

Board of Education
Lapeer County Intermediate School District

Minutes of the Regular Meeting
June 07, 2017
Education and Technology Center, Room 101
690 N. Lake Pleasant Road
Attica, MI 48412

MEMBERS PRESENT: Lawrence Czapiewski, President
Paul Bowman, Vice-President
Janet Watz, Secretary
Cheryl Howell, Trustee

MEMBERS ABSENT: Rod Dewey, Treasurer

ADMINISTRATORS PRESENT: Dr. Dale Moore
Cheryl Porter
Ann Schwieman
Steven Zott

ADMINISTRATORS ABSENT: Michelle Proulx

STAFF PRESENT: Jennifer English

GUESTS PRESENT: Britt Moore

I. Call to Order

President Czapiewski called the meeting to order at 7:00 PM with the Pledge of Allegiance.

III. Approval of Minutes

Moved by Mr. Bowman, supported by Mrs. Howell, the Board of Education approve the Minutes of the Regular Meeting of May 17, 2017 as amended.

The motion carried unanimously.

IV. Approval of Agenda

Moved by Mr. Bowman, supported by Mrs. Watz, the Board of Education approve the Agenda as presented.

The motion carried unanimously.

V. Approval of Bills

Moved by Mr. Bowman, supported by Mrs. Howell, the Board of Education approve the Accounts Payable in the amount of \$183,324.10 and the Hand-Drawn Checks in the amount of \$216,520.71.

The motion carried unanimously.

VI. Public Participation

None

VII. Presentation

Dawn Mosher, Manager of Instructional Services presented the Board of Education with information pertaining to student events.

VIII. Curriculum

Moved by Mrs. Watz, supported by Mrs. Howell, the Board of Education approve the overnight trip for one (1) student to attend the "FFA State Leadership Conference for Regional Officers" in Lansing, Michigan from July 11 – 12, 2017 at a cost not to exceed \$204.

The motion carried unanimously.

The 2017-18 Student/Parent Handbook was reviewed and discussed.

VIII. Personnel

Moved by Mrs. Watz, supported by Mr. Bowman, the Board of Education acknowledge the Superintendent's acceptance of Nancy Mutch's, Teacher of the Cognitively Impaired, resignation with regret and best wishes.

The motion carried unanimously.

Moved by Mrs. Watz, supported by Mrs. Howell, the Board of Education approve the posting for the position of Teacher of the Cognitively Impaired in accordance with the LISEA contract.

The motion carried unanimously.

Moved by Mrs. Howell, supported by Mr. Bowman, the Board of Education approve the employment of Susan Morey to fill the position of Physical Therapist at an annual salary of \$73,016 and in accordance with the LISEA contract.

The motion carried unanimously.

Moved by Mr. Bowman, supported by Mrs. Howell, approve a 1% wage increase for non-represented support staff and ancillary staff effective July 1, 2017.

The motion carried unanimously.

Moved by Mr. Bowman, supported by Mrs. Watz, the Board of Education approve wage increases for Kristen Ball, Brenda Walsh, and Jennifer English effective July 1, 2017 as presented.

The motion carried unanimously.

Moved by Mr. Bowman, supported by Mrs. Howell, the Board of Education authorize the Superintendent to execute 1-year employment contracts with all Administrators and Non-Represented Professional Staff commencing on July 1, 2017 and terminating on June 30, 2018 with salaries and stipends as presented.

The motion carried unanimously.

Mr. Czapiewski entertained a motion to reintroduce the motion to increase the superintendent's salary to \$140,000 effective July 1, 2017.

Moved by Mr. Bowman, supported by Mrs. Howell, the Board of Education bring the motion to increase the superintendent's salary that was tabled at the May 17, 2017 meeting off the table.

Moved by Mr. Bowman, supported by Mrs. Watz to increase the superintendent's salary to \$140,000 effective July 1, 2017.

The motion failed by a roll call vote.

Mrs. Howell – Aye

Mrs. Watz – Nay

Mr. Bowman – Aye

Mr. Czapiewski – Nay

Moved by Mr. Bowman, supported by Mrs. Watz, the Board of Education approve a 1% increase of the superintendent's salary along with a stipend of \$2,650 to cover unreimbursed mileage.

The motion carried by a roll call vote.

Mrs. Watz – Aye

Mr. Bowman – Aye

Mrs. Howell – Aye

Mr. Czapiewski - Aye

Moved by Mrs. Watz, supported by Mr. Bowman, that the Board of Education continue the probationary contracts for probationary teachers Luke Childers, Cathleen McNally, Kristin Fletcher, Kevin Thomas, Shayleen Jorgensen, Lisa VanLoon, Joe Strachota, Robert Timmerman and Eric Hall for one year.

