services associated with the county detention program. The program's staffing level is determined annually based on the program that county government requests. This year, due to budget shortfalls, the Washtenaw County Youth Center informed WISD that it will be necessary to reduce the CIY staffing levels for the 2011-12 school year. Since it will be several weeks before the county makes its staffing-level decisions (their budget year runs on a different cycle), layoff notices were issued for all of the staff positions. The WISD Board is obligated by State law to notify staff of reductions at least 60 days prior to the end of the school year.

Renewed supervisor contracts

renewed administrative contracts for the period of July 1, 2011, to June 30, 2012 for the following employees:

- Geraldine Allen, Supervisor, Communication Services
- Neal Elyakin, Supervisor, Special Education Services
- Ellen Fisher, Coordinator, ECA
- Nicole Garcia, Coordinator, Mathematics
- Deborah Hester-Washington, Supervisor, Special Education Services
- Sue Klimek, Controller, Budget and Financial Services
- William Loyd, Coordinator, Literacy
- M. Zoe Starkweather, Coordinator, Grants and Development
- Jeannette Woltmann, Supervisor, Special Education Services
- James Woodhams, Supervisor, Special Education Services

These one-year contracts are for instructional program leaders, administrators assigned to WISD operations and administrators who are contracted to work in local districts. This year, some administrators on the list have announced their retirement, opting for an extension to August or September 1, 2011.

Accepted a retirement request

accepted the retirement of request of Ms. Hasana Abdullah, effective August 31, 2011. Ms. Abdullah has been a teacher at WISD for 22 years.

Approved an amended contract

approved an amendment to the contracted services agreement with Pediatric Therapy Associates to continue to provide direct and consultation occupational therapy services to students enrolled in WISD classrooms from September 7, 2010 through June 16, 2011. Earlier this school year, an occupational therapy contracted services agreement with Pediatric Therapy Associates was presented

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-continued-

Approved an amended contract *(continued)*

At its March 22, 2011 regular meeting, the WISD Board of Education:
to the Board. Staff subsequently evaluated the need to hire a full-time occupational therapist, posted the position, held interviews and found a candidate. However, due to her current assignment, she is not available until the end of the semester. As a result, the contract for the occupational therapy services was extended until June 16, 2011.

Approved a contract for a telephone system

approved a contract with Netch of Novi, MI for the purchase of a Voice Over Internet Protocol (VOIP) Cisco Telephone System. Twelve years ago WISD installed a digital telephone system and given the amount of changes in technology and the cost of maintaining the current telephone system it's time for an upgrade. A bid request was made to upgrade to a networked, VOIP telephone system that can be run over the countywide area network. Four bids were received for a VOIP telephone system. After analysis and review, Netch of Novi was selected as the preferred bidder.

Approved the establishment of a Cooperative Activities Fund

approved the establishment of a Cooperative Activities Fund to account for activities that are intended to be self-supporting and that also allows for a subsidy to the operations of these programs, when necessary. This fund allows for the separate accounting of programs such as Widening Advancement for Youth (WAY), Washtenaw International High School and Early College Alliance (ECA). The Cooperative Activities Fund has been included in the 2011-12 WISD Budget.

Held a first reading on the 2011-12 budget review

reviewed the 2011-12 WISD Budget that will be presented for approval in April to both the Washtenaw Superintendents' Association and the Washtenaw Association of School Boards. It will be presented for WISD Board approval in June, as required by law. Board members were briefed on the budget process, the major changes in the 2011-12 WISD Budget and viewed graphs and charts reflecting the district's current fund balance and estimated funding amounts based on the estimated state budget.

