



# Take Note...

**April 28, 2006**

## **Attendance and Routine Matters**

Peggy Tortorice, president; Lawrence Ford, secretary; Jerry Ragsdale, treasurer; and Dale Green, trustee attended.

## **Business Services Contract with Montrose and Lake Fenton Approved**

Over the last few months, the GISD Board of Education has been apprised of the shared business services requests from local districts. The board authorized the superintendent to continue to take the necessary actions to address the requests as the relationships are defined. The services being defined are customized based on the request of the local district.

Business Services worked with the Thrun Law Firm, P.C., to develop a standard contract, including options for defining the specific details of customized services and payments. Superintendent Mark Kleinhans, Montrose Community Schools, worked with Business Services to develop a concept for GISD to provide payroll services to the Montrose Community Schools. A contract was submitted to Montrose, and Mr. Kleinhans returned the signed contract, as approved by the Montrose Board of Education.

Superintendent Ralph Coaster, Lake Fenton Community Schools, also worked with Business Services to identify specific services to include payroll, fringe benefits reconciliation and online attendance. GISD received a signed contract from Mr. Coaster outlining services and costs.

At the April 25, 2006 meeting, the GISD board approved the contract for GISD to manage the identified business services for the Montrose and Lake Fenton school districts.

### BOARD OF EDUCATION

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GENESEE ISD  
Thomas Svitkovich, Ed.D.  
Superintendent

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Questions? Call Communications and Development, 591-4541.

## **State of LakeVille Community Schools Presented**

## **MASB Education Excellence Award Report Received**

## **Jim Lee Fine Arts Camp Contribution Approved**

As has been the tradition for many years, the GISD Board of Education accepted an invitation to conduct its April 25, 2006 meeting in the LakeVille Community School District.

At the meeting, Interim Superintendent Larry Allen provided the board with a briefing on the status of the LakeVille Community Schools and the programs they offer. He also commented on the status of the superintendent search, allowed time for questions and answers, and noted the 50th anniversary of the LakeVille Community School District.

The GISD Board of Education expressed its appreciation to the LakeVille Board of Education for hosting its meeting and joined them for the annual pancake supper, marking the end of the maple syrup season.

The Michigan Association of School Boards has named the Genesee Intermediate School District a recipient of a 2006 Education Excellence Award for the Project CHOICE Program as a winner in the Special Education Category for ISDs. Entries were judged by an independent panel of education specialists throughout the state. Winners were selected based on uniqueness, the critical need served and evidence of impact on student achievement. The winning programs will be honored Tuesday, May 9, at a luncheon in Lansing hosted by MASB and SET SEG School Insurance Specialists, the exclusive sponsor of this year's awards.

Project CHOICE (Children's Options for Integration into Community Environments) was developed in 1985 in response to parent requests for alternatives to separate schools or centers for their children. The first Project CHOICE classroom opened in 1986 at Durant Tuuri Mott Elementary in Flint. Project CHOICE is unique in the inherent collaborative approach among local districts, GISD, parents, students and community service agencies to make available the best possible environment for each student.

Today, GISD operates 30 Project CHOICE classrooms in eight local school districts and one community-based site. Three hundred students attend Project CHOICE classrooms which are staffed by GISD personnel and include both the host district students, as well as students from surrounding districts. GISD provides funds to cover the operating expenses for the classrooms. Two new sites are scheduled to open in the Flushing Community Schools in the 2006-2007 school year.

Maintaining the district's practice established in 1991, the board authorized \$500 to support students participating in the Mott Community College Jim Lee Fine Arts Camp. The Summer Fine Arts Camp on the MCC campus is for Genesee County area students in seventh through ninth grades.

## **Teaching, Learning and Service Plan Development Update Received**

Steps are already underway to develop the next five-year Teaching, Learning and Service Plan for Genesee Intermediate School District.

The process began in March with agreement upon a framework that models the Michigan School Improvement Framework recently developed by the Michigan Department of Education. This framework establishes five key strands that are essential for any educational institution to tailor its services and programs for its customers.

The next step was to determine a model for engaging constituents, stakeholders and collaborative partners to offer input and feedback on the evolving plan. It was agreed to host two types of sessions; one set will include educational personnel and a second set will include community partners and stakeholders. Several meetings have been scheduled to accommodate this important feedback loop, and invitations to participate will soon be distributed.

Once the focus groups have been completed at the end of May, all of the information will be synthesized and undergo intense review and refinement.

It is anticipated that a review by GISD's administrative staff members will take place in August, and the plan will ultimately be brought to the GISD Board of Education for approval at the end of August.

## **Board and Superintendent Evaluation Reports Received**

Each spring the board conducts an evaluation of itself and the superintendent. Board members receive the forms in March, they complete the documents in April and, then, the superintendent's office tabulates the results for presentation.

