

# Grand Ledge Public Schools Board of Education



**JANUARY 8, 2024**

**WORK SESSION**

**SAWDON ADMINISTRATION BUILDING  
BOARD ROOM**

**IMMEDIATELY FOLLOWING ORGANIZATIONAL MEETING**

# ***Grand Ledge Public Schools***

## **Work Session of the Board of Education**

Please take notice that the Board of Education will hold a Work Session Meeting on:

**Date:** Monday, January 8, 2024

**Place:** Sawdon Administration Building  
Board Room  
220 Lamson Street  
Grand Ledge, MI 48837

***Once the meeting begins, it will be Live Streamed at: [youtube.com/@GLPS21](https://www.youtube.com/@GLPS21) (click on Live)***

**Time:** Immediately following Organizational Meeting

**Purpose:** General Business

**Phone:** (517) 925-5400

Board minutes are located at the Board of Education office, 220 Lamson Street, Grand Ledge, MI 48837



William A. Barnes, Ed.D., Superintendent of Schools

cc: Buildings  
Board Members  
Lansing State Journal  
Melissa Mazzola, President, GLEA  
Ashleigh Lore, Vice-President, GLEA  
Cindy Zerbe, President, MEA/NEA Unit I, Secretarial /Clerical  
Denise Truman, President, MEA/NEA Unit III, Food Service  
Allyson McCann, President, MEA/NEA Unit IV, TA/HC/Bus Assistants & Adv. Club  
Danis Peck, President, IUOE Local 547, A, B, C, E & H AFL-CIO, Bus Drivers  
Kelly LeSatz, President, IUOE Local 324, Custodians

*Date of Posting: January 3, 2024*

**NOTE:** *Individuals may address the Board for up to three (3) minutes in the Public Comment segment of the meeting. Any person with a disability needing accommodations to attend a Board of Education meeting should contact Kim Manning at 925-5401 at least three (3) days prior to the date of the meeting he/she plans to attend*

**Grand Ledge Public Schools  
Board of Education  
MEETING AGENDA  
Monday, January 8, 2024  
Immediately Following Organizational Meeting**

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- I. Call to Order & Pledge of Allegiance ..... President
- II. Roll Call.....Dr. Bill Barnes, Superintendent
- III. School Board Recognition
- IV. Public Comment
- V. Discussion & Presentation Items
  - A. Strange School District
  - B. Communications Presentation
- VI. Action Items
  - A. 1<sup>st</sup> Reading of NEOLA Board Policies
    - a. 2266, 3310, 4140, 4310, 5330, 5720, 8330, 8450.05, 9130, 9800
    - b. November 2023 NEOLA Special Update – PERA
      - 1. Revised: 0122, 1420, 3131, 3142, 3220
      - 2. Reissued: 3120, 3139
      - 3. Review: 3130, 3132, 3140
  - B. Approval of Meeting Minutes
    - a. December 11, 2023 Regular Meeting & Closed Session Minutes
  - C. Approval of Student Inclusion, Mental Health & Wellness Supervisor Hiring
  - D. Approval of Teacher Hiring
    - a. Charlotte Jansky – Band Director 5<sup>th</sup> – 12<sup>th</sup> Grade – Hayes, Beagle & GLHS
  - E. Approval of Bus Purchase
  - F. Approval of the Payment of Proposal 1, Series 2 Bond Invoices
    - a. Clark Construction – December 2023
    - b. GMB Architects & Engineers – December 2023
    - c. Haworth, Inc.
    - d. Trades – December 2023
 

|                                   |                                |                              |
|-----------------------------------|--------------------------------|------------------------------|
| → Division 7 Building Contractors | → Hunter Prell                 | → Schiffer Mason Contractors |
| → Driesenga & Associates          | → Lansing Glass                | → Stafford Smith             |
| → Ewing Electric, Inc.            | → Professional Thermal Systems | → TL Contracting             |
| → Grand River Interiors & Plaster | → Proline Concrete             | → Vander Hyde Mechanical     |
  - G. Approval of the Payment of Proposal 2, Series 1 Bond Invoices
    - a. Rogers Athletic Company
  - H. Approval of the Payment of Proposal 2, Series 2 Bond Invoices
    - a. GMB Architects & Engineers – December 2023
- VII. Comments from Staff and Board
- VIII. Future Topics
  - Based on Approval of 2024 Board Meeting Schedule
- IX. Closed Session – Negotiations
- X. Reconvene in Open Session
- XI. Adjournment

