

## Board of Education

The meeting of Northwest Education Services Board of Education was held on May 7, 2024. Board President Fisher called the meeting to order at 5:30 p.m.

Roll call

Board Members Present:

Birgy  
Fisher  
Lajko

Petrella  
Scherrer  
Thomas

Board Members Absent:

Brown

Motion by Board Member Birgy, supported by Board Member Scherrer, to approve the May 7, 2024 agenda as presented. Roll call vote: Ayes: 6; Nays: 0. Motion carried.

Welcomed Visitors & Public Comment

Marie Wood, Parent, gratitude for staff at Bridgeway

Student/Staff/Local District Highlights/Presentations/Recognitions:

SAIL(ORS) On Deck – Organizational Recognition System

Board of Education members recognized this month's SAIL(ORS) On Deck. This month's standout is Julie Copiz, Paraprofessional, who has exemplified strengths in the organizational value of Relationships, presented in recognition of recognizing the power of collaboration. Julie draws birthday cards for each Agriscience student throughout the year.

SAIL 2.0 Update – Progress of Goals for 2023-24

Dr. Ceglarek thanked the work of committee members for listening to stakeholders and trying to improve programs and services that we have for our students and families.

Previous Year Goal Update: Explore, assess, identify and address pupil accounting needs in the region.

Objectives:

- Identify topics and/or training needs using strategies such as implementing a PowerSchool Boot Camp for Pupil Accountants and/or create a regional group of pupil accountants and PowerSchool users to evaluate best practices.
- Streamline pupil accounting work
  - Survey for training needs by February 14, 2024 – **Completed**
  - Establish Pupil Accounting Advisory Committee by March 1, 2024 – **Completed**
  - Organize pupil accounting and PSUG drives by August 15, 2024 - **In Progress**
  - Develop an annual schedule of practices that support efficient and accurate pupil accounting and auditing by August 15, 2024 - **In Progress**

Outcomes:

**The Pupil Accounting Advisory Committee statement of purpose:**

*The Pupil Accounting Advisory Committee serves as a representative body in our Intermediate School District. As pupil accounting determines funding allocation, it's imperative that all stakeholders—principals, counselors, superintendents, pupil accountants, technology support, and pupil accounting auditors—collaborate seamlessly. This collaboration ensures accurate reporting, which not only satisfies regulatory requirements but also optimizes financial resources for the benefit of students and schools.*

*Accurate pupil accounting is not just a bureaucratic task; it's foundational for the integrity of our educational system. It forms the bedrock for reviewing student data, including assessments, behavior and attendance records. Every entry or change within the student information system can impact reporting, resource distribution, support structures, and program planning, making precision and consistency paramount.*

*By formalizing pupil accounting practices through collaboration, defining stakeholder roles, and establishing guidelines, the Advisory Committee fosters consistency and reliability in reporting across our region. This, in turn, facilitates more efficient and effective ISD support related to pupil accounting. Ultimately, the committee's efforts ripple outward, enhancing educational opportunities for students and strengthening partnerships with all stakeholders involved.*

Phase II – Objectives:

1. Goal: Ensure and communicate rigorous instruction in center-based programs

Objective 1: By May 2025, center programs will ensure rigorous instruction at each center program as measured by objective artifacts & completion. ***In Progress***

**Strategies & Activities: *In Progress***

1. Implement strategies to support identified priority areas (GSM work) for rigorous instruction in each Center Program (examples may include; Marzano, Center Program-specific assessments, specific curriculum & assessments used, etc.).

a. Copy of Program Priorities

i. Bridgeway

ii. New Horizons

iii. Creekside

iv. Transition Campus

b. Copy of Center Academic Benchmark Assessment Tools

2. Implementation of Universal Supports, unique to each Center Program, to support rigorous instruction (examples may include: implementation of evidence-based practices, staff PLCs to review data/review evidence-based practices/Marzano growth work, etc.).

a. New Horizons

b. Bridgeway

c. Creekside

d. Transition Campus

**Objective 2:** By May 2025, center programs will continue to communicate rigorous instruction to internal and external stakeholders as measured by objective artifacts & completion. ***In Progress***

**Strategies & Activities: *In Progress***

1. Identify and share communication routines in place for each North Ed Center Program. (examples may include; SAS group, Board meetings, SEPAC, elem. & secondary Principal meetings, discipline meetings, AER letters, family engagement, etc.).