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The WISD Board of Education at its special superintendent search meeting on:

Reviewed superintendent candidate applications

Tuesday, March 15, 2011

reviewed applications generated by the WISD Superintendent posting. Dr. Michael Emlaw, the superintendent search consultant from the Michigan Association of School Boards (MASB), reviewed the process for narrowing the sixteen applicants down to a smaller number of interviewees. He explained that in Michigan the applications can be confidential, if requested, and all of the applicants have requested confidentiality. For that reason and the requirements of the Open Meetings Act, candidates were discussed using candidate numbers rather than names. Having previously received all application materials for review, Board members indicated the candidates they believed merited an interview. The choices were publicly tallied and three candidates emerged from the initial review. Board members then held an open discussion of the other candidates and selected three additional interviewees. Dr. Emlaw will contact the six selected candidates to schedule interviews for either March 21, 22, 23 or 29, 2011. Once the candidates accept interview dates and times, their names will be released.

Discussed candidate questions

discussed potential interview questions from a pool of questions provided by Dr. Emlaw. After careful consideration, the Board chose 18-19 questions for the upcoming interviews.

Selected second interview dates

selected April 13 and 14, 2011, as potential second interview dates for superintendent finalists.

Interviewed a candidate

Monday, March 21, 2011

interviewed Scott Menzel, Superintendent of the Livingston Educational Service Agency (LESA).

recessed at 7:32 p.m. and reconvened at 7:45 p.m.

Interviewed a candidate

interviewed Beverly Knox-Pipes, Assistant Superintendent for Technology and Media Services at the Genesee Intermediate School District.

Interviewed a candidate

Tuesday, March 22, 2011

Interviewed David J. Campbell, Superintendent of the Olivet Community Schools.

Interviewed a candidate

Wednesday, March 23, 2011

interviewed Christine Beardsley, Superintendent of the Oscoda Area Schools.

Recessed and reconvened

recessed at 7:51 p.m. and reconvened at 7:53 p.m.

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-continued-

The WISD Board of Education at its special superintendent search meeting on:

Extended an invitation to interview

Wednesday, March 23, 2011 (continued)

extended an invitation to interview to Candidate #13. The board decided to add Candidate #13 to the interview schedule bringing the total back to six, since one candidate withdrew after accepting the superintendency in another district. It was noted that some board members had originally voted for Candidate #13. Dr. Emlaw will contact the candidate and if the interview invitation is accepted, his/her name will be added to the schedule for Tuesday, March 29, 2011 and a news release will be sent to the media.

Interviewed a candidate

Tuesday, March 29, 2011

interviewed Dr. Thomas Goodney, Deputy Superintendent and Chief of Staff at the Educational Service Center of Central Ohio (Columbus, OH).

Recessed and reconvened

recessed at 7:38 p.m. and reconvened at 7:50 p.m.

Interviewed a candidate

interviewed Daniel Danosky, Superintendent of the Pinckney Community Schools.

Recessed and reconvened

recessed at 9:14 p.m. and reconvened at 9:16 p.m.

Set a special meeting

voted to hold a special meeting on Wednesday, March 30, 2011 at 5:30 p.m. in the WISD Board Room to select the finalist candidates.

Selected two finalists

Wednesday, March 30, 2011,

extended an invitation to the two finalists: Dr. Thomas Goodney and Scott Menzel, for each to have an all-day visit at WISD, concluding with a second interview at 6 p.m. Dr. Emlaw indicated that it's time to narrow down the pool of six candidates to a couple of candidates that the Board wishes to invite to spend a day in the district with administrators, parents, community groups and local district partners. The day would culminate with a second interview to be conducted in the evenings of April 13, and April 14, 2011. Dr. Emlaw conducted an exercise that allowed Board members to allocate a total of six points to a maximum of three candidates. The choices were publicly tallied and two finalists emerged. The Board asked Dr. Emlaw to contact all the interviewed candidates and invite the two identified finalists to visit WISD and sit for a second interview on either April 13, or April 14, 2011.

Discussed second interviews

discussed the second interview process with Dr. Emlaw. It should focus on specific areas the Board is most interested in pursuing with each finalist.

Discussed potential dates for site visitations

discussed April 18 and 21, 2011 as potential dates for site visitations that will be conducted by a team of 7-8 individuals who visit both districts. Team members may include one or two board members, a local superintendent, a local board member, a Parent Advisory Committee member and several administrators.