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**NOTE:** Individuals may address the Board for up to three (3) minutes in the Public Comment segments of the meeting. If any person with a disability needs accommodations at the Board of Education meeting, please contact Kim Manning at 925-5401 at least three (3) days prior to the date of the meeting he/she plans to attend.



***After calling the Work Session Meeting to order, the Newly-Elected Board President may Waive the Pledge of Allegiance and Roll Call if they so choose.***

**CALL TO ORDER &  
PLEDGE OF ALLEGIANCE**

President

"I pledge allegiance  
to the Flag  
of the United States of America,  
and to the republic  
for which it stands,  
one Nation under God,  
indivisible,  
with liberty and justice for all."



## ROLL CALL

Superintendent William Barnes



## SCHOOL BOARD RECOGNITION

January is School Board Recognition Month in Michigan. We will take a moment to recognize the dedication and commitment of our Board of Education members.



## PUBLIC COMMENT

Persons may address the board for up to three (3) minutes in the Public Comment segment of the meeting by providing your name and jurisdiction (City, Township / County) on one of the Public Comment forms provided at the sign in table and turning it in to the Superintendent's Assistant.

The meeting chair will use the Public Comment forms submitted to invite persons to come forward to make their public comment at the appropriate time.

Board Meetings are constructed to conduct necessary business of the board, while allowing time for the public to express concerns and opinions.

Out of respect for board members, students and staff, you will be interrupted if you:

- Personally attack a board member or district employee on issues unrelated to their job performance.
- Mention a student's name when discussing behavior or other incidents.
- Engage in discussion with other members of the audience.

You will be reminded when you are approaching the end of your three-minute limit so you can conclude with your strongest points.

The board will not respond to questions or comments during public comment but the Superintendent will do his best to answer questions at the end of the meeting. If immediate answers are not available, arrangements will be made to provide you with the information requested.



## DISCUSSION & PRESENTATION ITEM A

### A. Strange School District



## DISCUSSION & PRESENTATION ITEM B

### B. Communications Presentation





## ACTION ITEM A

### A. 1st Reading of NEOLA Board Policies

This will “clean up” the policies that presented questions for the members during the first review and provide you with updated policies the district received from NEOLA in response to new PERA legislation.

**PROPOSED MOTION:** I move the Grand Ledge Public Schools Board of Education WAIVE the first reading of the NEOLA Board Policies.





## **ACTION ITEM B**

### **B. Approval of Meeting Minutes**

- a. December 11, 2023 Regular Meeting & Closed Session\* Minutes

**PROPOSED MOTION:** I move the Grand Ledge Public Schools Board of Education approve the Meeting Minutes, as presented.

*\*Closed Session Minutes will be at your board places for review and collected at the end of the meeting.*

GRAND LEDGE PUBLIC SCHOOLS  
**Board of Education**

Regular Meeting – December 11, 2023

**MINUTES**

Secretary Shannon called the meeting to order at 6:00 p.m. She led those present in the Pledge of Allegiance.

**ROLL CALL**

Roll Call by Superintendent Bill Barnes indicated the presence of **Board Members:** Nicole Shannon, Jon Shiflett, Denise DuFort, Ben Cwayna and Ashley Kuykendoll. **Board Members Absent:** Jarrod Smith and Toni Glasscoe **Central Office Administrators:** Bill Barnes, Steve Gabriel, Julie Waterbury, Wendy Seida, Kelly Jones, Mark Deschaine and John Ellsworth. **Others in Attendance:** Brenton Bell, Ashleigh Lore, Kimberly Wheat, Ashleigh Shepard, Teresa Dyer, Destanie Johnson, Jenna Riekse, Melissa Mazzola, Meg McCardell, Erika Sheets, Holden Salmon, Amanda Salmon, Cali Rushton, Luke Rushton, Brock Rushton, Ann Paquette-Lukens, Jaslyn Mann, Tim Totten, Sally Jo Nelton, John Piper and Kim Manning

