West Shore Educational Service District
Board of Education
Minutes of Organizational Regular Meeting
July 9, 2019
West Shore ESD

I. Call to Order
The meeting was called to order by Dr. Jeffrey at 5:06 p.m.
   Members Present: Catherine Becker, Vincent Greiner, James Dittmer, Patricia Collins, Shirley Chancellor, Robert Fong, Ellen Kerans
   Members Absent: None

II. Pledge of Allegiance

III. Welcome and Introductions – Dr. Jeffrey conducted introductions of board members, administrators, and guests.
   Administrators: Jason Jeffrey, Kerri Harrie, Kim Tiel, Terri Steih, Lynda Matson, Amy Taranko, Tracy Lilje

IV. WSESD Election of Board of Education Officers
   The Board elected its officers in open session. The officers took their seats immediately.
   A. President – Motion by Chancellor, support by Kerans, to close nominations and cast a unanimous ballot for Catherine Becker as Board President. Motion carried 7-0.
   B. Vice President – Motion by Dittmer, support by Chancellor, to close nominations and cast a unanimous ballot for Vincent Greiner as Board Vice President. Motion carried 7-0.
   C. Secretary – Motion by Greiner, support by Fong, to close nominations and cast a unanimous ballot for Patricia Collins as Board Secretary. Motion carried 7-0.
   D. Treasurer – Motion by Chancellor, support by Collins, to close nominations and cast a unanimous ballot for James Dittmer as Board Treasurer. Motion carried 7-0.

   MASB Liaison Representative – Motion by Fong, support by Chancellor, that the Board President be given the authority to appoint the MASB Liaison Representative for the Board of Education. Motion carried 7-0.
   President Becker appointed James Dittmer to serve as the MASB Liaison Representative for the Board of Education.

V. Approval of Agenda
   Motion by Fong, support by Dittmer, that the July 9, 2019 Agenda be approved as printed. Motion carried 7-0.

VII. Communication to the Board
   A. Written Communication
      None
   B. Comments and Concerns of Citizens Present
      None

VIII. Consent Agenda
   Motion by Greiner, support by Dittmer, that the Consent Agenda be approved as presented.
   Discussion for potential change of the December meeting date. Motion carried 7-0.
   A. Payment of Bills for July 9, 2019 - $968,327.81
   B. Minutes of the Special Meeting/Budget Hearing and the Regular Board of Education meetings on June 25, 2019
   C. Resignation of Brenda Tarsa and Jennifer Vidak
D. Determination of Dates, Times, Location of Regular Meetings – The second Tuesday of each month (except for the June meetings) at West Shore ESD (unless otherwise indicated) as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Type of Meeting</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, August 13, 2019</td>
<td>5:00 p.m.</td>
<td>Regular Meeting</td>
<td>WSESD</td>
</tr>
<tr>
<td>Tuesday, September 10, 2019</td>
<td>5:00 p.m.</td>
<td>Regular Meeting</td>
<td>WSESD</td>
</tr>
<tr>
<td>Tuesday, October 8, 2019</td>
<td>5:00 p.m.</td>
<td>Regular Meeting</td>
<td>WSESD</td>
</tr>
<tr>
<td>Tuesday, November 12, 2019</td>
<td>5:00 p.m.</td>
<td>Regular Meeting</td>
<td>WSESD</td>
</tr>
<tr>
<td>Tuesday, December 10, 2019</td>
<td>6:00 p.m.</td>
<td>Regular Meeting</td>
<td>WSCC</td>
</tr>
<tr>
<td>Tuesday, January 14, 2020</td>
<td>5:00 p.m.</td>
<td>Regular Meeting</td>
<td>WSESD</td>
</tr>
<tr>
<td>Tuesday, February 11, 2020</td>
<td>5:00 p.m.</td>
<td>Regular Meeting</td>
<td>WSESD</td>
</tr>
<tr>
<td>Tuesday, March 10, 2020</td>
<td>5:00 p.m.</td>
<td>Regular Meeting</td>
<td>WSESD</td>
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<tr>
<td>Tuesday, April 14, 2020</td>
<td>5:00 p.m.</td>
<td>Regular Meeting</td>
<td>WSESD</td>
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<tr>
<td>Tuesday, May 12, 2020</td>
<td>5:00 p.m.</td>
<td>Regular Meeting</td>
<td>WSESD</td>
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<tr>
<td>Tuesday, June 2, 2020</td>
<td>5:00 p.m.</td>
<td>Regular Meeting</td>
<td>WSESD</td>
</tr>
<tr>
<td>Tuesday, June 23, 2020</td>
<td>5:00 p.m.</td>
<td>Budget Hearing/</td>
<td>WSESD</td>
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E. Designation of Depository for School Funds as:
1. West Shore Bank
2. PNC Investments, Inc.
3. PNC Bank
4. Michigan Liquid Asset Fund

F. Authorization of the following persons on the WSESD Bank Accounts and the use of Facsimile Signatures:
1. **Payroll** – Superintendent, Assistant Superintendent of Business Services, Treasurer of Board of Education
2. **General Fund, Special Education and Vocational Education Checking Accounts** – Superintendent, Assistant Superintendent of Business Services, President of Board of Education, Treasurer of Board of Education
3. **General, Special and Vocational Education Investments** – Superintendent, Assistant Superintendent of Business Services, Treasurer of Board of Education
4. **Debt Retirement Accounts** – Superintendent, Assistant Superintendent of Business Services, Treasurer of Board of Education
5. **Capital Projects Fund** – Superintendent, Assistant Superintendent of Business Services, Treasurer of Board of Education
6. **Safety Deposit Box** – West Shore Bank – Superintendent, Assistant Superintendent of Business Services, President of Board of Education
7. **Electronic Transfer Officer (ETO)** – Superintendent or Assistant Superintendent of Business Services

G. Board Approval to retain the law firm of Thrun Law Firm, P.C. and Clark Hill P.C. for school business.

H. Board Approval to retain the Audit Firm of Brickley DeLong CPAs for school business.

I. Board Approval to identify the Ludington Daily News as official legal publication with informational publications in the Oceana Herald Journal, Manistee News Advocate and Lake County Star when possible.