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The WISD Board of Education at its special superintendent search meeting on:

Held a second interview

Wednesday, April 13, 2011

held a second interview with Dr. Thomas Goodney, Deputy Superintendent and Chief of Staff at the Educational Service Center of Central Ohio (Columbus, OH).

Held a second interview

Thursday, April 14, 2011

held a second interview with Scott A. Menzel, Superintendent of the Livingston Educational Service Agency (LESA).

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At its April 12, 2011 regular meeting, the WISD Board of Education:

Held a first policy reading

held a first reading on a new policy JLG, Programs for Homeless Students. The McKinney-Vento Homeless Assistance Act now requires all school districts to have a policy on file to insure compliance with appropriate state and federal laws. The new policy and administrative rules were developed with WISD's Homeless Coordinator, Peri Stone- Palmquist. This is the first reading and no action is required at this time. Board members asked to have the Michigan Association of School Boards' (MASB) Legal Counsel review the proposed policy for compliance with the results presented to the Board at its next regular meeting.

Adopted a resolution opposing a School Aid Fund transfer

adopted the Resolution Opposing a School Aid Fund Transfer to Higher Education. The Michigan Association of School Boards has asked Michigan Boards of Education to consider the resolution for approval since school districts are restricted from raising additional operating revenue and are not able to charge tuition.

Adopted the Cooperative Activities Fund Budget resolution

adopted the 2010-11 Cooperative Activities Fund Budget Resolution dated April 12, 2011. Mr. Marcel presented the 2010-11 Budget Resolution for the newly created Cooperative Activities Fund which allows separate accounting for the Washtenaw International High School, Widening Advancement for Youth and Early College Alliance programs. Since this account was not created until the regular Board meeting of March 22, 2011, it is now necessary to approve the resolution for this fund.

Approved a contracted services agreement

approved a contracted services agreement with Lambert S. Okma, LLC to serve as principal of the Washtenaw International High School (WIHS), for the period of July 1, 2011, to June 30, 2012. The Joint Steering Committee of the Washtenaw Schools Consortium (comprised of superintendents of the eight partner school districts) proposed asking Mr. Okma to serve as principal, unanimously voting to make a formal recommendation. Mr. Okma is willing to serve in this appointment for the 2011-12 school year, having served as WISD's consultant for the last two years assisting with the school and consortium design process. He brings extensive leadership and International Baccalaureate (IB) experience through his involvement with developing the International Baccalaureate Academy for Oakland County.

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At its April 26, 2011 regular meeting, the WISD Board of Education:

Approved minutes

approved the minutes of the special meeting of March 15, 2011, the special meeting of March 21, 2011; the regular meeting of March 22, 2011; the special meeting of March 22, 2011; the special meeting of March 23, 2011; the special meeting of March 29, 2011; the special meeting of March 30, 2011; the regular meeting of April 12, 2011; the special meeting of April 13, 2011; and the special meeting of April 14, 2011.

Reviewed financial reports

reviewed the financial reports for the month of March 2011.

Adopted a new policy on programs for homeless students

adopted the new Policy JLG, and Administrative Rules JLG- R, Programs for Homeless Students. This is the second reading of a proposed policy and administrative rules regarding programs for homeless students. At its first reading the Board requested that the proposed policy be reviewed by the Michigan Association of School Board's (MASB) legal counsel to confirm compatibility with the McKinney-Vento Homeless Assistance Act. It was reported that Brad Banasik, MASB Legal Counsel, said the proposed policy and administrative rules are not in conflict with the McKinney-Vento Homeless Assistance Act.

Heard reports from the superintendent visitation team

heard reports from the WISD Superintendent Search Site Visitation Team members on the superintendent site visits to Columbus, Ohio and Howell, Michigan on April 18th and April 21st, respectively.

Offered the position of WISD superintendent to Scott Menzel

offered the position of Superintendent of Washtenaw Intermediate School District (WISD) to Scott Menzel, conditioned upon completion of the employment requirements of the State of Michigan and Washtenaw Intermediate School District and, authorized the Board President to appoint a subcommittee of two Board members to develop a contract to bring back to the full Board for approval.

