



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

**Tuesday, November 26, 2024**

The Washtenaw Intermediate School District Board of Education held a regular board meeting on Tuesday, November 26, 2024 in Washtenaw ISD's Teaching and Learning Center Board Room at 1819 South Wagner Road in Ann Arbor, Michigan.

**CALL TO ORDER**

The meeting was called to order at 5:00 PM by President Diane Hockett.

**ATTENDANCE**

**The following members were present:**

Diane Hockett, President  
Mary Jane Tramontin, Vice President (Departed at 6:41 PM)  
Steve Olsen, Secretary  
Sarena Shivers, Treasurer  
Dorcas Musili, Trustee

**The following member was absent:**

**Quorum was met.**

**Also present:**

Naomi Norman, Superintendent  
Cherie Vannatter, Deputy Superintendent  
Brian Marcel, Associate Superintendent  
Edward Manuszak, Executive Director of Early Childhood  
Althea Wilson, Early Child Family Services Coordinator  
Jennifer Banks, Director of Instruction  
LaDawn White, Early Childhood Grant Manager  
Nancy Davis, Teacher Consultant  
Jeff Higgins, Plante Morgan Auditor  
John Ross, Plante Morgan Auditor  
Tom Banks, Member of the Public  
Eric Roberts, Member of the Public  
TJ Greggs, Administrative Assistant to the Superintendent

**APPROVAL OF THE AGENDA**

**Steve Olsen moved, Sarena Shivers seconded, to approve the agenda, as presented.**

**Ayes: Diane Hockett, Mary Jane Tramontin, Sarena Shivers, Steve Olsen, Dorcas Musili**

**Nays: None.**

**Motion carried.**

**COMMUNICATIONS:** Superintendent shared about the donation from Washtenaw Promise for early literacy and STEAM education in the amount of \$5,000.00.

**PUBLIC PARTICIPATION:** Tom Banks and Eric Roberts, residents of Washtenaw County, addressed the Board.

**PRESENTATION:** Dr. Edward Manuszack and Althea Wilson shared a presentation about the Anti-Racism Toolkit (ART).

**FINANCIAL REPORTS:** Associate Superintendent Brian Marcel reviewed the financial reports for October 2024 and Grant Manager of Early Childhood LaDawn White reviewed the Head Start financial reports for October 2024.

**Mary Jane Tramontin moved, Dorcas Musili seconded, that the Board of Education approve the October 2024 Head Start financial report, as presented.**

**Voting yes: Diane Hockett, Mary Jane Tramontin, Sarena Shivers, Steve Olsen, Dorcas Musili**

**Voting no: None.**

**Motion carried.**

**EQUITY, INCLUSION, AND SOCIAL JUSTICE DIALOGUE:** Superintendent Naomi Norman facilitated the Equity, Inclusion, and Social Justice (EISJ) discussion, sharing about the following:

- Deputy Superintendent Cherie Vannatter shared about the webinar series she has been attending titled A Call to Courage: Standing up to Intolerance in K-12 Schools.

**CONSENT AGENDA**

**Steve Olsen moved, Mary Jane Tramontin seconded, that the Board of Education approve the minutes and Superintendent’s recommendations in the Consent Agenda, as presented.**

**Voting yes: Diane Hockett, Mary Jane Tramontin, Sarena Shivers, Steve Olsen, Dorcas Musili**

**Voting no: None.**

**Motion carried.**

**Approval of Minutes**

The Board approved the minutes of the November 12, 2024, regular meeting.

**053-24-25**

The Board approved the following employment recommendations:

- Dr. Charlene Jones as a Coordinator of Mathematics & Science
- Cassandra Kjar as a Teaching Assistant
- Chi-Tuyen Richmond as a Teacher

**054-24-25**

The Board approved the following reclassification requests:

- Mary Eddy, Flex Teacher, 1.0 FTE, 185 workdays, Unit II to Flex Teacher, 0.8 FTE, 148 workdays, Unit II.
- Sarah Brown, Special Ed Teacher at Progress Park, 1.0 FTE, 185 workdays, Unit II to Teacher Consultant ABT, 1.0 FTE, 185 workdays, Unit II.

