

## WISD SUPERINTENDENT'S CONTRACT

THIS AGREEMENT, entered into this **24th** day of **May, 2011**, between Washtenaw Intermediate School District Board of Education, hereinafter called "Board" and Scott Menzel, hereinafter called "Superintendent."

Witnesseth:

### 1. CONTRACT PERIOD

The Board agrees to employ the Superintendent as Superintendent of Washtenaw Intermediate School District for the term of three (3) years from July 1, 2011 to and including June 30, 2014. The Board shall review this contract with the Superintendent annually, and shall, on or before June 30, of each year, take official action whether or not to extend the contract for an additional year and notify the Superintendent of its action, in writing.

### 2. DUTIES

The Superintendent agrees to perform the duties of Superintendent in a competent and professional manner in accordance with the established policies and regulations of the Board of Education and the laws of the State.

The Superintendent shall serve as chief executive officer and chief administrative officer of the Board. He shall be entitled to:

- a. Present his recommendations to the Board on any subject under consideration by said Board.
- b. Attend each meeting of the Board, except Executive Sessions called for the purpose of discussion of the Superintendent's contract.
- c. Serve as an ex-officio member of each committee established by the Board.

The Superintendent shall have the responsibility to organize, reorganize, and arrange the administrative and supervisory staff, including instruction and business affairs, which in his judgment best serves the District subject to the approval of the Board. The responsibility for selection, placement, and transfer of personnel shall be vested in the Superintendent subject to approval by the Board and the Board, individually and collectively, shall refer promptly criticisms, complaints, and suggestions that warrant the attention of the Superintendent for study and recommendation.

### 3. COMPENSATION

**(Compensation is defined as all of the following: base salary and annuity.)**

The Board agrees to pay the Superintendent for his services during the first year of this contract as follows: base salary of \$155,000, plus a payment of \$20,000 toward the premium of a Board-paid IRS Section 403(b) annuity. Compensation for the second year shall be \$157,500 plus a payment of \$20,000, toward the premium of a Board-paid IRS Section 403(b) annuity, subject to a satisfactory evaluation by the Board and the compensation for the third year shall be the \$160,000, plus a payment of \$20,000, toward the

premium of a Board-paid IRS Section 403(b) annuity, subject to a satisfactory evaluation by the Board. Terms of the contract, salary, and fringe benefits will be reviewed annually and subject to revision by agreement of the parties, in writing.

#### **4. FRINGE BENEFITS**

In addition to the conditions (a-g) listed below, the Superintendent shall have all fringe benefits that are granted to non-affiliated personnel by the Board.

Leave privileges, insurance and fringe benefits shall be as follows:

- a. The Superintendent shall be entitled to the same number of annual days specified in the non-affiliated personnel manual (20 days) at a time mutually agreeable to both parties. It shall not be cumulative for more than 30 days, except if he retires the accumulation shall be a maximum of 40 days.
- b. The Superintendent, if insurable, shall be provided with a term-life insurance policy with a face value of double his salary. (This term-life insurance shall be in lieu of, rather than in addition to, the life insurance provided to non-affiliated personnel.)
- c. The Board shall provide and maintain an automobile for the Superintendent's use. The Superintendent will comply with IRS regulations regarding personal use of the vehicle.
- d. The Board shall reimburse the Superintendent for other reasonable expenses, subject to approval by the Board President, incurred by the Superintendent in the performance of his duties. As part of the administrative expense and included in the general fund budget, the sum of \$2,000 may be used for expenses indirectly related to the Superintendent's position.
- e. The Superintendent shall submit to a biennial medical examination by a licensed physician, the cost to be paid by the Board. A statement certifying the medical competency of the Superintendent shall be given only to the Board President.
- f. In the event the life or safety of the Superintendent is threatened by reason of his official position, the Board shall pay the reasonable costs of providing suitable protection for the Superintendent and his family (i.e. security services, video camera, home security system).
- g. The Board shall pay professional dues incurred as a result of the Superintendent's membership in local, state and national professional organizations, to a maximum of five such organizations.

#### **5. EVALUATION**

At least once each fiscal year, the Board and Superintendent shall meet in closed executive session for the purpose of mutual evaluation of the performance of the Superintendent and expressing recommendations and observations on how such performance may be continually improved. The time and date of the meeting shall be agreed to by the parties sufficiently in advance of the meeting to permit adequate preparation for a constructive exchange of views.

**6. TERMINATION PROVISIONS**

The Superintendent shall be subject to discharge during the period covered by this contract for good and just cause only, and the Board shall not arbitrarily and capriciously dismiss him. No discharge shall be effective until written charges have been served upon him and he shall have an opportunity for a fair hearing before the Board after 10 days notice in writing. Said hearing shall be public or private at the option of the Superintendent. At such hearing, he may have legal counsel at his own expense.

The Superintendent is prohibited from engaging in behavior involving moral turpitude. The Board may void this contract if the administrator violates this provision.

This section of this contract does not apply to contract non-renewal pursuant to Section 1229 of the Revised School Code.

**7. TENURE**

The Superintendent shall not have tenure in that or any other administrative position.

**8. ANNUITY PROGRAM**

The Board, upon request of the Superintendent, shall withhold from his salary and transfer such sums as he shall designate to a tax-deferred annuity program of the Superintendent's choosing.

**9. PROFESSIONAL MEETINGS**

The Superintendent shall attend appropriate professional meetings at the local, state and national levels and shall be reimbursed for this expense in connection therewith and for any other reasonable out-of-pocket expenses incurred on behalf of the Board.

**10. HOLD HARMLESS/LIABILITY INSURANCE CLAUSE**

The Board agrees that it will indemnify, defend, and hold harmless the Superintendent pursuant to and in accordance with applicable statutes from civil claims, civil lawsuits, and other civil legal proceedings brought against the Superintendent, either in his individual capacity or as an employee or agent of the Board, provided that in connection with the incident giving rise to the claim, lawsuit, or legal proceeding, the Superintendent was acting during the course of his employment and within the scope of his authority, and the incident did not involve gross negligence by the Superintendent.

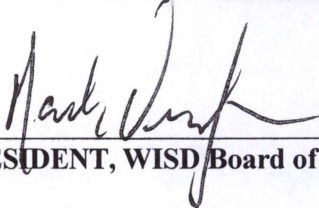
**11. OTHER PROVISIONS**

When the Superintendent is on vacation, leave, or away from the District performing official duties, he shall have the authority to appoint another Washtenaw Intermediate School District administrator to act in his behalf while he is away.

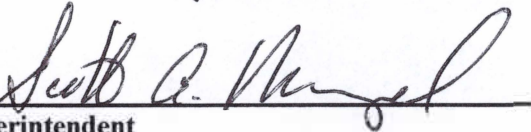
That a signed copy of this Contract must be returned to the Board of said School District within ten (10) days hereof, or this Contract shall be considered null and void.

IN WITNESS WHEREOF the parties hereto have set their hands the day and year above written.

**NAME OF BOARD: Washtenaw Intermediate School District**

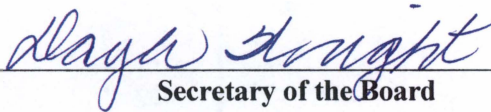
  
\_\_\_\_\_  
**PRESIDENT, WISD Board of Education**

5/24/11  
\_\_\_\_\_  
**Date**

  
\_\_\_\_\_  
**Superintendent**

5/24/11  
\_\_\_\_\_  
**Date**

This contract was approved by a vote of the Board at a public meeting on \_\_\_\_\_, 2011, and has been made a part of its minutes.