**APPROVAL OF AGENDA ITEMS**

**Motion by Mr. Shiflett, seconded by Ms. Kuykendoll for the Grand Ledge Public Schools Board of Education to approve the December 11, 2023 Agenda Items, as presented. The motion carried unanimously.**

**APPROVAL OF CONSENT AGENDA ITEMS**

**Motion by Ms. Kuykendoll, seconded by Mr. Shiflett for the Grand Ledge Public Schools Board of Education to approve the December 11, 2023 Consent Agenda Items, as presented.**

Included on the Consent Agenda were the November 27, 2023 Meeting Minutes and Closed Session Minutes, the hiring of Chris Chester as the School Safety Supervisor and the Teacher Leave of Absence for Kayla Koonter.

Dr. Barnes reviewed the interview process for the hiring of the district's School Safety Supervisor. He noted it was an outstanding process with multiple good candidates. He shared that Chris Chester, who current serves as our Liaison Officer at Grand Ledge High School rose to the top noting his knowledge, approach and understanding of school safety. He noted Officer Chester is currently a member of the Grand Ledge Police Department and is a nationally certified trainer in multiple areas of school safety. He explained this position will be governed by the Central Officer Supervisor Handbook and school safety grant dollars are being used to fund the position. In closing he remarked he is excited to have him on board and Chris will begin in this new position in January.

**The motion carried unanimously.**

**REPORTS**

**A. Capitol Connections Report**

In Dr. Glasscoe's absence, Mr. Shiflett shared the legislature recessed early this year to spend extended time in their districts. He noted this is a great opportunity for you to talk with legislators and remind them of the importance of public education.

**B. Eaton RESA Report**

Mrs. DuFort noted there was no report as the Board meets next week.

**C. Grand Ledge Education Foundation Report**

Ms. Shannon noted the Foundation Board continues to meet to begin planning their 5K Chase fundraiser and thanked Dr. Gabriel for taking over the lead on this event. She noted there are lots of exciting things happening with the GLEF.

**D. Equity, Diversity & Inclusion Report**

Ms. Kuykendoll noted the committee did not meet.

**E. Governance Committee Report**

Ms. Shannon shared the committee did meet and went through the 9000's NEOLA board policies which will be reviewed late in the meeting.

**F. Bond Update**

Bond Supervisor John Piper provided the board with an update on construction of the new Wacousta Elementary School noting everything is on schedule, bids for construction at Neff Early Childhood Center for the board's consideration tonight, reviewed the bid process for the high school noting some issues with the bids for HVAC and electrical noting these items will go back out for bid on December 19<sup>th</sup> with post bid interviews the second week of January.

**G. Superintendent's Report**

Superintendent Barnes thanking Mr. Piper for all he does in overseeing the construction projects and keeping Wacousta on track. He then introduced Delta Center Principal Teresa Dyer who, along with staff and students will highlight their school.

**a. Delta Center Elementary Presentation**

Delta Center Principal Teresa Dyer shared the new and improved DC following bond construction, shared the Delta Center MICIP Goals, explained the instructional focus, small group instruction, and TLT Observations. She shared an overview of the NWEA Reading score increase, continuing education for teachers, and growth from that continuing education.

Delta Center teacher Kim Wheat shared successes in kindergarten, teacher Cali Rushton shared 1<sup>st</sup> grade success with 1<sup>st</sup> grade student Brock sharing an example of a secret story about QU and sang the math doubles song. Teacher Kim Wheat shared 2<sup>nd</sup> grade successes, students Holden and Luke shared 3<sup>rd</sup> grade successes highlighting the Twelve Days of Giving and how it ties into math standards and learning about holidays around the world. Students Remi, Sophia, Makenna and Jaslyn shared 4<sup>th</sup> grade successes in math, reading, science and social studies.