The results of the 2005-06 evaluations were presented at the April 25 meeting. The overall rating of the board was 3.9 (outstanding); the overall rating for the superintendent was 4.0 (outstanding).

The results of superintendent evaluation, completed annually at the superintendents' retreat by local district superintendents, indicated an overall job performance rating of the superintendent was 6.7 (exemplary) on a 7-point scale. The composite rating, averaging all categories, was also 6.7.

The board acted to document the performance status of each evaluation and place them in the permanent files of the district.

## **GISD Deputy Superintendent Hired**

Over the past several months, GISD has worked with Mr. William Kimball, the regional president of the Michigan Leadership Institute, East Central Michigan. Mr. Kimball and members of GISD staff, as well as Superintendent Association representatives, screened and interviewed a field of nearly 30 applicants for the position of deputy superintendent. Over the last several weeks, GISD Superintendent Thomas Svitkovich personally interviewed and tested four finalist candidates. References were rechecked and evaluated along with the results of the final interview process.

Mr. Michael R. Moorman is the successful candidate that was recommended to the Board for approval. Mr. Moorman is currently serving as the director of Career-Technical Education for the Huron Intermediate School District and the principal of the Huron Area Technical Center. He holds the appropriate professional certification as well as an occupational certification, and he will meet the certification requirements for the position of deputy superintendent. In addition to his educational background, he also has held leadership positions in the hotel/restaurant industry. Mr. Moorman is a 1992 graduate of Ferris State University where he earned his Bachelor of Science degree majoring in technical education. In 1994, he earned his Master of Arts degree from Central Michigan University majoring in vocational education/special needs. In 2004, Mr. Moorman completed his Educational Specialist degree from Saginaw Valley State University majoring in central office and the superintendency.

Based on Mr. Moorman's unique qualifications and experience, Superintendent Thomas Svitkovich recommended the Board approve his employment as deputy superintendent effective July 1, 2006, and that he be given a standard two-year administrative contract with standard fringe benefits. His employment is contingent upon the necessary criminal records check and the maintenance of appropriate certification.

At the April 25 meeting, the board approved the hiring of Michael R. Moorman.

## **Wireless Genesee Initiative Support Approved**

The Genesee Intermediate School District Board of Education has been asked to support the Wireless Genesee initiative, which, if approved, will provide no-cost Internet access for all Genesee County residents, businesses and organizations. It is believed that Wireless Genesee is an important tool for eliminating the "digital divide" and creating opportunities for enhancing commerce, economic development and quality of life in communities across Genesee County. Further, it is believed that this system will increase opportunities for the school community. Ralph Coaster, superintendent of Lake Fenton Community Schools, representing

## **Bid for Replacement of GISD Print Room Equipment Approved**

the Superintendents Association, Beverly Knox-Pipes, GISD assistant superintendent for technology, and GISD superintendent Thomas Svitkovich have been asked to serve on the Wireless Genesee Steering Committee.

Superintendent Thomas Svitkovich recommended that the Board authorize the administrative staff to designate GISD facilities for the free use of wireless infrastructure to support this project. This recommendation would entail authorizing the administration to work with Wireless Genesee to identify locations on our buildings where antennas could be installed to support the wireless network. This work will be consistent with existing law and GISD policies. At the April 25, 2006 meeting, the board approved the recommendations.

Beginning October 2004, the Genesee Intermediate School District initiated a study to alter the operation and production of the GISD print room. At that time, existing equipment was approaching the end of its useful life as the cost of service, support and supplies were continuing to escalate as the equipment aged. As a result, the services of Childs Consulting Associates, Inc., were utilized to conduct the study, design a plan, develop and execute an RFP. This process involved input from many GISD staff members and updates to the Board during this time period.

The evaluation of the bids considered the cost of leasing, purchasing or paying only the cost per image plus paper. The RFP required that all costs for copier supplies (toner and staples), with the exception of paper, be included. In addition to evaluation of the bid documents, extensive re-examination of the new distributed copying and network printing at GISD and site visits to other print rooms for equipment demonstrations were included in the analysis process. Of the three responses to the RFP, the response from Xerox was judged to be the lowest in cost and most compliant to the RFP.

After the fiscal analysis and staff assessment of the demonstrated print room equipment, it was determined that the most cost-effective method would be to purchase the equipment and enter into a fixed-cost, five-year maintenance/service agreement based on the anticipated life of the equipment. The Board Building and Grounds Committee met prior to the April 25 board meeting to review the bids and receive discussion on the analysis of the bids. As a result, based on the low bid and compliance with the RFP, a recommendation was made to award the bid to Xerox and purchase the equipment at a cost of \$226,875 with a five-year maintenance/service agreement as described above. The board approved the recommendation.