  
\_\_\_\_\_  
**Secretary of the Board**

**ADDENDUM TO**  
**CONTRACT OF EMPLOYMENT**

Superintendent of Schools  
Scott Menzel

The Board of Education of the Washtenaw Intermediate School District (hereinafter "Board") and Scott Menzel (hereinafter "Superintendent") hereby enter into this Addendum to Contract of Employment for the purpose of amending the Contract of Employment between them, which covers the period commencing July 1, 2011 and ending on June 30, 2014. The aforementioned Contract of Employment is hereby amended as follows:

1. The expiration date of the aforementioned Contract of Employment is changed from June 30, 2014 to June 30, 2015.
2. Compensation for the fourth year of the contract (2014-2015) shall be \$162,500 plus a payment of \$20,000, toward the premium of a Board-paid IRS Section 403(b) annuity, subject to a satisfactory evaluation by the Board.
3. Unused vacation time in excess of the ten days that are permitted to be carried forward (Section 4.a. of the Contract) shall be paid out annually at the Superintendent's per diem rate of pay, up to a ten (10) day maximum. This provision includes any excess days accrued during the 2011-12 school year.
4. Section 4.d. is amended as follows: "The Board shall reimburse the Superintendent for other reasonable expenses, subject to approval by the Board President, incurred by the Superintendent in the performance of his duties. As part of the administrative expense and included in the general fund budget, the sum of \$3,000 may be used for expenses indirectly related to the Superintendent's position."

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the date set opposite their names.

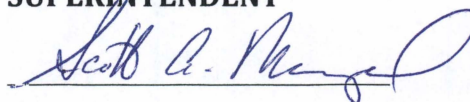
Dated: July 10, 2012

**WASHTENAW INTERMEDIATE SCHOOL  
DISTRICT**

By:   
Its: President

Dated: July 10, 2012

**SUPERINTENDENT**



**SIXTH ADDENDUM TO**  
**CONTRACT OF EMPLOYMENT**

Superintendent of Schools  
Scott Menzel

The Board of Education of the Washtenaw Intermediate School District (hereinafter "Board") and Scott Menzel (hereinafter "Superintendent") hereby enter into this Addendum to the Contract of Employment for the purpose of amending the Contract of Employment between them, which covers the period commencing July 1, 2011 and ending on June 30, 2022. This Addendum will not in any way alter or modify terms or conditions contained in the Contract of Employment except those specifically addressed herein. The aforementioned Contract of Employment is hereby amended as follows:

1. The expiration date of the aforementioned Contract of Employment is changed from June 30, 2021 to June 30, 2022.
2. The base salary for 2017-2018 through 2020-2021 shall increase by 3.5% each year over the preceding year base salary subject to the superintendent receiving an effective or highly effective evaluation. Compensation will also include a payment of \$20,000 toward the premium of a Board-paid IRS Section 403 (b) annuity in each year of the contract.
3. Given the change in the Non-Affiliated Manual workday structure, this Addendum shall incorporate language within regarding workdays and non-work days, thereby eliminating unpaid holidays, annual days and non-duty days. The Superintendent shall be compensated for days worked and paid holidays as set forth in the WISD Non-Affiliated Manual.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the date set opposite their names.

**WASHTENAW INTERMEDIATE SCHOOL  
DISTRICT**

Dated: 6/27, 2017

By: Alicia B. Hockett

Its: \_\_\_\_\_

**SUPERINTENDENT**

Dated: 7/28, 2017

Scott A. Menzel

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

**Tuesday, June 26, 2018**

The Washtenaw Intermediate School District Board of Education held its regular board meeting on Tuesday, June 26, 2018, in Washtenaw ISD's Teaching and Learning Center Boardroom at 1819 South Wagner Road in Ann Arbor, Michigan.

**CALL TO ORDER**

The meeting was called to order at 5:01 p.m. by President Mary Jane Tramontin.

**ATTENDANCE**

The following members were present:

Mary Jane Tramontin, President  
Theresa Saunders, Vice-President  
Mary Jo Callan, Secretary  
Steve Olsen, Treasurer  
Diane Hockett, Trustee

Also Present: Scott Menzel, Superintendent  
Brian Marcel, Assistant Superintendent, Administrative and Support Services  
Naomi Norman, Assistant Superintendent, Achievement and Systems Support  
Cherie Vannatter, Assistant Superintendent, Achievement and Student Services  
Cassandra Harmon-Higgins, Executive Director, Human Resources and Legal Services  
Alan Oman, Executive Director of Early Childhood  
Diane Sevigny, Director of Operations  
Sherri Papazoglou, Finance Director  
Alicia Kruk, Supervisor, Early On and Family Services  
Emma Jackson, Communications and Public Relations Specialist  
Karen Allen, Administrative Assistant to the Superintendent

**APPROVAL OF THE AGENDA**

Prior to board action, President Tramontin proposed amending the agenda as follows: New Business Item A. Annual Organization moves to Item C., Item B. Approval of 2017-18 Budget Amendments moves to Item A., and Item C. Adoption of 2018-19 Budget Resolutions moves to Item B. She also recommended adding Item L. Separation Agreement to the agenda. The Board agreed to the amendments.

**Motion by Diane Hockett, seconded by Steve Olsen, to approve the agenda, as amended.**

**Ayes: All.**

**Nays: None.**

**Motion carried.**

**COMMUNICATIONS**

There were no communications.



**APPOINTMENT OF HONEY CREEK BOARD MEMBER**

**Motion by Diane Hockett, seconded by Mary Jo Callan, that the Board of Education confirm Nicole Garcia for a term of three years, July 1, 2018 to June 30, 2021, as a Trustee for the Honey Creek Community School Board. (Roll Call Vote)**

**Voting yes: Mary Jo Callan, Theresa Saunders, Mary Jane Tramontin, Steve Olsen, Diane Hockett.**

**Voting no: None.**

**Motion carried.**

**PUBLIC HEARING 2018-19 WISD BUDGET**

Brian Marcel explained the district is required by state law to announce millage rates, which will be .0961 mills for the General Education fund and 5.2680 mills for the Special Education fund for the 2018-19 budget year. Mr. Marcel also reported on the projected General Education Budget Fund Balance of \$3,590,001 and the Special Education Fund Balance of \$2,986,310. Mr. Marcel also noted that all local school districts passed resolutions in support of the proposed budget, and that two districts submitted letters along with their board motions of approval. Trustee Hockett suggested responding to those who submitted letters expressing appreciation for their comments. There was no public comment on the budget.

**CITIZEN PARTICIPATION**

There was no citizen participation.