**H. Ongoing Discussions**

Superintendent Barnes noted no new updates since the last meeting but noted he did share a draft of the long-term suspension and expulsion process with board members. He encouraged them to share their feedback so we can get this information posted on the website in January.

### PUBLIC COMMENT

Ms. Shannon read the rules for addressing the board.

Tim Totten expressed he is heartened to hear about Orton Gillingham training, questioned where the district is at with the hiring of the Student Inclusion and Mental Health Supervisor, shared his experience at a recent Potterville Public School Board Meeting, expressed his appreciation for the board's previous discussion on opening up committee meetings, and questioned if the sex education advisory board is appointed every year.

Brenton Bell expressed his disappointment in the book Looking for Alaska by John Green being in the high school library and the student led rally that will take place on Thursday.

### OLD BUSINESS

#### **A. BOARD COMMITTEES DISCUSSION**

Superintendent Barnes noted he did confer with district legal counsel as instructed by the board noting it is permissible to open the committee meetings to the public but not follow the Open Meetings Act as there is not a quorum of the board serving on committees and the committees are advisory only with no decisions being made by the committee, there is no requirement for posting or public comment during the committee meetings.

A detailed discussion among the members had Mrs. DuFort broadening the discussion to change the board meeting schedule to one meeting per month versus two with concerns expressed about how long the meetings would be if there was only one per month, noting models from other districts who have opened their committees to the public varies by district, noting committees are for board members to collaborate with the superintendent and are set at times that work for the board members and changes in the meeting, i.e., in person moving to Zoom, can happen at the last minute, opening them for transparency sake but if it impinges on the committee's ability to get work done they are shut down, and piloting opening the meetings to see how things go. Questions were raised if the board does not open their committee meetings to the public, is there an option to open only a specific meeting, on a specific date to the public or is it all or nothing? It was reiterated that board committees have no decision making authority and all decisions are made at the board table.

Superintendent Barnes noted he will work with President Smith on the Agenda for the Organizational Meeting and ensuring this matter is brought to a vote before any committee assignments are made.

### NEW BUSINESS

#### **A. PRESENTATION & APPROVAL OF THE 2023-2024 BUDGET AMENDMENT RESOLUTION**

**Motion by Mrs. DuFort seconded by Mr. Cwayna for the Grand Ledge Public Schools Board of Education to approve the 2023-2024 Budget Amendment Resolution, as presented.**

Chief Financial Officer Julie Waterbury provided the board with a detailed overview of the 2023-2024 Budget Amendment reviewing the June Budget, sharing projected increased revenue and projected increased expenditures, setting aside money for cyclical replacement of technology and building maintenance similarly to what is currently in place for busses. In closing she shared the projected fund balance of 12.1%.

Mrs. DuFort asked and received clarification for codes 230 & 240 noting 230 is general administration which includes the board and superintendent and 240 which is school administration being principals and school buildings and codes 280 & 290 noting 280 is central support including those services covered under central office including non-instructional technology and 240 is other support including athletics.

Superintendent Barnes explained the board will receive another budget update in March noting the budget process to start preparing for next year will begin right after break to ensure our next steps, what we need to do and what we need to do better.

**ROLL CALL VOTE:**

|                       |                   |                    |                   |
|-----------------------|-------------------|--------------------|-------------------|
| <b>Ms. Kuykendoll</b> | <u><b>YES</b></u> | <b>Mrs. DuFort</b> | <u><b>YES</b></u> |
| <b>Ms. Shannon</b>    | <u><b>YES</b></u> | <b>Mr. Cwayna</b>  | <u><b>YES</b></u> |
| <b>Mr. Shiflett</b>   | <u><b>YES</b></u> |                    |                   |

**The motion carried unanimously.**

**B. 1<sup>ST</sup> READING OF NEOLA BOARD POLICIES – 9000 RELATIONS**

**Motion by Mr. Shiflett seconded by Ms. Kuykendoll for the Grand Ledge Public Schools Board of Education to waive the 1<sup>st</sup> Reading of NEOLA Board Policies, 9000 Relations. The motion carried unanimously.**

Ms. Shannon led the board in a review of NEOLA Board Policies 9000.