- a. SAS Presentation- Becky
  - b. Board Meeting-Lisa/Matt
  - c. Newsletter-New Horizons
  - d. Family Engagement-Transition Domain 1 Page & Spring Social
2. Utilize North Ed website as a means to communicate each Center Program’s rigorous instruction as well as develop a common understanding of a typical student profile.
    - a. Prioritize in 2024-2025
    - b. Items shared in this presentation will be uploaded to the website.
2. Goal: Build a system to positively support staff and students through continued focus on climate, culture, and wellness

Objectives:

1. Offer every employee the opportunity to engage in dialogue with colleagues around the topics of climate, culture and wellness at North Ed **Completed**
2. Analyze data to determine themes/patterns identified by North Ed staff **In-Process**
3. Develop a system to positively support staff and students through a continued focus on climate, culture and wellness.

**In-Process**

SAIL 2.0 Process

- 30 Community Conversations held with every team/department and/or school
  - Additional opportunity offered for any employee to share info with the committee before entering data analysis and system building phase.
- Focus on adults/staff.
- ChatGTP used to determine themes/patterns, which were shared with the SAIL Committee members
- May 8 and May 17 (8:30 - 11:30) The SAIL Committee will use the data to continue building a system to positively support staff and students.
- May 20, 2024 (2:30 - 3:30) Fishbowl Conversation.
- A system will be built and shared with North Ed Leadership for implementation.
- Communication via SAIL Updates will continue throughout the process.

3. Goal: Assure fidelity of existing transportation systems while improving upon existing systems and routines

Objectives: By fall of 2024, we will develop a transportation handbook that provides information about systems and procedures to increase understanding and improve consistency of implementation for all stakeholders, including parents, transportation departments, and school staff. **In Progress**

Action Steps:

- Convene leaders involved in transporting North Ed students (Dean and Leelanau County transportation directors) to discuss a North Ed transportation handbook and consider:
  - How to include procedures specific to Leelanau County districts?
  - Do we link to separate handbooks?
  - Do we have agreed-upon common procedures and district-specific ones? Initial meeting completed, ongoing collaboration
- Gather input on what should be included in the handbook from stakeholders (parents, school staff, administrators, bus staff). **Completed**
- Conduct a review of outside resources, considering what other districts have put into their handbooks. **Completed**

- Develop a table of contents. **Completed**
- Identify content that is currently available and what holes exist. **Completed**
- Work with our transportation directors to address holes and solidify content so the handbook is ready to be used in the fall. **Completed.** Needs review by Leelanau County Directors.
- Committee will review work prior to sending it for edits to the Communication Department. **In May**
- Work with the Communication Department to edit work and post on the website (over summer). **Summer**

#### Intended Outcomes

- Handbook will be shared with all parents in the fall
- Written procedures will help school staff and transportation staff to have common and consistent messages when communicating about transportation with families and other stakeholders
- Increased communication about procedures will lead to improved parent-school-transportation staff relationships
- The handbook will lead to increased consistency between transportation departments

#### 4. Goal: Explore, assess, and identify workspace needs

##### Objectives:

1. Ensure that North Ed staff have adequate and productive workspaces. **Beginning**
2. Assess the current office space and storage we own and utilize. **Completed**
3. Ensure that North Ed has adequate space for training and professional development. **In-Progress**
4. Ensure that 100% of North Ed staff have an identified work location within North Ed. **In-Progress**

##### Findings:

- Private/quiet workspace
  - Team conversations regarding students
  - Phones conversations regarding student information
  - Virtual meetings
- Underutilized workspace
  - 54.9% use their space daily
- Access to larger spaces for professional development
  - 54.8% report difficulty booking space that will accommodate your group size
- Unmet storage needs
  - 35.2% report they have unmet storage needs

##### Outcomes:

- Administrators will be communicating with their staff in regard to remedies for lighting, furniture, and technology needs
- Improved informational signage was created for guests at Arnell Administration Building

##### Recommendations

- Continued collaboration with local districts regarding workspace needs

- Share data and outcomes from the Workspace Needs survey with administration to support future facility planning in order to address all needs
- Explore remote work options

Motion by Board Member Petrella, supported by Board Member Thomas, to approve consent grouping items 1-4 as presented.