**FINANCIAL REPORTS**

Brian Marcel, Assistant Superintendent, Administrative and Support Services, presented the Treasurer's Report for May 2018. Alicia Kruk, Supervisor, Early On and Family Services, reviewed the May 2018 Head Start Financial Reports. After the financial reports, the Board of Education took the following action:

**Motion by Steve Olsen, seconded by Theresa Saunders, that the Board of Education approve the May 2018 Head Start Financial Report, as presented. (Roll Call Vote)**

**Voting yes: Steve Olsen, Diane Hockett, Mary Jo Callan, Theresa Saunders, Mary Jane Tramontin.**

**Voting no: None.**

**Motion carried.**

**EQUITY, INCLUSION, AND SOCIAL JUSTICE DIALOGUE**

Assistant Superintendent Norman reported that Gislaine Ngounou, Chief Program Officer of PDK International, met with the Washtenaw ISD Core Equity Team (Scott Menzel, Naomi Norman, Holly Heaviland, and Janae Townsend – team member Shayla Griffin was unable to attend) last week. She said the group has been working as a team to understand each other's perspectives regarding how the work of the core team has unfolded in the last year and a half. Ms. Norman said Ms. Ngounou has introduced ways to help the team move from blame and frustration to the language of commitment. Trustee Hockett suggested discussing what tool(s) could or should be used to support implementation of the EISJ work across the entire organization during the Board Retreat.

**CONSENT AGENDA**

**Motion by Diane Hockett, seconded by Theresa Saunders, that the Board of Education approve the minutes and Superintendent's recommendations in the Consent Agenda, as presented. (Roll Call Vote)**

**Voting yes: Mary Jane Tramontin, Steve Olsen, Diane Hockett, Mary Jo Callan, Theresa Saunders.**

**Voting no: None. Motion carried.**



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#### **Approval of Minutes**

The Board approved the minutes of the June 6, 2018 Joint LESA-WISD Meeting, the minutes of the June 12, 2018 Regular Meeting, and the minutes of the June 14, 2018 closed session for the Superintendent's Evaluation.

#### **132-17-18**

The Board approved the hiring of Amanda Hopkins, Speech Language Pathologist for the DHH Program, Leslie Kim, Early Childhood Specialist, and Grace Kovacich, Summer School Aquatics Specialist/Lifeguard.

#### **133-17-18**

The Board approved the revision of Emma Jackson's retirement date, changing it from August 10, 2018 to August 31, 2018.

#### **134-17-18**

The Board approved the contracted services agreement with Dr. Shayla Griffin in the amount of \$53,475.00 for the 2018-19 school year.

#### **135-17-18**

The Board approved the contracted services agreement with Rev. Lois McCullen Parr in the amount of \$30,800.00 for the 2018-19 school year.

#### **136-17-18**

The Board approved the continuation of the contracted services agreement with UTEC for a 1.0 FTE desktop technician in the amount of \$52,500 from July 1, 2018 to June 30, 2019. Ryan Goyette will be the subcontractor in the position.

#### **137-17-18**

The Board approved the contracted services agreement renewal with Pam Harris Consulting, LLC in the amount of \$33,800 to support continued training in Numeracy for Ypsilanti Community Schools' teaching staff. The contract is funded by the i3 grant.

#### **138-17-18**

The Board approved the following WEOC position reclassification requests: change the current position title of WAVE-English Instructor, 1.0 FTE, 230 work days/year to WAVE English Teacher/Social Worker, 1.0 FTE, 230 work days/year, Lauren Keogh is the employee in the position. Second, change the position title of WAVE-Administrative Assistant, 1.0 FTE, 230 work days/year to WAVE-Counselor/Administrative Assistant, 1.0 FTE, 230 work days/year, Yasmine Lennon is the employee in the position, and change the position title of WAVE teacher to WAVE Counselor, 1.0 FTE, 230 work days/year, Kelly Harris is the employee in the position.

#### **139-17-18**

The Board approved the following WEOC Middle School employment recommendations: Tammy Church, Middle School Math teacher, Jessica Garcia - Administrator, Erika Gallay-McGregor, Middle School Science teacher, Ping He, Middle School Math/Science teacher, Connor Kamm, Middle School Spanish teacher, Melissa Sheffer, Middle School Art teacher, Bethany Vonck, Middle School English teacher, and Maureen Young, Middle School Technology teacher.

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**140-17-18**

The Board approved the WEOC new position request for an Early College Alliance English teacher in the ECA 9<sup>th</sup> Grade Academy.

**141-17-18**

The Board approved the WEOC employment recommendation for Jayanthi Reddy, ECA Teacher in the ECA 9<sup>th</sup> Grade Academy.

**142-17-18**

The Board approved the following WEOC – WIHI employment recommendations: Smith Atwood, PE Teacher, Deborah Bargardi, Teacher, Daniel Berry, Teacher, James Elish, Teacher, Ian Harris, Music Instructor, Danae Henson, Teacher, and Megan O'Donnel, Teacher.

**NEW BUSINESS – Approval of 2017-18 Budget Amendments**

Sherri Papazoglou reviewed the budget amendments prior to board action, emphasizing changes made since the December budget amendments.

**Motion by Diane Hockett, seconded by Theresa Saunders, that the Board of Education adopt the 2017-18 Budget Amendment dated June 26, 2018 for the following funds as presented: General Education Operating Fund, Special Education Operating Fund, Food Service Fund, and Cooperative Activities Fund. (Roll Call Vote)**

**Voting yes: Diane Hockett, Steve Olsen, Mary Jane Tramontin, Theresa Saunders, Mary Jo Callan.**

**Voting no: None.**

**Motion carried.**

**NEW BUSINESS – Adoption of 2018-19 Budget Resolutions**

Brian Marcel reviewed the budget resolutions prior to board action, including an anticipated increase in tax revenue and fund balance.

**Motion by Diane Hockett, seconded by Theresa Saunders, that the Board of Education adopt the 2018-19 Budget Resolutions dated June 26, 2018 for the following funds as presented: General Education Operating Fund, Special Education Operating Fund, Food Service Fund, and Cooperative Activities Fund. (Roll Call Vote)**

**Voting yes: Mary Jo Callan, Theresa Saunders, Mary Jane Tramontin, Steve Olsen, Diane Hockett.**

**Voting no: None.**

**Motion carried.**

**NEW BUSINESS – Annual Organization for 2018-19**

**Election of Officers**

**Motion by Diane Hockett, seconded by Steve Olsen, that the following slate of officers be nominated for 2018-19: Mary Jane Tramontin for the office of President, Theresa Saunders for the office of Vice-President, Mary Jo Callan for the office of Secretary, and Steve Olsen for the office of Treasurer.**

**Ayes: All.**

**Nays: None.**

**Motion carried.**

**Depositories and Accounting Funds**

**Motion by Steve Olsen, seconded by Theresa Saunders, to authorize the Superintendent of Schools, or his designee, to deposit school district funds in accordance with Policy 6144-Investments, in the following depositories:**

- Comerica Bank
- Fifth Third Bank
- J.P. Morgan Chase
- MI Class
- Michigan Liquid Asset Fund Plus
- 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, Assistant Superintendent, and/or Scott Menzel, Superintendent, and/or Sherri Papazoglou, Finance Director and/or Miranda Owsley, 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             |
| Trust & Agency Accounts | Enterprise Transportation Fund          |
| Enterprise Fund         | Internal Service Fund                   |

(Voice Vote)

**Ayes: All.**  
**Nays: None.**  
**Motion carried.**

**Meeting Dates, Place and Time**

Prior to Board action, the Board changed second October meeting date from October 23 to October 30.

