



# Take Note...

**November 23, 2004**

## **Attendance and Routine Matters**

## **GISD Audit Report Accepted**

Paul Newman, president; Peggy Tortorice, vice president; Robert Mark, secretary; Jerry Ragsdale, treasurer; and Lawrence Ford, trustee, attended.

During the past several months, Lewis & Knopf, Certified Public Accountants, have been conducting the annual audit of GISD financial records. The audit is very comprehensive and includes in-depth tests of various federal programs managed by the district, as well as the normal tests conducted as standard audit practice.

Lewis & Knopf is an excellent auditing firm. They have conducted a review of the accounting practices and procedures utilized in the Business Services office. Subsequently, minor deficiencies have been identified that, when modified, allow GISD to increase its efficiency. Inasmuch as the audit process is required for review and reporting, it also is a positive tool for continuous quality improvement.

Lewis & Knopf's report rated GISD's 2003-04 audit as "excellent." Fund balances meet or exceed the expected fund equities identified in the 2003-04 budget. GISD remains financially healthy and stable for the current fiscal year. Key points highlighted by Lewis and Knopf included the acquisition of significant grant support (nearly one-third of last year's annual revenue) and the extensive amount of direct transfers to local districts (over \$32,000,000). Business Services staff members were commended for their commitment to quality financial management.

The board accepted the audit report for the 2003-04 school year.

### BOARD OF EDUCATION

Paul D. Newman	President
Peggy J. Tortorice	Vice President
Robert E. Mark	Secretary
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Lawrence P. Ford	Trustee



GENESEE ISD  
Thomas Svitkovich, Ed.D.  
Superintendent

To keep you informed of actions and information from the GISD Board of Education Meeting.  
Questions? Call Communications and Development, 591-4410

## **GISD Reading Recovery® Site Report Received**

At the November 23, 2004 meeting, the board received a report from Reading Recovery® Coordinators Beryl Smith and Joanne LeBlanc that updated the board on the program's outcomes and achievements.

Reading Recovery® is an effective early literacy intervention for children in first grade having difficulty learning to read and write. It is designed as a systemic intervention to reduce the number of students in the upper grades with literacy learning problems.

Specially trained teachers work one-on-one with each student for 30 minutes per day for a maximum of 20 weeks. The program goals are to reduce the number of children with reading difficulties and help them attain grade-level proficiency, and to identify those children who need long-term support in special education. These teachers also utilize their specialized training to help other children in the standard classroom setting.

Since 1984, over one million first graders have been served nationally and over 67,500 in Michigan since 1991. GISD established the Reading Recovery® site for Genesee County districts in December 1996. The GISD Reading Recovery® site served 573 students in the 2003-04 school year.

## **Board Updated on District Employment Process**

The GISD Teaching, Learning and Service Plan includes goals and strategies that address the employment of personnel, and improving the employment process. Melinda McGraw, administrative assistant for Human Resources, updated the board on the hiring trends and practices that have taken place over the past five years.

Melinda presented a five-year comparison by job classification on the number of employees in the district. GISD's total employment grew from 674 staff members in 1999-00, to 910 in 2003-04, a 35% growth over the period.

The report also included a visit to the GISD web site and an update on the ease by which candidates can now access information on vacant positions, job descriptions and access an online employment application. This efficiency is not only beneficial for individuals seeking employment, but also streamlines the processing and tracking of applicants by the Human Resources department.

At the conclusion of the report, board members asked questions and discussed plans that the Human Resources and Operations department has developed to continue the automation of the employment process. The board accepted the update.

## **Beverly Knox-Pipes Receives ATHENA Education Mentor Award**

The superintendent announced that Beverly Knox-Pipes has been awarded one of five ATHENA mentor awards that were presented by the Flint Area Chamber of Commerce during its prestigious ATHENA awards banquet on Thursday, November 11, 2004.