Menzel is in his fourth year as the superintendent of the Livingston Educational Service Agency (LESA). He received his bachelor's degree in religion from Vanguard University (Costa Mesa, CA), his master's degree in philosophy and social policy from the American University (Washington, D.C.) and is completing work on his doctorate from Eastern Michigan University.

Board President Mark VanBogelen, speaking on behalf of the Board, thanked both finalists—Menzel and Dr. Thomas Goodney—for participating in the process. "Both have excellent skills and both candidates could have done the job. So, we couldn't make a bad choice. But, I believe we made the right choice." Menzel is scheduled to begin his superintendent duties by July 1, 2011.

**Washtenaw Intermediate
School District**



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WISD BOARD REPORT

A summary of school board action from WISD,
a regional educational service agency dedicated to improving student achievement.

At its May 10, 2011 regular meeting, the WISD Board of Education:

Adopted a Memorandum of Understanding

adopted a Memorandum of Understanding (MOU) between Washtenaw Intermediate School District (WISD) and Livingston Educational Service Agency (LESA). The MOU formalizes the commitment to the shared services model that the two districts have developed and establishes guidelines for expanding shared services between WISD and LESA. It will automatically renew each July 1st unless either board chooses to amend or dissolve it by giving notice to the other party no later than March 1st of the current school year.

Approved two contracted services agreements

approved a contracted services agreement with the Livingston Educational Service Agency (LESA) for WISD to provide Assessment and Instructional Director services, Adolescent Literacy services, Instructional Consultation Team services, Data Director services, act as fiscal agent of the Livingston and Washtenaw Math & Science Center and the Regional Educational Media Center. As part of this contracted services agreement, LESA is also providing Career and Technical Education support to WISD. All of these services will be provided from July 1, 2011, to June 30, 2012.

approved a contracted services agreement with C.O.P.E. (the Center for Occupational and Personalized Education) to provide educational services to students eligible for special education from July 1, 2011, to June 30, 2012, at Chapelle School in Ypsilanti, using a service model approved by WISD. This is a renewal of the contract that began in 2005, enabling this important alternative education program to better serve local district students with the addition of special education services.

Authorized a closed session

authorized a closed session immediately following its regular meeting of May 24, 2011, to prepare for collective bargaining and pending litigation strategy.

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WISD BOARD REPORT

A summary of school board action from WISD,
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At its May 24, 2011 regular meeting, the WISD Board of Education:

Approved minutes

approved the minutes of the regular meeting of April 26, 2011; and the regular meeting of May 10, 2011.

Reviewed financial reports

reviewed the financial reports for the month of April 2011.

Approved the superintendent's contract

approved a three-year contract for its new superintendent, Scott Menzel. The agreement extends from July 1, 2011-June 30, 2014, with a provision for the board and superintendent to review the contract annually. Mr. Menzel will begin his WISD superintendency on July 1, 2011.

Received an update on WAY – Washtenaw

received an update on the WAY (Widening Advancements for Youth) – Washtenaw program. The year-round voluntary alternative education program that began this school year is serving more than 200 students who dropped out of high school, were failing in traditional high school, were previously home-schooled and wanted to earn credits from their local school district or have had health or behavioral challenges that affect school attendance. The program is planned to double in size for next year to accommodate the 200-student wait list.

Accepted a retirement request

accepted a retirement request from Debra Dorenkamp, effective August 1, 2011. Ms. Dorenkamp has been a WISD Teacher Consultant for 20 years.

Authorized an assigner of fund balances for 2010-11

authorized Brian Marcel to assign fund balances for the 2010-11 fiscal year. The action coincides with new accounting rules. This change impacts the General Fund, Special Education Fund, Lunch Fund, Cooperative Activities Fund, Debt Service Fund and the Capital Projects Fund.

Approved a transfer of funds

approved a transfer of funds from the General Education Fund to the Cooperative Activities Fund. The Cooperative Activities Fund was created to account for activities such as WAY–Washtenaw, Washtenaw International High School (WIHS) and the Early College Alliance (ECA). During 2010-11, WISD budgeted to provide a subsidy to the ECA and WAY – Washtenaw. The General Education Fund now needs to reflect a transfer out to the Cooperative Activities Fund for the subsidy.