**Motion by Mary Jo Callan, seconded by Theresa Saunders, that the Board of Education meet for their regular board meetings on the 2<sup>nd</sup> and 4<sup>th</sup> 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 noted below.**

August 14, 2018 (8:30 a.m. Board Retreat, A2Y Chamber, 2010 Hogback, Suite 4, Ann Arbor), August 28, 2018, September 11, 2018, September 25, 2018, October 9, 2018, October 30, 2018, November 13, 2018, November 27, 2018, December 11, 2018, January 8, 2019, January 22, 2019, February 12, 2019, February 26, 2019, March 12, 2019, March 26, 2019, April 9, 2019, April 23, 2019, May 14, 2019, May 28, 2019, June 3, 2019 Biennial Election Meeting, June 5, 2019 (Joint Meeting with LESA in Washtenaw County), June 11, 2019, June 25, 2019. (Voice Vote)

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**Ayes: All.**  
**Nays: None.**  
**Motion carried.**

**School Attorney**

**Motion by Steve Olsen, seconded by Diane Hockett, to appoint Thrun Law Firm, P.C. as counsel to the school district for the 2018-19 fiscal year. (Voice Vote)**

**Ayes: All.**  
**Nays: None.**  
**Motion carried.**

**Board Representation**

**Motion by Diane Hockett, seconded by Theresa Saunders, to designate Mary Jane Tramontin as a Director of the Washtenaw Association of School Boards (WASB) Representative; designate Diane Hockett as a Representative of the Washtenaw Legislative Relations Network (LRN); appoint Steve Olsen as voting delegate and Diane Hockett as alternate to the Annual Fall MASB Conference; appoint Diane Hockett as the 2018-19 MASB Legislative Relations Network (LRN) representative; appoint Theresa Saunders as delegate and Mary Jo Callan as alternate to the Southeast Michigan Council of Governments (SEMCOG). (Voice Vote)**

**Ayes: All.**  
**Nays: None.**  
**Motion carried.**

**Board Member Attendance at Conferences, Meetings or Conventions**

**Motion by Theresa Saunders, supported by Mary Jo Callan, to authorize the reimbursement of Board Members incurring expenses while on official duty for business of the Board of Education for the following 2018-19 Conferences:**

- **Michigan Association of School Boards (MASB) – 2018 Annual Leadership Conference**, Amway Grand Hotel and DeVos Place, Grand Rapids, MI, November 1-4, 2018, registration fee (\$325); CBA Classes (\$95 per class/\$285); hotel charges (\$182.85/per night), (3 nights max) for a total charge (\$548.55); round trip mileage (280 miles roundtrip - \$152.60); and meals (\$135) for an estimated total expenditure per Board member of \$1,446.15.
- **National Summit for Courageous Conversation - 2018 Annual Conference**, Philadelphia, PA, October 20-24, 2018; registration fee (\$845); hotel charges (\$259 per night plus \$20 occupancy tax and fees for a total of \$837/3 nights); round trip airline ticket (approx. \$357); meals (\$180); and transportation/taxi charges (\$65) for an estimated total expenditure per Board member of \$2,284.00.
- **Facing Race Conference** – November 8 – 10, 2018 at Cobo Center, Detroit, MI, registration fee (\$465), hotel charges (\$170 per night plus \$20 occupancy tax and fees), (meals (\$135), mileage to/from 73.2 miles (\$39.89); parking (\$25/a day for a total of \$75); for an estimated total expenditure per Board member of \$1,094.89.
- **Association of Educational Service Agencies - 2018 Annual Conference**, The Broadmoor Hotel, Colorado Springs, CO, November 28-December 1, 2018; registration fee (\$890); hotel charges (including nightly rate, occupancy tax and fees; approximate total for 3 nights is \$789.75); round trip airline ticket (approx. \$445); shuttle to and from airport (\$60); meals for 4 days (\$180) for an estimated total expenditure per Board member of \$2,354.75.

**(Complete registration information not listed on website for NSBA yet, these are estimates.)**

- **2019 NSBA Equity Summit** – Washington, D.C., January 26, 2019, Hilton Washington Hotel, registration fee (\$200.00). This is a pre-conference session for anyone attending the NSBA Advocacy Institute January 27-29, 2019 in the same location.
- **2019 NSBA Advocacy Institute** – Washington, D.C.: January 27-29, 2019, Hilton Washington Hotel, registration fee (\$850.00); round trip airline ticket (approx. \$300); hotel charges (\$300 per night plus 15% tax for 3 nights, approximate total is \$863); meals (approximately \$135) and transportation/taxi charges (\$140) for an estimated total expenditure per Board member of \$2,288.00.
- **National School Board Association** - 2019 Annual Conference – Philadelphia, PA, March 30-April 1, 2019; registration fee (\$850); hotel charges (including nightly rate, occupancy tax and fees; approximate total for 3 nights is \$863); round trip airline ticket (approx. \$445); transportation/taxi costs (\$70); meals (approximately \$135) for an estimated total expenditure per Board member of \$2,353.00

**(No date listed on website for the MASB conference listed below, these are estimates.)**

- **MASB Governor’s Education and Economic Summit** – April 2019, Kellogg Center, East Lansing, MI; registration fee (\$225); roundtrip mileage (144.60 miles - \$78.81); for an estimated total expenditure per Board member of \$303.81.

And other Michigan Association of School Boards (MASB) classes and/or day events (e.g. MASB ISD-ESA Conference in Frankenmuth, MI)

**(Roll Call Vote)**

**Voting yes: Theresa Saunders, Mary Jane Tramontin, Diane Hockett, Mary Jo Callan, Steve Olsen.**

**Voting no: None.**

**Motion carried.**

**NEW BUSINESS – Approval of 2018-19 WISD Administrative Organizational Chart**

**Motion by Steve Olsen, seconded by Mary Jo Callan, that the Board of Education approve the 2018-19 Washtenaw Intermediate School District Administrative Organizational Chart, as presented.**

**(Roll Call Vote)**

**Voting yes: Steve Olsen, Diane Hockett, Mary Jo Callan, Theresa Saunders, Mary Jane Tramontin.**

**Voting no: None.**

**Motion carried.**

**NEW BUSINESS – Approval of Superintendent Evaluation and Contract Addendum**

Prior to board action, President Tramontin reported the Board of Education used the Michigan Association of School Boards superintendent evaluation tool and scored Superintendent Menzel in the following areas: Governance and Board Relations, Stakeholder Relations, Operations and Finance, Educational Leadership, and Progress Toward District-Wide Goals. She said Dr. Menzel received a highly effective final score and his contract was extended to 2023. President Tramontin praised his leadership of the agency and his focus on improving opportunities for students of color, students in poverty, and students with an IEP.

**Motion by Theresa Saunders, seconded by Mary Jo Callan, that the Board of Education adopt the 2018 Superintendent’s Evaluation with a rating of highly effective and the extension of the WISD Superintendent’s contract to 2023, as presented. (Roll Call Vote)**

**Voting yes: Mary Jane Tramontin, Steve Olsen, Diane Hockett, Mary Jo Callan, Theresa Saunders.  
Voting no: None.  
Motion carried.**

**NEW BUSINESS – Approval of 2017 Head Start Extension and COLA Application**

Prior to board action, Alan Oman said that delays in passage of the federal budget and the delayed grant request is the reason why the two month contract extension is needed. He said he anticipated notification by the end of August regarding the new Head Start contract.