**C. APPROVAL OF DISTRICT PROFESSIONAL DEVELOPMENT ADVISORY COMMITTEE**

**Motion by Mrs. DuFort seconded by Mr. Shiflett for the Grand Ledge Public Schools Board of Education to approve the appointment of the District School Improvement Team (DSIT) and the Caregiver School Improvement Team (CSIT) as the District Professional Development Advisory Committee.**

Superintendent Barnes noted this is because we use PD time as instructional time and these committees are doing the same work so we are asking the board to appoint them to meet the letter of the law.

**The motion carried unanimously.**

**D. APPROVAL OF SPARROW EATON HEALTH CENTER FORMS & POLICIES**

**Motion by Mr. Shiflett seconded by Mrs. DuFort for the Grand Ledge Public Schools Board of Education to approve the draft versions of the Sparrow Eaton Consent Form, Consent Policy and Disclosure of Protected Health Information to Report Child Abuse or other Abuse, Neglect or Domestic Violence Policy, and direct Superintendent Bill Barnes to follow up with Sparrow Eaton on the questions and clarifications provided by the Community Advisory Committee.**

Superintendent Barnes shared the forms were reviewed by the Community Advisory Committee who had comments and feedback but to ensure we continue to meet the timeline for the health center, we need to have the board's approval of these draft forms prior to December 31. He noted he will be bring final version prior to the opening.

**The motion carried unanimously.**

**E. APPROVAL OF 2024 SUMMER TAX RESOLUTION**

**Motion by Mr. Shiflett seconded by Mrs. DuFort for the Grand Ledge Public Schools Board of Education to approve the 2024 Summer Tax Resolution, as presented.**

Mr. Shiflett noted this is an annual resolution.

**ROLL CALL VOTE:**

|                     |                   |                       |                   |
|---------------------|-------------------|-----------------------|-------------------|
| <b>Ms. Shannon</b>  | <b><u>YES</u></b> | <b>Mr. Cwayna</b>     | <b><u>YES</u></b> |
| <b>Mr. Shiflett</b> | <b><u>YES</u></b> | <b>Ms. Kuykendoll</b> | <b><u>YES</u></b> |
| <b>Mrs. DuFort</b>  | <b><u>YES</u></b> |                       |                   |

**The motion carried unanimously.**

**F. APPROVAL OF UPDATED STRATEGIC PLAN GOALS**

**Motion by Ms. Kuykendoll seconded by Mr. Cwayna for the Grand Ledge Public Schools Board of Education to approve the Updated Strategic Plan Goals, as presented.**

Superintendent Barnes noted these updated goals are rooted in data and while they are ambitious, they are used to drive the work of the district. He noted having this process of continually analyzing and updating our goals keeps them at the forefront and keeps us accountable to our Strategic Plan.

**The motion carried unanimously.**

**G. APPROVAL OF BID AWARDS – BOND – NEFF EARLY CHILDHOOD CENTER**

**Motion by Mr. Shiflett seconded by Ms. Kuykendoll for the Grand Ledge Public Schools Board of Education to approve Bond Bid Awards to Functional Consulting Services in the amount of \$9,180 for Commissioning, Blue Star in the amount of \$54,950 for Selective Demolition, Dobie Construction in the amount of \$67,200 for Rough Carpentry and General Trades, Division 7 Building Contractors, Inc. in the amount of \$86,140 for Roofing, VanderHyde Mechanical in the amount of \$49,750 for Plumbing, Myers Plumbing & Heating in the amount of \$718,000 for HVAC and Hydronic Piping and Buist Electric in the amount of \$63,700 for Trade Base Bids totaling \$1,048,920 with a construction contingency of \$73,424 and general conditions in the amount of \$20,978 for a Total Bid Award of \$1,143,322 for renovations at Neff Early Childhood Center, as presented.**

Mrs. DuFort noted the majority of this cost is for HVAC updates.