1. Minutes of April 2, 2024 regular meeting
2. Monthly Accounts Payable Check Summary and Financial Report April 1, 2024 to April 30, 2024. Check Numbers: 196042-196287. Total for Month: \$4,670,129.59
3. Personnel:
  - a. New Employees:
    - Jody Stray, EI Teacher, effective August 28, 2024
    - Cassandra Davis, School Social Worker, effective August 28, 2024
    - Sarah Kolle, Math/Science Inst. Engineering Academy, effective August 28, 2024
    - Kegan Fernow, Teacher Assistant, effective April 16, 2024
    - Kelsey Davis, Paraprofessional, effective April 2, 2024
    - Gabriella Friar, School Social Worker, effective August 28, 2024
    - Jennifer Gorman, Speech Pathologist, effective August 28, 2024
  - b. Employee Resignations:
    - Kathryn Muller, School Social Worker, effective June 10, 2024 (Retirement 19 years)
    - Amy Saxton, Teacher Assistant, effective April 18, 2024
    - Stephanie Maskart, Early Childhood Specialist, effective June 7, 2024
    - Anne Lafave-White, Speech Pathologist, effective July 31, 2024
    - Lorrie Kalena, Secretary, effective June 21, 2024 (Retirement 29 years)
    - Thomas Burton, Teacher Assistant, effective May 6, 2024
    - Dottie Mephram, Data Support Specialist, effective May 3, 2024
    - Thane Possert, Custodian, effective April 17, 2024
    - Wendy Digue-Boyle, Teacher Assistant, effective May 3, 2024
    - Sue Oseland, Adult Education Teacher, effective May 7, 2024
    - Geoff Jones, Paraprofessional, effective May 29, 2024
    - Christina Gallagher, Speech Pathologist, effective June 10, 2024
    - Kathy Nickols, Teacher Assistant, effective June 10, 2024 (Retirement 9 years)
4. Out of State Travel:
  1. Career Tech: SkillsUSA National Leadership Conference (3 students/3 chaperones/2 instructors) Students Zoe Kline and Katarina Schoenow (Film/New Media) and Film/New Media Instructor Zac Wendland; Student Amelia Clair (Graphic Arts) and Graphic Arts Instructor Rebecca Kinnee, Atlanta, Georgia, June 24-28, 2024 (Chaperones Christina Schoenow will be attending and registration fee not travel for Kate & Ben Clair, parents)
  2. Career Tech: FCCLA (Family Career, and Community Leaders of America) National Leadership Conference (One student/one parent/guardian) Florence Stoeckel, student and parent Becky Stoeckel, Seattle Washington, June 29-July 3, 2024
  3. Peter Milne, REMC Coordinator, to attend Generative AI in K-12 Education A Summit, May 20-21, 2024, Nashville, Tennessee

Roll call vote: Ayes: 6; Nays: 0. Motion carried.

Motion by Board Member Scherrer, supported by Board Member Birgy to approve purchase of two special education passenger vans not to exceed \$85,000. Roll call vote: Ayes: 6; Nays: 0. Motion carried.

Motion by Board Member Petrella, supported by Board Member Scherrer to approve Medicaid Consortium Agreement with Char-Em ISD and COP ESD dated April 1, 2024 – June 30, 2026. Roll call vote: Ayes: 6; Nays: 0. Motion carried.

Motion by Board Member Birgy, supported by Board Member Lajko to approve Educational Assistance Plan. Roll call vote: Ayes: 6; Nays: 0. Motion carried.

Motion by Board Member Scherrer, supported by Board Member Thomas to approve Contract for Physical Therapy Services in the amount of \$38,525 to Alison Barnett. Roll call vote: Ayes: 6; Nays: 0. Motion carried.

Motion by Board Member Petrella, supported by Board Member Scherrer to approve Amendment of Early Childhood Contract with Melissa Dyste in the amount of \$15,000. Roll call vote: Ayes: 6; Nays: 0. Motion carried.

Motion by Board Member Birgy, supported by Board Member Petrella to approve Thrun Board Policies 5307 & 5707. Roll call vote: Ayes: 6; Nays: 0. Motion carried.

Updates:

Superintendent's Report - Dr. Nick Ceglarek:

1. Thanked Marie Wood for coming tonight in representing her family and passion at Bridgeway.
2. In honor of staff appreciation, we had an opportunity to prepare breakfast for our staff. He thanked our culinary staff in helping to prepare for this special day.
3. Today, Pat Lamb, myself and three Engineering Academy students attended an event title What School Could be: Michigan in Lansing to participate in panel discussions on cutting-edge education programs that are both innovative and produce significant student success. Governor Gretchen Whitmer was the opening speaker.

Board Member Reports/Requests:

There were none.

Dates to Remember:

May 14, 2024 Staff Recognition Night, 5:00 p.m.

May 28, 2024 Career Tech Awards Night, Grand Traverse Resort at 6:30 p.m.

June 11, 2024 Board of Education Meeting at 8:00 a.m.

June 13, 2024 Adult Education Graduation at 7:00 p.m. Milliken Auditorium

The meeting adjourned at 6:38 p.m.

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Joseph Fisher, President

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Rachael Birgy, Secretary

May 7, 2024

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