**Motion by Steve Olsen, seconded by Mary Jo Callan, that the Board of Education approve the extension grant and COLA application to continue services for July and August during the transition period to the five-year grant under Designation Renewal and supporting documents, as presented. (Roll Call Vote)**

**Voting yes: Theresa Saunders, Mary Jane Tramontin, Diane Hockett, Mary Jo Callan, Steve Olsen.  
Voting no: None.  
Motion carried.**

**NEW BUSINESS – Approval of Washtenaw County Jail Educational Services Proposal**

Prior to board approval, Cherie Vannatter provided details about the proposal and said the quality of services provided to students will be improved due to this agreement. Superintendent Menzel noted that Ann Arbor Public Schools has concerns regarding one aspect of the language in the agreement and that he expects to reach agreement on revised language agreeable to both parties on the particular section related to payment for unreimbursed costs.

**Motion by Diane Hockett, seconded by Theresa Saunders, that the Board of Education approve the cooperative agreement for educational services to youth incarcerated in the Washtenaw County Jail, as presented. (Roll Call Vote)**

**Voting yes: Diane Hockett, Steve Olsen, Mary Jane Tramontin, Theresa Saunders, Mary Jo Callan.  
Voting no: None.  
Motion carried.**

**NEW BUSINESS – Approval of Modifications to the WISD Non-Affiliated Manual**

Superintendent Menzel noted that there were modifications to the salary schedule and an increase in the cell phone reimbursement.

**Motion by Steve Olsen, seconded by Diane Hockett, that the Board of Education approve the modifications to the Washtenaw Intermediate School District Non-Affiliated Manual, effective July 1, 2018, as presented. (Roll Call Vote)**

**Voting yes: Mary Jo Callan, Theresa Saunders, Mary Jane Tramontin, Steve Olsen, Diane Hockett.  
Voting no: None.  
Motion carried.**

**NEW BUSINESS – Approval of Modifications to the WISD Early Childhood Non-Affiliated Manual and Proposed 2018-19 Step Structure**

Superintendent Menzel said the modifications were the same as those made to the WISD Non-Affiliated Manual and in addition, a fifth step would be added to the 2018-19 step structure.

**Motion by Diane Hockett, seconded by Steve Olsen, that the Board of Education approve the modifications to the Early Childhood Non-Affiliated Manual, and the changes to the Early Childhood Non-Affiliated Step Structure, effective July 1, 2018, as presented. (Roll Call Vote)**

**Voting yes: Steve Olsen, Diane Hockett, Mary Jo Callan, Theresa Saunders, Mary Jane Tramontin.**

**Voting no: None.**

**Motion carried.**

**NEW BUSINESS – Capital Projects Funds Update and Reauthorization**

Diane Sevigny provided explanation for the increase in pricing due to extra requirements and understatement of preliminary cost estimates.

**Motion by Theresa Saunders, seconded by Diane Hockett, that the Board of Education authorize the utilization of the Special Education Capital Projects Fund for the Red Oak renovations (\$387,933) and the Research Park renovations (\$332,184) for a total of \$720,117, as presented. (Roll Call Vote)**

**Voting yes: Mary Jane Tramontin, Steve Olsen, Diane Hockett, Mary Jo Callan, Theresa Saunders.**

**Voting no: None.**

**Motion carried.**

**NEW BUSINESS – Consideration of Resolution Related to the Proposed Michigan Social Studies Standards**

Dr. Menzel said that he, Naomi Norman, Cherie Vannatter, and Emma Jackson had written the resolution and asked board members for input.

**Motion by Diane Hockett, seconded by Steve Olsen, that the Board of Education accept the Michigan Social Studies Standards resolution as presented. (Roll Call Vote)**

**Voting yes: Theresa Saunders, Mary Jane Tramontin, Diane Hockett, Mary Jo Callan, Steve Olsen.**

**Voting no: None.**

**Motion carried.**

**NEW BUSINESS – Board Approval of WEOC Employee Separation Agreement**

Prior to Board action, Superintendent Menzel explained the role WISD plays as the fiduciary of the WEOC Program.

**Motion by Theresa Saunders, seconded by Mary Jo Callan, that the Board of Education authorize the Board President to execute the separation agreement as the fiduciary agent of the WEOC Program. (Roll Call Vote)**

**Voting yes: Diane Hockett, Steve Olsen, Mary Jane Tramontin, Theresa Saunders, Mary Jo Callan.**

**Voting no: None.**

**Motion carried.**



**OTHER ITEMS OF BUSINESS – Letter of Response to the Washtenaw Coordinated Funders**

At the June 12, 2018 board meeting, the WISD Board of Education said they would like to send a letter in response to the letter received from the Washtenaw Coordinated Funders. A letter was written, and board members signed it at the June 26, 2018 meeting.

**Motion by Diane Hockett, seconded by Steve Olsen that the Board of Education approves sending the letter to the Coordinated Funders, as presented. (Voice Vote)**

**Ayes: All.**

**Nays: None.**

**Motion carried.**

**ADMINISTRATIVE REPORTS**

Superintendent Menzel spoke with the Board regarding authorizing the hiring of the Chief Information Officer and asked if a contingent offer could be made if a candidate is identified before the next board meeting. He also said the bid for additional work at the Research Park facility may need board approval, and if necessary a brief board meeting could be held before August 14.

Assistant Superintendent Vannatter provided an update on the names of two new facilities. She noted that in the past programs were named after their location, and following that tradition, the new Young Adult Program will be called Red Oak. Ms. Vannatter also said the staff at Forest School had discussed a new name for their school and proposed calling it Progress Park. Board members said they liked the new name.

**ADJOURNMENT**

The meeting adjourned at 7:03 p.m.

Respectfully submitted,

Mary Jo Callan, Secretary  
Washtenaw Intermediate School District  
Board of Education

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

**Tuesday, June 25, 2019**

The Washtenaw Intermediate School District Board of Education held its regular board meeting on Tuesday, June 25, 2019, in Washtenaw ISD's Teaching and Learning Center Boardroom at 1819 South Wagner Road in Ann Arbor, Michigan.

**CALL TO ORDER**

The meeting was called to order at 5:01 p.m. by President Mary Jane Tramontin.

**ATTENDANCE**

The following members were present:

Mary Jane Tramontin, President  
Theresa Saunders, Vice-President  
Mary Jo Callan, Secretary  
Steve Olsen, Treasurer

The following member was absent:

Diane Hockett, Trustee

Also Present:

Scott Menzel, Superintendent  
Brian Marcel, Assistant Superintendent, Administrative and Support Services  
Naomi Norman, Assistant Superintendent, Achievement and Systems Support  
Cherie Vannatter, Assistant Superintendent, Achievement and Student Services  
Merri Lynn Colligan, Chief Information Officer  
Alan Oman, Executive Director, Early Childhood Programs  
Sherri Papazoglou, Finance Director  
Diane Sevigny, Director of Operations  
Alicia Kruk, Supervisor, Early On and Family Services  
Ashley Kryscynski, Communications and Public Relations Specialist  
Becky Mullins, Human Resources Supervisor  
Karen Allen, Administrative Assistant to the Superintendent  
Matthias Kirch, Honey Creek Community School Board of Trustees  
Becky Ralls, Supervisor, Special Education  
Katrina Fitzpatrick, Teacher Consultant, Young Adult Project

**APPROVAL OF THE AGENDA**

The award presentation to Katrina Fitzpatrick was moved from Agenda Item 4. To Agenda Item 9.  
**Motion by Steve Olsen, seconded by Theresa Saunders, to approve the agenda, as amended.**

**Voting yes: Steve Olsen, Mary Jo Callan, Theresa Saunders, Mary Jane Tramontin**

**Voting no: None.**

**Motion carried.**

**COMMUNICATIONS**

President Tramontin said Alan Oman, Executive Director of Early Childhood Programs, received the attached letter from Jennifer Mayes, Director of the Manchester Early Childhood Program, thanking the WISD Early Childhood Staff for the professional development, training, and support they provided to her program over the past school year. President Tramontin also said the pre-audit communication to the

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Board of Education from Plante & Moran, PLLC was included in the board packet and that she and Treasurer Olsen met with Jamie Essenmacher, CPA and Senior Associate, on June 11, 2019.