This year, Beverly was the recipient of the ATHENA Education Mentor of the Year Award. There were nearly thirty nominees that were recognized for their many achievements and contributions in our community. The ATHENA Award is presented annually to an individual who has attained and personified a level of professional excellence in her professional life, has devoted time and energy to

## **GISD's Debra Marshall Receives MIEM Award**

the community in a meaningful way and has opened doors of leadership opportunities for women and young girls. This was the first year that the ATHENA mentor awards were given. The board congratulated Beverly for her many accomplishments and for being celebrated as one of our community's most prominent leaders!

Debra Marshall, GISD's supervisor of Student Data Management, has received the 2004 Michigan Institute for Educational Management (MIEM) Crystal Award for Best Practices. The award was presented at the 2004 MIEM Support Staff Conference on November 11 in Grand Rapids. MIEM is the professional development arm of the Michigan Association of School Administrators and Michigan School Business Officials.

The statewide awards program recognizes and celebrates the outstanding work performance, achievements and contributions of individuals who work in support staff positions within Michigan school districts. The Best Practices Award recognizes individuals that have initiated and successfully established new methods, practices or plans that have saved the school district money, time or staff.

Debra's effort to streamline the Individualized Education Program Team (IEPT) reporting process and fully convert it into an electronic process is an example of the good work that takes place within Michigan public schools on a daily basis. Along with the actual award, which is a crystal picture frame, Debra received a \$100 Gift Card from Office Depot, sponsor of the MIEM Crystal Awards.

The board congratulated Debra on this achievement and for being recognized for her efforts to improve services to students!

## **Employee Hired**

The board approve the employment of Michelle L. Grifka as teacher of students with cognitive impairment. Ms. Grifka will teach in the GISD Project CHOICE classroom located at Reid Elementary in the Grand Blanc Community Schools.

## **Resignation Accepted**

Resignation for the purpose of retirement was accepted from Robert L. Condon, Bus Driver, Transportation Services.

## **Leaves of Absence Approved**

Leaves of absence were considered and approved for Debra L. Wedding, Paraprofessional, Elmer A. Knopf Learning Center; and Christine M. Emmendorfer, Bus Driver, Transportation Services.

## **Change in Retirement Date Approved**

On June 8, 2004, the board accepted the resignation of Gwendolyn E. Grooms for the purpose of retirement effective August 27, 2004. Because of unforeseen circumstances, Mrs. Grooms submitted a request to the district for an adjusted retirement date of June 23, 2004. The board approved the adjusted retirement date.

## **Donations Accepted**

On behalf of the Marion D. Crouse Instructional Center, the board accepted donations of Attends and underpads valued at \$1,600, and bibs valued at \$50.00. Additionally, the board accepted a donation of \$150.00 for classroom use at the Elmer A. Knopf Learning Center.

## **Date and Location Changed for January Special Meeting**

The Lake Fenton Board of Education extended an invitation to the GISD Board of Education to hold its January special meeting at the new Lake Fenton High School. It was proposed that the GISD Board of Education meet at 5:00 p.m., followed by a tour of the high school and dinner with the Lake Fenton Board preceding its 7:30 p.m. meeting. At that meeting, the GISD Board will make a presentation on GISD programs and services.

The board accepted the invitation and approved the change of its January 11, 2005 special meeting to Monday, January 10, 2005, 5:00 p.m., at the new Lake Fenton High School, 4070 Lahring Road, Linden.

## **GCASBM Meeting Note**

At the November 23, 2004, GISD board meeting, Jerry Ragsdale, treasurer, announced that GISD will host the Genesee County Association of School Board Members' annual spring meeting on March 3, 2004, at the Erwin L. Davis Education Center. Registration will begin at 5:30 p.m., followed by a dinner from 6:00-7:00 p.m. The program will begin at 7:00 p.m. and feature Robert Mark, GISD board secretary, who will provide a presentation entitled "The Magic of Public School Finance."

Details regarding this event will be forthcoming at the beginning of the new year.

Visit GISD's web site at:  
[www.geneseeisd.org](http://www.geneseeisd.org)

NOTE: This document based on unofficial minutes of the GISD Board Meeting — November 23, 2004.



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