J. Board Approval authorizing Superintendent to Sign Legal Documents, Personnel Contracts /Accept Resignations on Behalf of the Board.

K. Board Approval on the following Appointments
1. **Sexual Harassment Monitors** (Jason Jeffrey, Terri Steih, Lynda Matson)
2. **Safety Coordinators** (Marc Dennis, Kim Beardslee, Lynda Matson)
3. **Civil Rights Coordinator** – this designation combines the individual designations of the Section 504/ADA Coordinator, Title IX Coordinator and the Age Discrimination Act Coordinator (Kim Tiel, Amanda Unger)
4. **FOIA Coordinator** (Terri Steih)
5. Truancy/Attendance Officer (each local building administrator or principal or school
   resource officer will be designated as attendance officer)
6. Homeless Child Coordinator (Brenda Vronko)
7. Toxic Hazard Preparedness (THP) Officer (Kerri Harrie)
8. Charter School Officer between WSESD and Gateway to Success Academy (Kerri
   Harrie)
9. Educational Technology Association Liaisons (Jason Jeffrey, Kerri Harrie)

L. Board Approval authorizing the following staff positions to use district credit cards;
   Superintendent, Assistant Superintendent of Business Services, Assistant Superintendent of
   Instructional Services, Assistant Superintendent of Special Education, Director of CTE & ASM
   Tech, Custodial/Maintenance, Business Services Coordinator, CTE Instructor/Hospitality
   Management, CTE Instructor/Allied Health, CTE Instructor/IT, CTE Instructor/Building
   Trades, CTE Instructor/Ag Science, Early College Success Coordinator, Special Education
   Supervisors(4), Special Education MoCI Teacher, ETA Technology Director, Early Childhood
   Supervisor, Great Start Collaborative Coordinator, MTSS Manager

M. Board Approval Certifying Compliance with Section 9524 of NCLB Legislation (constitutionally
   protected prayer in public schools)

IX. Superintendent's Informational Report
   A. HOSA Competition Results – Dr. Jeffrey commended the Allied Health students, Emma
      Althouse, Ty Wehner and Zach Kmiecik on their accomplishments at the International HOSA
      Competition. Sally Wright, Allied Health Instructor, thanked the board for their support of
      the Allied Health program and HOSA competitions.
   B. NMSLA Annual Dinner – This annual event will be on August 1st at the Hagerty Center in
      Traverse City.

X. Board of Education Reports and/or Action
   A. Special Education Update – The WSESD Special Education 2019-2020 Student/ Parent
      Handbook, Special Education Staff Handbook, and Transportation Handbook were provided
      at the June board of education meeting. Kim Tiel recommended second reading and
      approval of the handbooks. She also requested approval for clarifying WSESD building
      names per MDE request. The Board of Education recognized Bob McClure for his Bus Driver
      of the Year award.

      Motion by Kerans, support by Fong, for second reading and approval of the 2019-20 West Shore ESD
      Special Education Student & Parent Handbook, Special Education Staff Handbook, and Transportation
      Handbook as presented.
      Motion carried 7-0.

      Motion by Chancellor, support by Collins, that the West Shore ESD Board of Education approve the
      following entity names; 00678 Early Childhood SE-WSESD, 00080 Student Services-WSESD, and
      08874 Developmental Classrooms-WSESD as presented.
      Motion carried 7-0.

   B. General Education Update – Amy Taranko highlighted summer professional learning and
      recommended approval for two contracts to the board.

      Motion by Dittmer, support by Kerans, that the WSESD Board approve the contract with Grand Valley
      State University for Code.org services from June 1 through August 31, 2019 not to exceed $20,000.
      Motion carried 7-0.

      Motion by Fong, support by Kerans, that the WSESD Board approve Kagan Professional Learning for
      registration for up to 80 people on August 1 & 2, 2019 not to exceed $27,920 as presented.
      Motion carried 7-0.
C. Presidential Committee Appointments – Per board policy 0155, the Board President will appoint members of the board to the steering committees where they shall serve a term of one year (first person listed denotes Committee Chairperson)

2019-2020 Positions
1. Administrative/Budget/Finance Committee
   a. Dittmer
   b. Becker
   c. Greiner
2. Policy Committee
   a. Kerans
   b. Fong
   c. Chancellor
3. AFSCME Committee
   a. Collins
   b. Becker
   c. Chancellor
4. WSEA Committee
   a. Fong
   b. Collins
   c. Kerans
5. Building & Grounds Committee
   a. Chancellor
   b. Dittmer
   c. Greiner
6. MASB Delegate
   a. Dittmer
7. MASB Delegate Alternate
   a. Chancellor
8. West Shore Area School Board Association (WSASBA)/REMC 2
   a. Kerans

D. Human Resources Update – Terri Steih’s report included job postings and resignations.

XI. Other Matters for Possible Action
A. Suggested Meeting Guide – ABF Committee Meeting, August 13, 2019, 4:00 p.m.
B. Adjournment
   President Becker adjourned the July 9, 2019 Organizational/Regular Board of Education meeting at 5:47 p.m.

Respectfully submitted,

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Patricia Collins, Secretary                              Tracy Lilje
West Shore ESD Board of Education                        Recording Secretary