



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

Tuesday, June 25, 2024

The Washtenaw Intermediate School District Board of Education held a regular board meeting on Tuesday, June 25, 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 5:04 p.m. by President Diane Hockett

ATTENDANCE

The following members were present:

Diane Hockett, President
Mary Jane Tramontin, Vice President
Steve Olsen, Trustee

The following member was absent:

Theresa Saunders, Secretary
Sarena Shivers, Treasurer

Quorum was met.

Also present:

Naomi Norman, Superintendent
Brian Marcel, Associate Superintendent
Sherri Papazoglou, Director of Finance
Edward Manuszak, Executive Director, Early Childhood
LaDawn White, Grants Manager, Early Childhood Programs

APPROVAL OF THE AGENDA

Steve Olsen motioned, Mary Jane Tramontin seconded, to approve the agenda, as presented.

Ayes: Diane Hockett, Steve Olsen, Mary Jane Tramontin

Nays: None.

Motion carried.

PUBLIC PARTICIPATION: There was no public participation.

PUBLIC HEARING 2024-2025 WISD BUDGET: Associate Superintendent Brian Marcel noted the Budget Public Hearing Notice was placed in the Ann Arbor News, as required. He explained that the district is required by state law to have the millage rates be a subject of the Public Hearing. The 2024-25 millage rates on all Washtenaw Intermediate School District taxable properties being .0973 for the General Education budget and 5.1452 on the Special Education budget. There was no public comment on the budget.

FINANCIAL REPORTS: Associate Superintendent Brian Marcel reviewed the financial reports for May 2024. Early Childhood Grants Manager LaDawn White reviewed the May 2024 Head Start Financial Reports.

Mary Jane Tramontin motioned, Steve Olsen seconded, that the Board of Education approve the May 2024 Head Start Financial Reports, as presented.

Voting yes: Diane Hockett, Steve Olsen, Mary Jane Tramontin

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: Dr. Yolanda Sealey-Ruiz facilitated the year-end cabinet session. At the end of the day Tracey Sessions and Antonio Saunders joined via zoom to start the efforts for a culture survey that will be done in the 2024-25 school year.

CONSENT AGENDA

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

Voting yes: Diane Hockett, Steve Olsen, Mary Jane Tramontin

Voting no: None.

Motion carried.

Approval of Minutes

The Board approved the minutes of the June 13, 2024, rescheduled regular and closed session meetings.

124-23-24

The Board approved the following employment recommendations:

- Ashley Hollenbeck as a Teacher for ASD.
- Caryl Dazer as an Adaptive PE Teacher.
- Carmen Grace as a School Social Worker.
- Dawn Nishanian as a Teacher Consultant.
- DelRio Sheffield as a Teaching Assistant
- Stefanie Rissman as a Teacher Consultant.
- Thomas Anderson as a School Social Worker.
- Troy Sipple as a Network Specialist – WAN/LAN Engineer.

125-23-24

The Board approved the following reclassification requests:

- Sara Vanzanten, Teacher Assistant ASD, 1.0 FTE, 185 Workdays, Unit I Bargaining, to Teacher Assistant for Milan, 1.0 FTE, 185 Workdays, Unit I Bargaining.

126-23-24

The Board approved the following new position requests:

- Family Support Specialist (2), 1.0 FTE, 230 Workdays, Worksite: Other, Non-Affiliated bargaining.

127-23-24

The Board approved the following staff resignations:

- Brittany Karlic, effective June 28, 2024.
- Madison Galleshaw, effective August 16, 2024.
- Sandy Trembath, effective June 7, 2024.

128-22-23

The Board approved the 2024-2025 Washtenaw Intermediate School District Organizational Chart.

129-23-24

The Board approved the Deputy Superintendent compensation.

130-23-24

The Board approved the Memorandum of Understanding (hereinafter, referred to as “MOU”) with Battle Creek Schools for the planning and facilitation of the Cereal City Science curriculum professional learning for Elementary and Middle School Educators for a cost not to exceed \$34,680.00.

131-23-24

The Board authorized the administration to contract with Dr. Maisie Gholson and the Reclamation, Education Project, LCC to facilitate 5 sessions of the 10-day Tri County Culturally Responsive Mathematics Summer Institute for a cost not to exceed \$50,000.00.

132-23-24

The Board approved Berkshire Dairy Company, Cedar Crest Dairy, Inc., and Prairie Farms Dairy as pre-qualified contractors for Milk and Dairy products and Cochran Bros. Distributors, Inc. and Great Lakes Baking Company as pre-qualified contractors for Fresh and Frozen Bread products for potentially a five-year period (one year, with 4 one-year renewal options).

133-23-24

The Board authorized the administration to contract with Dr. Yolanda Sealy-Ruiz to plan and facilitate workshops at the Tri-County Culturally Responsive Mathematics Summer Institute for a cost not to exceed \$6,500.00.

NEW BUSINESS – 2023-2024 Budget Amendments: Prior to board action, Director of Finance Sherri Papazoglou reviewed the 2023-2024 budget amendments in detail for the board. Sherri Papazoglou fielded questions from the board.