**The motion carried unanimously.**

**H. APPROVAL OF BID AWARDS – BOND – NEFF EARLY CHILDHOOD CENTER**

**Motion by Mr. Shiflett seconded by Mr. Cwayna for the Grand Ledge Public Schools Board of Education to approve Sinking Fund Bid Awards to Functional Consulting Services in the amount of \$3,800 for Commissioning, Blue Star in the amount of \$20,000 for Selective Demolition, Division 7 Building Contractors, Inc. in the amount of \$218,663 for Roofing, Eagle Enterprise of Michigan, Inc. in the amount of \$69,040 for Metal Wall Panels, and Myers Plumbing & Heating in the amount of \$60,250, for Sinking Fund Trade Alternate Bid contracts totaling \$371,753 with a construction contingency in the amount of \$26,023 and general conditions of \$7,435 for a Total Bid Award of \$405,211 for renovations at the Neff Early Childhood Center, as presented. The motion carried unanimously.**

**I. APPROVAL OF THE PAYMENT OF CAPITAL FUNDS INVOICES**

**Motion by Mr. Cwayna seconded by Mr. Shiflett for the Grand Ledge Public Schools Board of Education to approve the payment of Capital Funds Invoices in the amount of \$31.97, as presented. The motion carried unanimously.**

**J. APPROVAL OF THE PAYMENT OF PROPOSAL 1, SERIES 2 BOND INVOICES**

**Motion by Mr. Cwayna seconded by Ms. Kuykendoll for the Grand Ledge Public Schools Board of Education to approve the payment of Proposal 1, Series 2 Bond Invoices in the amount of \$2,427,193.07, as presented.**

Mrs. DuFort noted this is for Wacousta.

**The motion carried unanimously.**

**K. APPROVAL OF THE PAYMENT OF PROPOSAL 2, SERIES 2 BOND INVOICES**

**Motion by Mrs. DuFort seconded by Mr. Shiflett for the Grand Ledge Public Schools Board of Education to approve the payment of Proposal 2, Series 2 Bond Invoices in the amount of \$13,576.89, as presented.**

Mrs. DuFort noted this is work at the Fine Arts.

**The motion carried unanimously.**

**COMMENTS FROM STAFF AND BOARD**

Superintendent Barnes noted there is another Governance Committee meeting for next week on Wednesday at 5:30 to finish up the NEOLA Policy Review. In answering questions raised in public comment he shared that we are currently in the process of interviewing for our Student Inclusion and Mental Health Supervisor noted we have many outstanding candidates and we are following the same process used for our School Safety Supervisor with hopes of finalizing the process before the holidays, the Sex Education Advisory Board in not brought annually but is brought back to the board with any changes to the membership, the Library Collection Guide is available online on the Academic Services webpage and outlines how books are chosen for our libraries which is a board approved document, we have a responsibility to ensure that we are living up to the ideals in our Strategic Plan to create an inclusive environment. There was a concern raised about conversations happening at the high school and again we need to ensure students can elevate their voices in a safe and productive manner. He remarked he trusts Dr. Wright's leadership and how that happens at the high school. In closing he remarked about the great job Delta Center staff and students did and thanking Mrs. Waterbury for pulling together the budget amendment.

Ms. Kuykendoll thanked Delta Center and Mrs. Waterbury.

Mr. Cwayna noted he had a conversation with a community member and she asked me to pass along that she would like to see us provide more information about our school events and happening to senior citizens communities noting a lot of them like to come to the plays, musical and athletic events.

Mrs. DuFort expressed her excitement in the hiring of Chris Chester noting he has done an amazing job for Grand Ledge Schools coupled with his background and certifications she is excited to have him on staff in this new role. She shared she went out and toured Delta Center and being a former

staff person, to see the extra corridor is huge in the ability to get kids moving through the halls without the over-crowding. She remarked on the music and art room. She further shared she was able to attend the Education Foundation's Night of Stars where teacher grant recipients share their awards and how they are using them noting there were so many teachers there who are so excited to receive these funds. In closing she wished the staff, students and their families Happy Holidays.

Mr. Shiflett noted he will commit to being better at powering on his microphone in 2024. He further committed to running in the Foundation's 5K fundraiser.

Dr. Barnes also committed to running in the 5K.