- Tanisha Stephens, TA High Point C1, 1.0 FTE, 205 workdays, Unit II to Certified Nursing Assistant, 1.0 FTE, 205 workdays, Unit II.

**055-24-25**

The Board approved the following new position requests:

- Family Engagement Manager, 1.0 FTE, 210 Workdays, Worksite: TLC, Non-Affiliated

**056-24-25**

The Board approved the following staff resignations:

- Elisabeth Clapp, effective November 18, 2024

**057-24-25**

The Board approved the following staff retirements:

- Becky Ralls, effective April 1, 2025

**058-24-25**

The Board authorized the administration to utilize capital project funds to purchase and install a fence at Progress Park for the cost not to exceed \$17,534.00, as presented.

**059-24-25**

The Board authorized the administration to approve an amendment to the current Contracted Services Agreement with Robert Half International, Inc. for a total not exceeding \$60,000.00, as presented.

**060-24-25**

The Board authorized administration to approve the purchase of 50 one-year Reflectivity licenses from Swivl along with 25 Swivl robots and 25 floor stands for a total cost not to exceed \$36,750.00, as presented.

**061-24-25**

The Board of Education authorized administration to contract with Dr. Brianne Dotson and Ms. Melissa Brooks-Yip at a cost not to exceed \$26,680.00, as presented.

**NEW BUSINESS – Recommendation for Beatty Infant/Toddler Playground Contractor:** Executive Director for Early Childhood Dr. Edward Manuszak shared the bid from Game Time in the amount of \$96,781.47. Dr. Manuszak recommended that the WISD Board of Education authorize the approval of the bid not to exceed \$105,000.

**Steve Olsen moved, Dorcas Musili seconded, that the Board of Education authorize the administration to contract with Game Time c/o Sinclair to be used as the contractor for the installation of the Infant/Toddler Playground at Beatty Early Learning Center, as presented.**

**Voting yes: Diane Hockett, Mary Jane Tramontin, Sarena Shivers Steve Olsen, Dorcas Musili**

**Voting no: None.**

**Motion carried.**

**NEW BUSINESS – Michigan Department of Lifelong Education, Advancement, and Potential (MILEAP) Out of School Time (OST) Grant Award:** Director of Instruction Dr. Jennifer Banks addressed the Board regarding the opportunity to apply for funding through the Michigan Department of Lifelong Education, Advancement, and Potential (MILEAP) for \$4.2M.

Mary Jane Tramontin moved, Steve Olsen seconded, that the Board of Education authorize administration to apply for the Michigan Department of Lifelong Education, Advancement, and Potential (MILEAP) Out of School Time (OST) Grant for the amount of \$2.4 million, as presented.

Voting yes: Diane Hockett, Mary Jane Tramontin, Sarena Shivers Steve Olsen, Dorcas Musili

Voting no: None.

Motion carried.

**OTHER ITEMS OF BUSINESS:** There were no other items of business.

**BOARD OF EDUCATION REPORTS:**

- The Board of Education discussed plans for the upcoming AESA Annual Conference from December 4 until December 6.
- The Board of Education discussed the reorganization of the boardroom.
- The Board of Education Secretary Steve Olsen congratulated Young Adult supervisor Rebekah Ralls on her retirement.
- The Board of Education Vice President Mary Jane Tramontin discussed the meeting of the Washtenaw Association of School Boards held on November 21, 2024, and provided upcoming dates for the future meetings.

**ADMINISTRATIVE REPORTS - Superintendent's Report:**

- Superintendent Norman discussed her invitation to the Launch Michigan Round Table and Teacher Talent pipeline.
- Superintendent Norman met with the governor's budget team about Talent Together funding.
- Superintendent Norman and Deputy Superintendent Vannatter discussed the WISD support for Honey Creek and their leaders.
- Superintendent Norman visited half of the WISD's young adult programs and plans to visit the remaining in the following week.
- Superintendent Norman spoke about the cabinet and staff review of the Kriseles culture survey taken during the month of October 2024.
- Superintendent Norman discussed her invitation from the Board of Commissioners to sit on the Washtenaw County Reparations Advisory Board.

**ADJOURNMENT.**

The meeting was adjourned at 6:55 PM  
Respectfully submitted,

Steve Olsen, Secretary  
Washtenaw ISD Board of Education