Adopted the 2011-12 millage rates

adopted the following 2011-12 millage rates, which remain the same as last year:

General Education	.0984
Special Education	<u>3.8761</u>
Total:	3.9745

Adjourned into closed session

adjourned into closed session for the purpose of preparation related to collective bargaining and pending litigation strategy.

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WISD BOARD REPORT

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At its June 14, 2011 regular meeting, the WISD Board of Education:

Approved a contracted services agreement

approved a contracted services agreement with the Eastern Michigan University Office of Extended Programs to provide supplemental instruction in Language Arts and Mathematics, after-school tutoring and instructional support and special education services and Section 504 accommodation plans for the Early College Alliance (ECA) from July 1, 2011 to June 30, 2012. The ECA has developed a relationship with the EMU Office of Extended Programs and Educational Outreach to meet the supplemental instructional needs of its students. This arrangement provides additional “just-in-time” instruction for ECA students who need it. One of the principles of Learner Centered Education is that the instruction is flexible enough to meet the learning needs of each, individual student.

Approved computer purchase

approved the purchase of two hundred Macintosh (iMAC) computers for the countywide alternative education program – Widening Advancements for Youth (WAY) – Washtenaw. In Fall 2011, the program will expand by two hundred students. This expansion necessitates the purchase of two hundred additional computers for student access to the curriculum. The program uses Macintosh computers and there is only one vendor that produces this type of computer. The district used the Regional Educational Media Center (REMC) bid to price these computers, allowing for a volume purchase as well as the use of the state-wide bid for Macintosh computers.

Approved school bus battery bid

awarded the School Bus Batteries bid to Interstate with purchases to be made as needed. The bid for school bus batteries through current and new vendors is part of the cooperative purchasing plan for the Transportation Department. WISD released a bid and received several replies by the June 3, 2011 deadline. Based on the bid responses, analysis and cost breakdown, Interstate was awarded the bid for school bus batteries.

Approved school bus tire bid

awarded the School Bus Tires bid to Belle Tire with purchases to be made as-needed. The bid for school bus tires through current and new vendors is part of the cooperative purchasing plan for the Transportation Department. WISD released a bid and received several replies by the June 3, 2011 deadline. Based on the bid response, Belle Tire was awarded the bid for school bus tires.

Approved school bus parts bid

awarded the School Bus Parts bid to Midwest Transit, Unity School Bus Parts, Jackson Truck, and Tri-County International with purchases to be made as needed. The bid for school bus parts through current and new vendors is a part of the cooperative purchasing plan for the Transportation Department. WISD released a bid and received several replies by the deadline on June 3, 2011. Based on the bid responses, analysis and pricing breakdown, Midwest Transit, Unity School Bus Parts, Jackson Truck and Tri-County International were awarded the bid.

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WISD BOARD REPORT

A summary of school board action from WISD,
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At its June 28, 2011 organizational meeting, the WISD Board of Education:

Approved minutes

approved the minutes of the regular meeting of May 24, 2011; the closed meeting of May 24, 2011; and the regular meeting of June 14, 2011.

Reviewed financial reports

reviewed the financial reports for the month of May 2011.

Confirmed Honey Creek Board members

confirmed Trustees for the Honey Creek Community School Board: Kelly Krawcke and Lisa Wozniak each for a term of three years, July 1, 2011, to June 30, 2014. As the authorizer of Honey Creek Community School, WISD is required to appoint the members of Honey Creek Community School Board. The Board appointment includes a nomination process in which Honey Creek Community School recommends individuals for appointment. After confirmation, the nominees received the oath of office.

**ORGANIZATIONAL MEETING
Elected officers**

elected board officers: Gregory Peoples, President; Dayle Wright, Vice President; Diane Hockett, Secretary; and Mary Jane Tramontin, Treasurer.