Motion by Steve Olsen, seconded by Mary Jane Tramontin, that the Board of Education adopt the 2023-2024 Budget Amendments dated June 25, 2024, for the following funds as presented: General Education Operating Fund, Special Education Operating Fund, Food Service Fund, School Activity Fund, and Cooperative Activities Fund.

Voting yes: Diane Hockett, Steve Olsen, Mary Jane Tramontin

Voting no: None.

Motion carried.

NEW BUSINESS – LCK Coaching & Consulting Contract: The administration recommended that the WISD Board of Education authorize the administration to approve the contract with LCK Coaching & Consulting for leadership coaching, training, and development services, for a cost not to exceed \$140,000.00.

Mary Jane Tramontin motioned, Steve Olsen seconded, that the Board of Education authorize the administration to approve the contact with LCK Coaching & Consulting for leadership coaching training, and development services for a cost not to exceed \$140,000.00, as presented.

Voting yes: Diane Hockett, Steve Olsen, Mary Jane Tramontin

Voting no: None.

Motion carried.

NEW BUSINESS – Sunbelt Staffing Contract: The administration recommended the Board approve the contract with Sunbelt Staffing to address staffing shortages, meeting student needs and state requirements, and provide continuity for WISD programs for the 2024-25 school year for a cost not to exceed \$315,000.00.

Mary Jane Tramontin motioned, Steve Olsen seconded, that the Board of Education approve the contract with Sunbelt Staffing to provide staffing support for the 2024-25 school year for a cost not to exceed \$315,000.00, as presented.

Voting yes: Diane Hockett, Steve Olsen, Mary Jane Tramontin

Voting no: None.

Motion carried.

NEW BUSINESS – 2024-2025 Head Start Sub-Recipient Contract: The Early Childhood Department seeks Board approval for a new Head Start sub-recipient contract with Ypsilanti Community Schools, who will be operating Head Start and Early Head Start classrooms for the 2024 – 2025 program year.

Steve Olsen motioned, Mary Jane Tramontin seconded, that the Board of Education approve the new Head Start sub-recipient contract for the 2024-2025 program year.

Voting yes: Diane Hockett, Steve Olsen, Mary Jane Tramontin

Voting no: None.

Motion carried.

NEW BUSINESS – Annual Organization for 2024-2025:

Election of President

Diane Hockett was nominated by Steve Olsen.

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

Voting yes: Diane Hockett, Steve Olsen, Mary Jane Tramontin

Voting no: None.

Motion carried.

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

Election of Vice-President

Mary Jane Tramontin was nominated by Steve Olsen.

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

Voting yes: Diane Hockett, Steve Olsen, Mary Jane Tramontin

Voting no: None

Motion carried.

Mary Jane Tramontin was declared elected as Vice-President of the Board of Education.

Election of Secretary

Theresa Saunders 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 **Theresa Saunders** as Secretary of the Board of Education. (Voice Vote)

Voting yes: Diane Hockett, Steve Olsen, Mary Jane Tramontin

Voting no: None

Motion carried.

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

Election of Treasurer

Sarena Shivers was nominated by **Steve Olsen**.

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

Voting yes: Diane Hockett, Steve Olsen, Mary Jane Tramontin

Voting no: None

Motion carried.

Sarena Shivers was declared elected as Treasurer of the Board of Education.

Depositories and Accounting Funds

Motion by Mary Jane Tramontin, supported by Steve Olsen, to authorize the Superintendent of Schools, or her 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, Associate Superintendent, and/or Naomi Norman, Superintendent, and/or Sherri Papazoglou, Finance Director and/or Rebecca Muessig, 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 Project Fund
Food Service Fund
Cooperative Activities Fund
Internal Service Fund
WEOC Capital Projects Fund
2019 Bonds Capital Projects Fund
2019 School Bond Debt Retirement Fund
Washtenaw Children’s Savings Account Fund

Motion by Steve Olsen, supported by Mary Jane Tramontin, that the Board of Education meet for their regular board meetings on the 2nd and 4th 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.

July 30, 2024 (MASB Superintendent Evaluation Training), August 20, 2024 (Board Retreat 9am, offsite), August 27, 2024, September 10, 2024, September 24, 2024, October 8, 2024, October 22, 2024, November 12, 2024, November 26, 2024, December 10, 2024, January 14, 2025, January 28, 2025, February 11, 2025, February 25, 2025, March 11, 2025, March 25, 2025, April 8, 2025, April 22, 2025, May 13, 2025, May 27, 2025, June 10, 2025, June 24, 2025.

Voting yes: Diane Hockett, Steve Olsen, Mary Jane Tramontin

Voting no: None

Motion carried.

School Attorney

Motion by Mary Jane Tramontin, supported by Steve Olsen, to appoint Thrun Law Firm, P.C. as counsel to the school district for the 2024-2025 fiscal year. (Voice Vote)

Voting yes: Diane Hockett, Steve Olsen, Mary Jane Tramontin

Voting no: None

Motion carried.