**NEW BUSINESS – APPOINTMENT OF HONEY CREEK BOARD MEMBER**

**Motion by Theresa Saunders, seconded by Mary Jo Callan, that the Board of Education confirm Matthias Kirch for a term of three years, July 1, 2019 to June 30, 2022, as a Trustee for the Honey Creek Community School Board. (Roll Call Vote)**

**Voting yes: Mary Jo Callan, Theresa Saunders, Mary Jane Tramontin, Steve Olsen.**

**Voting no: None.**

**Motion carried.**

After board action, Matthias Kirch was sworn in by Notary Karen Allen.

**CITIZEN PARTICIPATION**

There was no citizen participation.

**FINANCIAL REPORTS**

Brian Marcel reviewed the financial report for May 2019. He said he was unable to provide the financial report with illustrated graphs due to technical difficulties. Alicia Kruk reviewed the May 2019 Head Start Financial Report. After review of the financial reports, the Board of Education took the following action:

**Motion by Steve Olsen, seconded by Theresa Saunders, that the Board of Education approve the May 2019 Head Start Financial Report, as presented. (Roll Call Vote)**

**Voting yes: Steve Olsen, Mary Jo Callan, Theresa Saunders, Mary Jane Tramontin.**

**Voting no: None.**

**Motion carried.**

**SPECIAL PRESENTATION**

Board President Mary Jane Tramontin presented Katrina Fitzpatrick with the 2019 Outstanding Special Education Teacher Award. Ms. Fitzpatrick thanked Kalli Nowitzke for nominating her for the award and said she was honored to work for Washtenaw ISD.

**EQUITY, INCLUSION, AND SOCIAL JUSTICE DIALOGUE**

Superintendent Menzel reported that approximately 45 people attended the Beyond Diversity I training at WISD last week. He said facilitator Luis Versalles from PEG was excellent and provided useful framing for courageous conversations about race. Steve Olsen, Cherie Vannatter, Naomi Norman, and Becky Ralls attended Beyond Diversity I sessions and provided feedback on their experiences. Dr. Menzel said the next session would be offered at WISD on August 8 and 9.

**CONSENT AGENDA**

**Motion by Theresa Saunders, seconded by Mary Jo Callan, that the Board of Education approve the minutes and Superintendent's recommendations in the Consent Agenda, as presented. (Roll Call Vote)**

**Voting yes: Mary Jane Tramontin, Steve Olsen, Mary Jo Callan, Theresa Saunders.**

**Voting no: None.**

**Motion carried.**

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**Approval of Minutes**

The Board approved the minutes of the of the June 11, 2019 regular meeting and closed session.

**101-18-19**

The Board approved the hiring of Donna Elford, Teacher Assistant at the Red Oak Young Adult Program, Tyler Hooper, Teacher Assistant at the Red Oak Young Adult Program, Brigette Rudolph, lifeguard at High Point School for the ESY Program, and Autumn Shearer, Middle School Teacher Assistant at Progress Park.

**102-18-19**

The Board accepted the resignation of Kimberly Krug, Teacher Consultant for the County-Wide Behavioral Team, effective July 1, 2019.

**103-18-19**

The Board accepted the retirement request from Lisa Chapman, Teacher Assistant at High Point School, effective August 31, 2019.

**104-18-19**

The Board approved the Coordinated Funding Grant amendment which provides Washtenaw ISD with \$90,000 annually, with \$45,000 provided by United Way of Washtenaw County and \$45,000 provided by the Washtenaw County Office of Community and Economic Development for the period of July 1, 2019 to June 30, 2020.

**105-18-19**

The Board approved the reclassification request for Special Education Supervisor Rebekah Ralls. The reclassification request changes the current title of Interim Supervisor, 1.0 FTE, 210 work days/year, salary level Step 1, Grade 8, Non-Affiliated bargaining unit to Supervisor, 1.0 FTE, 210 work days/year, salary level Step 1, Grade 8, Non-Affiliated bargaining group.

**106-18-19**

The Board approved the new position request for four (4) Extended School Year (ESY) Teaching Assistants for Young Adult programming, each position is for 1.0 FTE, 22 work days/year, Step 1 salary level, Unit I bargaining unit.

**107-18-19**

The Board approved the new position request for an Elementary Teacher at Progress Park, 1.0 FTE, 185 work days/year, up to Step 10 salary level, Unit II bargaining unit.

**108-18-19**

The Board approved the new position request for a Day Porter/Mail Clerk, 1.0 FTE, 260 work days/year, salary level \$15.84/hour, Unit III bargaining unit.

**109-18-19**

The Board approved the contract with Rev. Lois McCullen Parr to partner with Dr. Shayla Griffin to support the cultural proficiency, diversity and equity work with districts in Washtenaw County, including Washtenaw ISD. The amount of the contract will be \$31,500.00 for 70 days of Rev. Parr's time.

**110-18-19**

The Board approved the Technology Shared Services contract with Ypsilanti Community Schools for the period of July 1, 2019 through June 30, 2022 in the amount of \$1,798,122.03.

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**111-18-19**

The Board approved the reclassification request for Libby Sheldon, GSRP Early Childhood Specialist, changing the current FTE of .75 FTE to 1.0 FTE and the current pay rate of Gr 3 Step 2 to Gr 4 Step 2.

**112-18-19**

The Board approved the new position request for an Adult Education Instructor for the Washtenaw County Jail, 1.0 FTE, 185 work days/year, salary level Step 10, Unit II bargaining unit.

**113-18-19**

The Board approved the amendment of the Early Literacy Coaching Services contracts with Howell Public Schools and Whitmore Lake Public Schools. The amendments are needed to account for the additional time that the Early Literacy Coaches provided for regional-level support to the Study of Early Literacy (SOEL) network. Each contract needs to be increased by \$6,400.00 and will be paid for with the ISD Early Literacy Coaching Grant.

**UNFINISHED BUSINESS – Approval of Board Policies – Second Reading**

**Motion by Theresa Saunders, seconded by Mary Jo Callan, that the Board of Education approve the proposed revisions to the following policies: Bylaw #0140.0 to 0145.0 – Membership – Discriminatory Harassment, Policy #1421 – Criminal History Check, Policy #2210 – Curriculum Development, Policy #2623 – Student Assessment, Policy #3121 – Criminal History Check, Policy #4121 – Criminal History Check, and Policy #6325 – Procurement of Federal Grants and Funds, as presented.**

(Roll Call Vote)

**Voting yes: Theresa Saunders, Mary Jane Tramontin, Mary Jo Callan, Steve Olsen.**

**Voting no: None.**

**Motion carried.**

**UNFINISHED BUSINESS – WISD Educational Equity Policy**

**Motion by Mary Jo Callan, seconded by Theresa Saunders, that the Board of Education approve the proposed revision to the Washtenaw Intermediate School District Educational Equity Policy, as presented. (Roll Call Vote)**

**Voting yes: Steve Olsen, Mary Jane Tramontin, Theresa Saunders, Mary Jo Callan.**

**Voting no: None.**

**Motion carried.**

**AUTHORIZATION FOR CLOSED SESSION – Section 8 (h) OMA**

**Motion by Steve Olsen, seconded by Mary Jo Callan, that the Board of Education authorize a closed session under Section 8 (h) of the Open Meetings Act for the purpose of considering the written opinion of legal counsel. (Roll Call Vote)**

**Voting yes: Mary Jo Callan, Theresa Saunders, Mary Jane Tramontin, Steve Olsen**

**Voting no: None.**

**Motion carried.**

The meeting recessed to closed session at 5:36 p.m. and reconvened to open session at 5:40 p.m.