The motion carried unanimously.

IX. Business

Moved by Mrs. Howell, supported by Mrs. Watz, the Board of Education authorize the Superintendent to execute the retainer agreement in the amount of \$795 with Clark Hill PLC for the provision of special education and school disability law services as presented.

The motion carried unanimously.

Moved by Mr. Bowman, supported by Mrs. Watz, the Board of Education approve scheduling a public hearing for June 28, 2017 at 7:00 p.m. for the purpose of reviewing the proposed 2017-18 budgets, including the proposed property tax millage rate.

The motion carried unanimously.

Budget information for 2017-18 was discussed.

Moved by Mr. Bowman, supported by Mrs. Watz, the Board of Education approve the purchase of parking lot lights from Medler Electric Co. for an amount not to exceed \$9,801.

The motion carried unanimously.

X. Bylaw and Policy

The superintendent provided the Board of Education with information on the recommended adoption of replacement policies 5610, 5610.01, and 5630.01 and the revision to policy 9150.

XI. Public Participation

None

XII. Superintendent/Administrative Reports

The superintendent provided the Board of Education with information pertaining to the results of the Biennial Election, two resignations, fiber maintenance, the house purchase, STEMM Academy and legislative news.

XIV. Adjournment

President Czapiewski declared the meeting adjourned at 9:16 PM.

Lawrence P. Czapiewski, President

Janet Watz, Secretary

LAPEER COUNTY INTERMEDIATE SCHOOL DISTRICT

REVISED

To: Board of Education
From: Steven A. Zott – Superintendent
Re: Renewal of Administrators and Non-Represented Professional Staff Contracts (**Information**)
Date: June 07, 2017

Reason for Consideration by the Board of Education

The Board approves the employment contracts of all Administrators and Non-Represented Professional Staff, including their individual salaries.

Facts

1. The employment contracts with the following Administrators and Non-Represented Professional Staff expire on June 30, 2017:
 - Dan Allen – Director of Technology (\$97,000 + \$1,600/month stipend for work performed in connection with the Statewide Education Network (SEN))
 - Cathy Amboy – Assistant Principal of CTE Programs (\$78,944)
 - Kim Bridgewater – Payroll Supervisor (\$48,203)
 - Linda DeTavernier – Early Childhood Coordinator (\$60,500)
 - Theresa Frakes – Compliance Monitor and Behavior Specialist (\$86,709)
 - Margaret Hopkins – Information Systems Supervisor (\$75,977)
 - Jeff Hurley – Maintenance Supervisor (\$48,203)
 - David Lathangue – Information Systems Specialist (\$55,085)
 - Chuck Madden – Technical Service Coordinator (\$103,781 + \$1,600/month stipend for work performed in connection with the Statewide Education Network (SEN))
 - Dale Moore – Principal (\$97,346)
 - Dawn Mosher – Manager of Instructional Services (\$48,203)
 - Cheryl Porter – Director of Finance (\$103,749)
 - Shannon Porter – Coordinator of Special Education for the Consortium for Exceptional Children (\$91,197)
 - Michelle Proulx – Director of Special Education (\$99,561)
 - Casey Rich – Coordinator of Special Education for the Center Program (\$85,850)
 - Annette Schlaud – Manager of Adult and Community Education (\$56,261)
 - Ann Schwieman – Director of Administrative Services and Personnel (\$86,768)
 - Leslie Shamel – Manager of Pupil Accounting and Data Services (\$61,206)
 - Judy Shockey – Grant Manager (\$22,700)
 - Amy Swantek – Administrator of Finance and Business Services for Dryden and Imlay City (\$89,144).

2. All Administrators and Non-Represented Professional Staff are evaluated in accordance with the District’s performance evaluation process and it is recommended that the Board authorize the Superintendent to execute 1-year employment contracts with these individuals commencing on July 01, 2017 and terminating on June 30, 2018.