**Authorized depositories and
accounting of funds**

authorized the superintendent of schools, or his designee, to deposit school district funds in accordance with board policy DFA – Investment of Funds, in the following depositories: Ambassador Money Market Fund, Ann Arbor Commerce Bank, Bank of America, Bank of Ann Arbor, Charter One Bank, Chelsea State Bank, Citizens Bank, Comerica Bank, Fifth Third Bank, Flagstar Bank, J. P. Morgan Chase, Key Bank, MBIA, Inc., National City Bank, Michigan Liquid Asset Fund Plus, TCF Bank, United Bank and Trust.

and further; authorized funds to be withdrawn from school district depositories, by check or wire, signed or authorized by Brian Marcel, Assistant Superintendent, Business Services, and/or Scott Menzel, Superintendent, and/or Sue Klimek, Controller, Budget & Financial Services and/or Gwen Shrock, Budget & Financial Services Manager:

and further; authorized the use of the following accounting funds of the district and established the necessary banking accounts for these funds: General Education Fund, Special Education Fund, Lunch Fund, Trust & Agency Accounts, Durant Debt Retirement Fund, Enterprise Fund, General Education Capital Projects Fund, Special Education Capital Projects Fund, Cooperative Activities Fund, Enterprise Transportation Fund and Internal Service Fund.

Set 2011-2012 meeting schedule

set its 2011-12 meeting schedule for the second and fourth Tuesday of each month at 5:30 p.m. (unless otherwise posted). The Board meets in the Washtenaw Intermediate School District's Teaching and Learning Center, 1819 South Wagner Road, Ann Arbor, Michigan.

Appointed legal counsel

appointed Thrun Law Firm, P.C., district counsel for the 2011-2012 fiscal year.

WISD Board Members



Diane B. Hockett
Mary Jane Tramontin
Gregory A. Peoples
Mark VanBogelen
Dayle Wright

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(continued...)

WISD BOARD REPORT

A summary of school board action from WISD,
a regional educational service agency dedicated to improving student achievement.

At its June 28, 2011 organizational meeting, the WISD Board of Education:

Designated representatives

designated

- **Dayle Wright** as a director of the Washtenaw Association of School Boards.
- **Diane Hockett** as a representative of the Washtenaw Association of School Boards Legislative Relations Network.
- **Diane Hockett** as voting delegate and **Gregory Peoples** as the alternate to the 2011 Annual Fall Michigan Association of School Boards (MASB) Conference.
- **Diane Hockett** as the 2011-12 MASB Legislative Relations Network (LRN) representative.
- **Scott Menzel** as the delegate to the Southeast Michigan Council of Governments (SEMCOG).

Approved reimbursement for incurred expenses

authorized the reimbursement of Board members incurring expenses while on official duty for the Board of Education for the following:

- Michigan Association of School Boards (MASB) – 2011 Delegates Assembly and Fall Conference, Grand Traverse Resort & Spa, Traverse City, MI; October 27-30, 2011;
- Association of Educational Service Agencies - 2011 Annual Conference, Colorado Springs, CO, November 30-December 3, 2011;
- Federal Relations Network Annual Conference – Washington, D.C.; February 5 – February 7, 2012;
- MASB Governor's Education Summit – March-April 2012, Lansing Center, Lansing, MI;
- MASB/MASA Joint Legislative Conference – March 16, 2012, Lansing, MI;
- MASB Urban Conference – April 19, 2012, LCC West Campus, Lansing MI;
- National School Board Association - 2012 Annual Conference – Boston, MA; April 21-23, 2012.

Adopted budget revisions

adopted the 2010-11 WISD Budget Revisions dated June 28, 2011. The revisions for WISD's funds (general, special education, hot lunch, capital projects [general and special] and cooperative activities) are made annually to reflect actual expenses.

BUDGET PUBLIC HEARING Held a budget public hearing

held a public hearing on WISD's 2011-12 budgets. The millage rates for the 2011-12 budget year are .0984 mills for the General Education fund and 3.8761 mills for the Special Education fund. The same as last year.