## **District Architectural Services Approved**

During the past several weeks, district administrators have been working with John Bowers, Facility Management Consultants, LLC, to receive responses to a request for proposal for architectural services for the district. The RFP was a result of discussions with the Board Building and Grounds Committee regarding the implementation of the various projects identified in the district long-range capital improvement plan, the need to have an architectural firm that demonstrates the ability to understand the unique needs of facility design related to the various issues that we face in serving our special education students, and a desire to do a cost comparison of architect fees and services as we have been utilizing CHMP, Inc. as the architect for the district for the past several years. Responses to the RFP were received from eight companies. Each company was asked to complete a 20-point questionnaire and provide information related to their services.

Tom Princinsky, deputy superintendent, and John Bowers reviewed the proposals; and the following companies were interviewed: CHMP, Inc.; Kingscott Associates, Inc.; Gazall, Lewis and Associates, Inc.; French Associates; and THA Architects/Engineers.

Following the interviews, the architects were ranked; and THA Architects/Engineers were selected as the finalist to meet with the superintendent and Tom Princinsky to discuss their services and responses to the questionnaire. THA Architects/Engineers demonstrated that they can be competitive as it relates to fees and will provide the district with the flexibility and the option of doing work on a flat-fee basis for a project or on a cost-per-hour basis. THA also demonstrated that they can work with a construction manager, and they will work with representatives from Clark Trombley Randers, the district's engineering consultants.

The Board Building and Grounds Committee met prior to the April 25 board meeting to review the process and the recommendation to utilize the architectural services of THA Architects/Engineers. Following the review and recommendation of the committee, the board authorized the superintendent to enter into a contractual agreement with THA Architects/Engineers to provide architectural services for the district and assist district administrators in the implementation of the long-range capital improvement plan.

## **Donations Accepted**

Generous donations to the Elmer A. Knopf Learning Center, Marion D. Crouse Instructional Center and Early Childhood Programs and Services were received by the board. The donations were given by parents and staff.

## **Contract Extensions Approved**

Each year at the regular meeting in April, the board of education considers the one-year extension of administrative contracts, as recommended by the superintendent. Consideration for contract extensions is a result of budget review, input from evaluations and recommendations from supervising administrators, and input from constituent district superintendents if the position is funded through a local school district consortium. At the April 25, 2006 meeting, board members reviewed the recommendations of the superintendent and approved one-year contract extensions for 25 administrative staff within the district.

The Board Personnel Committee met prior to the April 25 board meeting to review administrator and supervisor salaries and the options for health insurance. As a result, the Board Personnel Committee recommended the Board approve the one-year contract extensions including a change in health insurance from MESSA to a Flexible Blue Plan 2 (PPO) with higher deductibles, increase pay for administrators and supervisors to 2.25% for the 2006-2007 school year, as well as increase the cash option and longevity. The administrative contract changes were also approved by the board at the April 25, 2006 meeting.

## **Memorandum of Understanding Approved—Tuition Reimbursement**

On February 20, 2000, the board of education entered into an agreement with the Genesee Intermediate Education Association to pilot a tuition reimbursement program to provide a financial incentive for teacher candidates or current GIEA members to return to graduate school and complete the requirements for an endorsement in the area of autism spectrum disorders. The three-year pilot was a success, and the Board and the GIEA extended the agreement through the contract ending date of August 31, 2006, with the provision to include endorsement in cognitive impairments. Employees are eligible for a maximum of \$7,000 for up to 24 graduate hours provided they are enrolled in an approved program leading to endorsement in autism spectrum disorders and/or cognitive impairments. The program has been a valuable tool for recruiting candidates for vacant positions.

On October 11, 2005, the board of education extended the current master agreement between the board and the GIEA for three years to end on August 31, 2009. Because of the continuing shortage of qualified special education teachers and the success of the tuition reimbursement program in recruiting teachers and staffing the classrooms, it was recommended that the board extend the tuition reimbursement program and approve the memorandum of understanding to coincide with the extension of the master agreement through August 31, 2009. The board approved the recommendation.

## **Resignations Accepted**

Resignations for the purpose of retirement were accepted from: Kathleen A. O'Neill, Teacher of Students with Cognitive Impairment, Elmer A. Knopf Learning Center; J Ann Marr, Teacher of Students with Autism Spectrum Disorder, Elmer A. Knopf Learning Center; Hellen A. Patterson, Transportation Aide, Specialized Transportation Services; Elizabeth A. Bethune, Paraprofessional, MCIC Transition Program, St. Agnes; Mary D. Bright, Paraprofessional, Marion D. Crouse Instructional Center; and Diana L. Drake, Teacher of the Speech and Language Impaired, Early Childhood Programs and Services.

## **Leaves of Absence Approved**

Leaves of absence were considered and approved for: Lori K. Banaszak, Instructional Technologist, Technology and Media Services; Carisa D. Stone, Transportation Aide, Specialized Transportation Services; Jacqueline B. Morgan, Paraprofessional, Early Childhood Programs and Services; and Gwinda B. Jefferson, Paraprofessional Early Childhood Programs and Services.

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 — April 25, 2006.



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