Ms. Shannon thanked Mrs. DuFort for bringing up the Night of Stars expressing her apologies for the oversight on her part. She shared International Night will be held on April 13, 2024 at Beagle.

**CLOSED SESSION**

**Motion by Mr. Cwayna, seconded by Mrs. DuFort for the Grand Ledge Public Schools Board of Education to move into Closed Session for the purpose of discussing Negotiations Strategies, as Per Section 8(1)(c) of the Open Meetings Act, PA 267 of 1976.**

**ROLL CALL VOTE:**

|              |            |                |            |
|--------------|------------|----------------|------------|
| Mr. Shiflett | <u>YES</u> | Ms. Kuykendoll | <u>YES</u> |
| Mrs. DuFort  | <u>YES</u> | Ms. Shannon    | <u>YES</u> |
| Mr. Cwayna   | <u>YES</u> |                |            |

**The motion carried unanimously at 8:24 p.m.**

**RECONVENE IN OPEN SESSION**

The meeting reconvened in Open Session at 9:22 p.m.

**ADJOURNMENT**

The meeting adjourned at 9:22 p.m.

Respectfully Submitted:

Attest:

\_\_\_\_\_  
Nicole Shannon, Secretary

\_\_\_\_\_  
Jarrod Smith, President



## ACTION ITEM C

### C. Approval of Student Inclusion, Mental Health & Wellness Supervisor Hiring

**PROPOSED MOTION:** I move the Grand Ledge Public Schools Board of Education approve the hiring of Juan Castillo as the district's Student Inclusion, Mental Health & Wellness Supervisor, as presented.



Dr. Steve Gabriel / Assistant Superintendent /Academic Services

**TO:** Grand Ledge Public Schools Board of Education  
**FROM:** Dr. Steve Gabriel, Assistant Superintendent / Academic Services  
**DATE:** January 4, 2024  
**RE:** Recommendation to Hire Student Inclusion, Mental Health & Wellness Supervisor

**Recommendation:**

After an extensive interview process, I am pleased to recommend the Board of Education approve the hiring of Juan Castillo as the District's new Student Inclusion, Mental Health & Wellness Supervisor.

**Background:**

During our extensive interview process, which included four separate interviews, Mr. Castillo rose to the top as the interview committee's candidate of choice. As you will see from his resume, Juan brings over 15 years of experience in medical and behavioral health, most recently working with Child and Family Charities in their Teen Accountabilities Program. I am confident Juan will bring great perspective and direction to this new position.

# Juan Castillo, MSW

## Contact

## Dear Reader

I am writing to apply for the Student Inclusion, Mental Health, and Wellness Supervisor position. I have enclosed my resume for your consideration. Below are highlights of my qualifications.

- Over 15 years of experience in working within medical and behavioral health providers.
- Bilingual in Spanish.
- Practicum for master's degree in social work entailed conducting a community needs assessment to improve dementia care for members of a minoritized ethnic group.

I am a passionate learner who seeks opportunities for professional growth in the areas of social services for vulnerable populations.

Thank you for taking the time to review my resume. I look forward to talking with you.

Sincerely,

Juan Castillo

## JUAN CASTILLO, MSW

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MSW graduate with a career focus in macro-level social services planning, implementation, management, and evaluation. Internship completed in a non-profit agency to conduct a community needs assessment among the underserved Hispanic elderly population for a new system of dementia care. Over 10 years-experience working in a medical policy environment.

### EXPERIENCE

#### **FEBRUARY 2023 – PRESENT**

##### **PREVENTION SERVICES PROGRAM COORDINATOR, CHILD AND FAMILY CHARITIES**

Teen Accountability Program (formerly Teen Court) support, curriculum planning and coordination of prevention programs for Ingham County youth and their parent(s)/guardian. Ensure implementation of program policies and practices that adhere to evidence-based curriculum. Mixed methods prevention program evaluation using surveys for community stakeholders and program participants. Help build and maintain community stakeholder relationships. Supervision of prevention service case managers.