**NEW BUSINESS – Annual Organization for 2019-20**

**Election of President**

Theresa Saunders was nominated by Steve Olsen.

Motion by Steve Olsen, supported by Mary Jo Callan, that nominations be closed and a unanimous ballot be cast for Theresa Saunders as President of the Board of Education. (Voice Vote)

**Ayes: All.**

**Nays: None.**

**Motion carried.**

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

**Election of Vice-President**

Mary Jo Callan was nominated by Steve Olsen.

Motion by Steve Olsen, supported by Theresa Saunders, that nominations be closed and a unanimous ballot be cast for Mary Jo Callan as Vice-President of the Board of Education. (Voice Vote)

**Ayes: All.**

**Nays: None.**

**Motion carried.**

Mary Jo Callan was declared elected as Vice-President of the Board of Education.

**Election of Secretary**

Steve Olsen was nominated by Mary Jo Callan.

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

**Ayes: All.**

**Nays: None.**

**Motion carried.**

Steve Olsen was declared elected as Secretary of the Board of Education.

**Election of Treasurer**

Diane Hockett was nominated by Mary Jane Tramontin.

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

**Ayes: All.**

**Nays: None.**

**Motion carried.**

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

**Depositories and Accounting Funds**

**Motion by Steve Olsen, supported by Theresa Saunders, to authorize the Superintendent of Schools, or his designee, to deposit school district funds in accordance with Policy 6144- Investments, in the following depositories:**

- Comerica Bank
- Fifth Third Bank
- J.P. Morgan Chase
- MI Class
- Michigan Liquid Asset Fund Plus
- 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, Assistant Superintendent, and/or Scott Menzel, 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             |
| Trust & Agency Accounts | Enterprise Transportation Fund          |
| Enterprise Fund         | Internal Service Fund                   |
| School Activity Fund    | WEOC Capital Projects Fund              |

(Voice Vote)

**Ayes: All.**  
**Nays: None.**  
**Motion carried.**

**Meeting Dates, Place and Time**

**Motion by Theresa Saunders, supported by Steve Olsen, that the Board of Education meet for their regular board meetings on the 2<sup>nd</sup> and 4<sup>th</sup> 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 13, 2019 (8:30 a.m. Board Retreat, Progress Park, 3980 Research Park Drive, Ann Arbor), August 27, 2019, September 10, 2019, September 24, 2019, October 8, 2019, October 22, 2019, November 12, 2019, November 26, 2019, December 10, 2019, January 14, 2020, January 28, 2020, February 11, 2020, February 25, 2020, March 10, 2020, March 24, 2020, April 14, 2020, April 28, 2020, May 12, 2020, May 26, 2020, June 9, 2020, June 23, 2020. (Voice Vote)



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**Ayes: All.  
Nays: None.  
Motion carried.**

**School Attorney**

**Motion by Steve Olsen, supported by Mary Jo Callan, to appoint Thrun Law Firm, P.C. as counsel to the school district for the 2019-20 fiscal year. (Voice Vote)**

**Ayes: All.  
Nays: None.  
Motion carried.**

**Board Representation**

**Motion by Steve Olsen, seconded by Mary Jo Callan, to designate Mary Jane Tramontin as a Director of the Washtenaw Association of School Boards (WASB) Representative; designate Diane Hockett as a Representative of the Washtenaw Legislative Relations Network (LRN); appoint Steve Olsen as voting delegate and Theresa Saunders as alternate to the Annual Fall MASB Conference; appoint Diane Hockett as the 2019-20 MASB Legislative Relations Network (LRN) representative; appoint Theresa Saunders as delegate and Steve Olsen as alternate to the Southeast Michigan Council of Governments (SEMCOG); and appoint Mary Jo Callan to the Head Start Policy Council. (Voice Vote)**

**Ayes: All.  
Nays: None.  
Motion carried.**

**Board Member Attendance at Conferences, Meetings or Conventions**

**Motion by Steve Olsen, supported by Mary Jo Callan, to authorize the reimbursement of Board Members incurring expenses while on official duty for business of the Board of Education for the following 2019-20 Conferences:**

- **Michigan Association of School Boards (MASB) – 2019 Annual Leadership Conference**, Grand Traverse Resort, Traverse City, Michigan, November 8-11, 2019, registration fee (\$325); CBA Classes (\$90 per class/\$270); hotel charges (\$220/per night), (3 nights max) for a total charge (\$660.00); round trip mileage (470 miles roundtrip - \$278.40); and meals (\$135) for an estimated total expenditure per Board member of \$1,668.40.
- **National Summit for Courageous Conversation - 2019 Annual Conference**, Sheraton New Orleans Hotel, New Orleans, LA, October 12-16, 2019; registration fee (\$845); hotel charges (\$224 per night plus \$37 city tax, state tax, occupancy tax and assessment fees for a total of \$1,044.20/4 nights); round trip airline ticket (approx. \$321.60); meals (\$180); and transportation/taxi charges (\$46) for an estimated total expenditure per Board member of \$2,436.80.
- **Association of Educational Service Agencies - 2019 Annual Conference**, JW Marriott Desert Ridge Resort, Phoenix, AZ, December 4-7, 2019; registration fee (\$890); hotel charges (\$253.28/per night plus 12.57% hotel room tax; approximate total for 3 nights is \$759.85); round trip airline ticket (approx. \$487); shuttle to and from airport (\$130); meals for 4 days (\$180) for an estimated total expenditure per Board member of \$2,446.85.

**(Complete registration information not listed on website for NSBA yet, these are estimates.)**

- **2020 NSBA Equity Summit** – Washington, D.C., February 1, 2020, Marriott Marquis Hotel, registration fee (\$200.00). This is a pre-conference session for anyone attending the NSBA Advocacy Institute February 2-4, 2020 in the same location.
- **2020 NSBA Advocacy Institute** – Washington, D.C.: February 2-4, 2020, Marriott Marquis Hotel, registration fee (\$850.00); round trip airline ticket (approx. \$300); hotel charges (\$300 per night plus 15% tax for 3 nights, approximate total is \$863); meals (approximately \$135) and transportation/taxi charges (\$140) for an estimated total expenditure per Board member of \$2,288.00.
- **National School Board Association** - 2020 Annual Conference – McCormick Place, Chicago, IL, April 4-6, 2020; registration fee (\$850); hotel charges (including nightly rate, occupancy tax and fees; approximate total for 3 nights is \$863 meals (approximately \$135), round trip mileage (476 miles roundtrip - \$276.08) for an estimated total expenditure per Board member of \$2,124.08.