Board Representation

Motion by Mary Jane Tramontin, seconded by Theresa Saunders, to designate:

- **Mary Jane Tramontin** as a Director of the Washtenaw Association of School Boards (WASB) representative.
- **Diane Hockett** as the Washtenaw Association of School Boards Legislative Relations Network (LRN) representative.

- **Diane Hockett** as voting delegate and Mary Jane Tramontin as alternate to the Annual Fall MASB Conference.
- **Diane Hockett** as the 2024-25 MASB Legislative Relations Network representative.
- **Theresa Saunders** as the 2024-2025 Risk Assessment Committee representative.
- **Mary Jane Tramontin** and **Steve Olsen** as the 2024-2025 Policy Committee representatives.
- **Sarena Shivers** as the 2024-2025 Board Financial Subcommittee representative.

Voting yes: Diane Hockett, Steve Olsen, Mary Jane Tramontin

Voting no: None

Motion carried.

Board Member Attendance at Conference, Meetings, or Conventions

Mary Jane Tramontin moved, Steve Olsen seconded, to authorize the reimbursement of Board Members incurring expenses while on official duty for business of the Board of Education for the following 2024-25 Conferences:

- Michigan Association of School Boards (MASB) – Annual Leadership Conference, Lansing Center, Lansing, MI. October 24 - 27, 2024, registration fee (\$450.00); hotel charges (\$385.00 nightly rate + \$50.05 tax/night), approximate total for 3 nights (\$1,305.15); round trip mileage (150 miles round trip - \$98.25); and meals (\$135.00) for an estimated total expenditure per Board member of \$1,988.40.
- Association of Educational Service Agencies (AESA) – Annual Conference, Omni Orlando Resort at Champions Gate, Champions Gate, FL. December 4 - December 6, 2024; registration fee (\$990.00); hotel charges (\$450.00 nightly rate plus \$40 resort fee + \$60.03 tax/night), approximate total for 3 nights (\$1,650.09); round trip airline ticket (approx. \$800.00); shuttle to and from airport (\$300.00); meals for 4 days (\$180.00) for an estimated total expenditure per board member of \$3902.09.
- Michigan Head Start Fall Assembly – September 19 – September 20, 2024, at Mission Point on Mackinac Island; registration fee (\$525.00); hotel charges (\$350.00 nightly rate), approximate total for 2 nights (\$700.00); milage reimbursement and ferry ticket (\$400.00); meals for 2 days (\$90.00) for an estimated total expenditure per board member of \$1715.00.
- Michigan Head Start Winter Assembly – January 16 – January 17, 202, in Detroit, MI; registration fee (\$525.00); hotel charges (\$350.00 nightly rate), approximate total for 2 nights (\$700.00); milage reimbursement (\$90.00); meals for 2 days (\$90.00) for an estimated total expenditure per board member of \$1405.00.
- Michigan Head Start Spring Assembly – Dates and locations not yet available; likely in Lansing, MI, registration fee (\$525.00); hotel charges (\$350.00 nightly rate), approximate total for 2 nights (\$700.00); milage reimbursement (\$150.00); meals for 2 days (\$90.00) for an estimated total expenditure per board member of \$1465.00.
- Courageous Conversations Summit – Annual Conference, Chicago, IL. October 5- October 9th, 2024; registration fee (\$1200.00); hotel charges (\$450.00 nightly rate), approximate total for 4 nights (\$1800); round trip airline ticket or train ticket (approx. \$300.00); shuttle to and from airport (\$200.00); meals for 4 days (\$180.00) for an estimated total expenditure per board member of \$3680.00
- And other Michigan Association of School Boards (MASB) classes and/or day events throughout the year.

OTHER ITEMS OF BUSINESS – Superintendent Norman’s Evaluation: The Board of Education discussed Superintendent Norman’s evaluation and shared their thoughts.

Motion by Diane Hockett, seconded by Steve Olsen, that based on a completed evaluation of Superintendent Norman the board has rated her as Highly Effective and extended her contract for one (1) year to June 30, 2028.

Voting yes: Diane Hockett, Steve Olsen, Mary Jane Tramontin

Voting no: None.

Motion carried.

Motion by Mary Jane Tramontin, seconded by Steve Olsen, to approve the addendum to the superintendent’s contract to extend it until June 30, 2028.

Voting yes: Diane Hockett, Steve Olsen, Mary Jane Tramontin

Voting no: None.

Motion carried.

BOARD OF EDUCATION REPORTS: There was nothing to report from the board.

ADMINISTRATIVE REPORTS – Superintendent’s Report:

Superintendent Naomi Norman spoke about the following:

- New format for an organizational chart and listing of all staff by department and role.
- Shifting board goals discussion to earlier in the school year. Beginning in fall 2024.
- WISD is supporting the Honey Creek Director search
- Washtenaw Educational Options Consortium (WEOC) voted to unionize. 72 Staff members.
- MAISA summer in service was held in Marquette. At the meeting Naomi was selected as co-chair of the MAISA Instruction Council.

ADJOURNMENT

The meeting was adjourned at 7:58 p.m.

Respectfully submitted,

Theresa Saunders, Secretary
Washtenaw ISD Board of Education