3. The Board settled contracts with both of its professional bargaining units (i.e., the Lapeer Education and Technology Teachers' Association, aka LETTA, and the Lapeer Intermediate Special Education Association, aka LISEA) through June 30, 2018 that included a 1% on-schedule salary increase.
4. We are recommending a 1% salary increase for all Administrators and Non-Represented Staff, with the following exceptions:
 - Individuals who are assigned to local districts (due to the fact their salaries are established by the local districts)
 - The Grant Manager (retiree, has a limit on the amount of income she is allowed to earn without jeopardizing her retirement income)
 - Five (5) individuals cited by their respective supervisors for larger merit increases
 - Kim Bridgewater – Payroll Supervisor (\$50,000)
 - Ms. Bridgewater has an excellent skill set, provides cross-training, built a system of checks and balances that minimizes errors, which has allowed us to successfully provide services to local districts.
 - Linda DeTavernier – Early Childhood Coordinator (\$65,000)
 - Ms. DeTavernier's increase is the 2nd step to a two-year process when she took on the duties of Early On – to combine with the Great Start Readiness Program. The entry pay level for this position was higher than our budget allowed, and thus we were unsuccessful in acquiring quality/qualified people. We opted to restructure, and she took on the leadership role. Her performance indicates that she is very capable of performing the role, and the recommended salary is in line with the position.
 - Margaret Hopkins – Information Systems Supervisor (\$80,000)
 - Ms. Hopkins provided leadership and support throughout the process of selecting a county-wide financial software program, provided support role during the conversion for the Lapeer Schools, and will have a lead role in the conversion of the remaining county districts.
 - Dawn Mosher – Manager of Instructional Services; and (\$50,000)
 - Ms. Mosher continues to shine in her role with Instructional Services. Programs/events are conducted in a thorough, professional manner, and reflect very positively for the ISD.
 - Leslie Shamel – Manager of Pupil Accounting and Data Services (\$65,000)
 - Ms. Shamel is a "star" in her role with the ISD. She is held in high regard by our constituent districts. Her knowledge and expertise in pupil accounting is relied upon heavily, as our local districts continue to have turnover in staff whose roles need this detailed knowledge. Her contracted services to the Washtenaw ISD bring revenue to our ISD.
5. In addition, it is recommended that the Board consider the continuation of the monthly stipend that is currently being paid to the Technical Service Coordinator and Director of Technology for work performed in connection with the Statewide Education Network (SEN).

6. Therefore, the proposed 2017-18 salaries for Administrators and Non-Represented Professional Staff are as follows:
- Dan Allen – Director of Technology (\$97,970 + \$1,600/month stipend for work performed in connection with the Statewide Education Network (SEN))
 - Cathy Amboy – Assistant Principal of CTE Programs (\$79,733)
 - Kim Bridgewater – Payroll Supervisor (\$50,000)
 - Linda DeTavernier – Early Childhood Coordinator (\$65,000)
 - Theresa Frakes – Compliance Monitor and Behavior Specialist (\$87,576)
 - Margaret Hopkins – Information Systems Supervisor (\$80,000)
 - Jeff Hurley – Maintenance Supervisor (\$48,685)
 - David Lathangue – Information Systems Specialist (\$55,636)
 - Chuck Madden – Technical Service Coordinator (\$104,819 + \$1,600/month stipend for work performed in connection with the Statewide Education Network (SEN))
 - Dale Moore – Principal (\$98,319)
 - Dawn Mosher – Manager of Instructional Services (\$50,000)
 - Cheryl Porter – Director of Finance (\$104,786)
 - Shannon Porter – Coordinator of Special Education for Consortium for Exceptional Children (\$91,197)
 - Michelle Proulx – Director of Special Education (\$100,557)
 - Casey Rich – Coordinator of Special Education for the Center Program (\$86,709)
 - Annette Schlaud – Manager of Adult and Community Education (\$56,824)
 - Ann Schwieman – Director of Administrative Services and Personnel (\$87,636)
 - Leslie Shamel – Manager of Pupil Accounting and Data Services (\$65,000)
 - Judy Shockey – Grant Manager (\$22,700)
 - Amy Swantek – Administrator of Finance and Business Services for Dryden and Imlay City (\$89,144).
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Attachments

1. 2017-18 Employment Contract for Administrators and Non-Represented Professional Staff
2. 2017-18 Amendment to Employment Contract for Technical Service Coordinator and Director of Technology

Analysis/Conclusion

The work performed by these individuals is necessary to fulfill the operational obligations of the District. It is my recommendation that the Board of Education authorize the Superintendent to execute 1-year employment contracts with all Administrators and Non-Represented Professional Staff commencing on July 01, 2017 and terminating on June 30, 2018 with salaries as presented.

Recommendation

Moved by _____, supported by _____, the Board of Education authorize the Superintendent to execute 1-year employment contracts with all Administrators and Non-Represented Professional Staff commencing on July 01, 2017 and terminating on June 30, 2018 with salaries as presented.