And other Michigan Association of School Boards (MASB) classes and/or day events throughout the year.  
(Roll Call Vote)

**Voting yes: Steve Olsen, Mary Jo Callan, Theresa Saunders, Mary Jane Tramontin.**

**Voting no: None.**

**Motion carried.**

**NEW BUSINESS – Approval of 2018-19 Budget Amendments**

Sherri Papazoglou reviewed the budget amendments prior to board action, emphasizing changes made since the December budget amendments.

**Motion by Theresa Saunders, seconded by Mary Jo Callan, that the Board of Education adopt the 2018-19 Budget Amendment dated June 25, 2019 for the following funds as presented: General Education Operating Fund, Special Education Operating Fund, Food Service Fund, and Cooperative Activities Fund. (Roll Call Vote)**

**Voting yes: Mary Jane Tramontin, Steve Olsen, Mary Jo Callan, Theresa Saunders.**

**Voting no: None.**

**Motion carried.**

**NEW BUSINESS – Adoption of 2019-20 Budget Resolutions**

Brian Marcel noted the School Activity Fund had been added as a result of new GASB 84 regulations.

**Motion by Mary Jo Callan, seconded by Steve Olsen, that the Board of Education adopt the 2019-20 Budget Resolutions dated June 25, 2019 for the following funds as presented: General Education Operating Fund, Special Education Operating Fund, Food Service Fund, School Activity Fund, and Cooperative Activities Fund. (Roll Call Vote)**

**Voting yes: Theresa Saunders, Mary Jane Tramontin, Mary Jo Callan, Steve Olsen.**

**Voting no: None.**

**Motion carried.**

**NEW BUSINESS - Approval of 2019-20 WISD Organizational Chart**

Prior to board action, Superintendent Menzel explained the addition of the Ombudsperson position.

**Motion by Steve Olsen, seconded by Mary Jo Callan, that the Board of Education approve the 2019-20 Washtenaw Intermediate School District Organizational Chart, as presented. (Roll Call Vote)**

**Voting yes: Steve Olsen, Mary Jane Tramontin, Theresa Saunders, Mary Jo Callan.**

**Voting no: None.**

**Motion carried.**

**NEW BUSINESS – Approval of Beatty Early Learning Center Janitorial Services Contract**

**Motion by Steve Olsen, seconded by Mary Jo Callan, that the Board of Education authorize the administration to execute the attached multi-year service contract with RNA Facilities Management at an annual cost of \$6,000.00, as presented. (Roll Call Vote)**

**Voting yes: Mary Jo Callan, Theresa Saunders, Mary Jane Tramontin, Steve Olsen.**

**Voting no: None.**

**Motion carried.**

**NEW BUSINESS – Approval of Unit II 2019-2022 Tentative Agreement**

Prior to board approval, Brian Marcel reviewed revisions to the Unit II agreement.

**Motion by Theresa Saunders, seconded by Steve Olsen, that the Board of Education approve the 2019-2022 Unit II Tentative Agreement. (Roll Call Vote)**

**Voting yes: Steve Olsen, Mary Jo Callan, Theresa Saunders, Mary Jane Tramontin.**

**Voting no: None.**

**Motion carried.**

**NEW BUSINESS – Approval of Non-Affiliated Manual and Early Childhood Manual Modifications**

Prior to board action, Brian Marcel went through the revisions in the Non-Affiliated and Early Childhood Manual.

**Motion by Theresa Saunders, seconded by Mary Jo Callan, that the Board of Education approve the 2019-2022 Non-Affiliated Manual and Early Childhood Manual as presented. (Roll Call Vote)**

**Voting yes: Mary Jane Tramontin, Steve Olsen, Mary Jo Callan, Theresa Saunders.**

**Voting no: None.**

**Motion carried.**

**NEW BUSINESS – Approval of Hanover Research Contract**

Prior to Board action, Naomi Norman stated that this was a contract renewal for the MiSTEM work in the 6 county region.

**Motion by Theresa Saunders, seconded by Steve Olsen, that the Board of Education approve the contracted services agreement with Hanover Research in the amount of \$38,500.00 for the period of July 1, 2019 through June 30, 2020, as presented. (Roll Call Vote)**

**Voting yes: Theresa Saunders, Mary Jane Tramontin, Mary Jo Callan, Steve Olsen.**

**Voting no: None.**

**Motion carried.**

**NEW BUSINESS – Approval of Bulb Cooperative Marketing Agreement**

Prior to Board action, Scott Menzel spoke about the bulb, Inc. agreement that will provide a digital portfolio tool for K-12 students in Michigan.

**Motion by Mary Jo Callan, seconded by Steve Olsen, that the Board of Education authorize the administration to execute the attached contract with bulb, Inc, as presented. (Roll Call Vote)**

**Voting yes: Steve Olsen, Mary Jane Tramontin, Theresa Saunders, Mary Jo Callan.**

**Voting no: None.**

**Motion carried.**

**OTHER ITEMS OF BUSINESS – Superintendent’s Contract Extension**

President Tramontin said the Board of Education used the Michigan Association of School Boards superintendent evaluation tool and scored Superintendent Menzel in the following areas: Governance and Board Relations, Stakeholder Relations, Operations and Finance, Educational Leadership, and Progress Toward District-Wide Goals. She announced the Board rated Dr. Menzel as Highly Effective at the June 11, 2019 board meeting.

**Motion by Theresa Saunders, seconded by Mary Jo Callan, that the Board of Education extend Superintendent Scott Menzel’s contract to 2024 based on the highly effective evaluation.**

(Roll Call Vote)

**Voting yes: Mary Jo Callan, Theresa Saunders, Mary Jane Tramontin, Steve Olsen.**

**Voting no: None.**

**Motion carried.**

**ADMINISTRATIVE REPORTS**

Superintendent Menzel said that the High Point Bond election date is August 6. He noted that absentee ballots will be available on July 1 and he encouraged everyone to talk to people about the bond work that is needed and encourage them to vote.

Dr. Menzel also reported that planning and work on the design process for High Point School is ongoing and there is discussion about the use of Willow Run Middle School at Ypsilanti Community Schools for High Point students if the bond passes.

Ashley Kryscynski said she took a Chelsea Sun Times reporter on a tour of High Point earlier in the day and he said it was easy to see that the bond was needed to renovate the facility. Cherie Vannatter reported that she had spoken to the Saline Kiwanis Club about the High Point Bond election. The Superintendent said he would hear this week if the A2Y Chamber would be supporting the bond. Ms. Kryscynski provided talking points and FAQ’s for board members to use when talking to citizens about the election.

The Superintendent provided information on Washtenaw My Brothers’ Keeper and the timeline for establishing a job description and finding a new leader for the organization.

Dr. Menzel said there is a dispute regarding shared educational entity test scores from WIHI and provided details regarding possible resolution of the issue.

The Superintendent said he had sent a letter to Saline Area Schools and Lincoln Consolidated Schools in response to their letters regarding the 2019-20 WISD budget.

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In conclusion, Superintendent Menzel encouraged attendance at the Ann Arbor Center for Independent Living's Summer Celebration on Friday, July 26 from 4 to 7 pm and the Jazz in the Parking Lot event at Ypsilanti Community Schools on the same night from 7 to 9 pm.

**ADJOURNMENT**

The meeting adjourned at 7:42 p.m.

Respectfully submitted,

Mary Jo Callan, Secretary  
Washtenaw ISD Board of Education