Adopted 2011-12 Budgets

adopted the 2011-12 Budget Resolutions dated June 28, 2011, for the following funds:

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WISD BOARD REPORT

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(continued...)

At its June 28, 2011 regular meeting, the WISD Board of Education:

General Education Operating Fund
Special Education Operating Fund
Lunch Fund
Capital Projects Fund - General Education
Capital Projects Fund - Special Education
Cooperative Activities Fund

The WISD Board reviewed the published budgets for 2011-12 at its regular meeting of March 22, 2011. The budgets were presented to the Washtenaw Association of School Boards Board of Directors on April 21, 2011. A public notice was posted in the Washtenaw Legal News on June 2-8, 2011, indicating the availability of the budgets for inspection and announcing this evening's required public hearing.

Authorized administrative contracts

authorized one-year administrative contracts for the period of July 1, 2011, to June 30, 2012, for the following individuals:

- Brian Marcel, Assistant Superintendent, Business Services
- Dr. Sarena Shivers, Assistant Superintendent, Student Achievement and Services
- Naomi Norman, Director, Planning & Assessment Washtenaw/Livingston
- Karen Erhardt-Domino, Director, Technology & Data Services
- Tom Moore, Director, Transportation Services
- Holly Heaviland, Director, Statewide Options
- Dave Dugger, Director, Educational Options
- Dr. Jennifer Scott-Burton, Director Special Education

authorized a one-month administrative contract for Pam Mish, Director, Instructional Services for the period of July 1, 2011, to July 31, 2011, in light of her retirement on July 31, 2011.

authorized a two-month administrative contract for Winnie Garrett, Director, Human Resources & Talent Acquisition and Richard Leyschock, Assistant Superintendent for the period of July 1, 2011, to August 31, 2011, in light of their retirements on August 31, 2011.

Approved one-year contract agreements

approved one-year agreements with:

- The Federation of Washtenaw Intermediate School Employees Local 3760 AFT of Michigan:
 - Unit II, teaching staff
 - Unit I, teaching assistants
 - Unit III, custodial staff
- Teamsters, Local 214

Adopted revisions to the Non-Affiliated Manual

adopted the policy revisions governing non-affiliated personnel for the period of July 1, 2011, to June 30, 2012.

expressed appreciation for all employees' willingness to work with the board to achieve an outcome that's in the best interest of students.

WISD Board Members



Diane B. Hockett
Mary Jane Tramontin
Gregory A. Peoples
Mark VanBogelen
Dayle Wright

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WISD BOARD REPORT

A summary of school board action from WISD,
a regional educational service agency dedicated to improving student achievement.

(continued...)

Approved a contracted services agreement

At its June 28, 2011 regular meeting, the WISD Board of Education:

approved a contracted services agreement with Davidson Counseling Services, LLC for Early On services for Willow Run Community Schools and Ypsilanti Public Schools, to provide coordination for infant mental health cases across the county and provide parent education and training/consultation to Washtenaw county school districts, for the period of July 1, 2011, to June 30, 2012.

Approved a contract for a WAY-Washtenaw Coordinator

approved a contract for Monique Uzelac, as Coordinator, WAY – Washtenaw for the 2011-12 school year. Last year, Dr. Sarena Shivers, Director of School Services, was appointed to assist with the development of new projects such as this program for youth who have either dropped out of school, are failing in a traditional high school setting, have health or behavior issues that affect school attendance, or who are home schooled and want to earn high school credits from their local school district. With the planned expansion of student enrollment in the WAY – Washtenaw Program, WISD is now hiring a dedicated coordinator for this program. Ms. Uzelac received her Bachelor's degree in Mathematics from Albion College and a Master's degree in Information Science from the University of Michigan. She is currently employed as Director, Instructional Technology for Ann Arbor Public Schools.

Congratulated a staff member

congratulated Tom Moore, WISD Transportation Director, for receiving the Michigan School Business Officials (MSBO) voluntary Transportation Director Certification. This certification reflects a high degree of academic and professional preparation established by the MSBO Board of Directors through its Professional Development Committee.