#### **JUNE 2021 – DECEMBER 2022**

##### **TARGETED CASE MANAGER, OUTREACH COMMUNITY HEALTH CENTERS**

Provided case management services for low-income adult clients of a federally qualified health center in Milwaukee. Connect clients to housing resources and behavioral health services. Oversee coordination of care for the clients and ensure proper documentation in place for reimbursement from Milwaukee County contract for rendered services. Conduct outreach services, home visits and office visits.

#### **MARCH 2016 – JUNE 2021**

##### **MEDICAL BILLING SPECIALIST, OUTREACH COMMUNITY HEALTH CENTERS**

Responsible for the follow-up on denied medical claims by private, state, and federal health insurance companies for a federally qualified health center. For patients who were uninsured or unable to pay their medical bills, assessed whether they qualified for financial assistance. Translated for Spanish-speaking patients.

#### **MAY 2014 – MARCH 2016**

##### **CLAIMS SERVICE REPRESENTATIVE, AURORA MEDICAL CENTER**

Submitted behavioral health claims to both private and public health insurance companies. Ensured the medical bills were sent electronically error free and in a timely manner.

#### **JULY 2012 – MARCH 2014**

##### **REVENUE MANAGEMENT SPECIALIST II, DARTMOUTH-HITCHCOCK MEDICAL CENTER**

Successfully processed Medicare and private insurance recipient medical bills to ensure accurate provider reimbursement. Audited patient accounts for refunds to be issued to either

the payer or patient. Translated for Spanish-speaking patients.

**JUNE 2011-MAY 2012**

**PSYCHIATRIC CODER, UNIVERSITY OF IOWA HOSPITALS AND CLINICS**

Coded both procedures and diagnoses via electronic medical records to submit the charges to medical insurance companies for reimbursement. Communicated with physicians to ensure the proper documentation procedures were followed to improve systemization in the billing process.

**EDUCATION**

**AUGUST 2022**

**MASTER'S DEGREE-SOCIAL WORK, UNIVERSITY OF WISCONSIN-MILWAUKEE**

3.6 GPA. Graduate internship with the United Community Center of Milwaukee.

Relevant coursework: Advanced Practice and Leadership in Organizations and Communities, Evaluation of Social Work Practice and Programs

**AUGUST 2021**

**BACHELOR'S DEGREE-SOCIAL WORK, UNIVERSITY OF WISCONSIN-MILWAUKEE**

3.7 GPA. Undergraduate internship with Sixteenth Street Community Health Centers of Milwaukee. Dean's Honors List Spring-Fall 2020. Cum Laude.

Relevant Coursework: Methods of Social Welfare Research, Perspectives on Latino Communities

**LICENSURE**

Limited License Master's Social Work (LLMSW)

**SKILLS**

- Interagency communication
- Presentation preparation
- Teamwork
- Strategic planning
- Bilingual (Spanish)
- Data analysis in Microsoft Excel
- Literature reviews
- Time management

**ACTIVITIES**

**JANUARY 2022-MAY 2022**

**MENTOR, UW-MILWAUKEE ALUMNI ASSOCIATION**

I was an alumni mentor to a senior undergraduate student. The student and I meet virtually for one hour every month to discuss academic progress and to assist with constructing a resume.

**SEPTEMBER 2021-AUGUST 2022**

**GRADUATE INTERN, UNITED COMMUNITY CENTER**

I conducted a community needs assessment involving local non-profit agencies who work with undocumented Latino(a) older adults who are ineligible for government services for dementia care and explored the feasibility of a new system of support for this vulnerable population. Participated in an advisory board to strategize community outreach initiatives for the target population. Results were successfully used to apply for funding to help finance dementia care for this group.

**OCTOBER 2020-JANUARY 2021**

**STUDENT VOLUNTEER, CATHOLIC CHARITIES OF MILWAUKEE**

I was an English language tutor for a student seeking to become a United States citizen. I met with the student virtually once a week for one-hour sessions to practice grammar, reading comprehension, writing skills, and to learn about U.S. history.

**SEPTEMBER 2019-DECEMBER 2019**

**STUDENT VOLUNTEER, LA CAUSA CRISIS NURSERY AND RESPITE CENTER**

I served as a volunteer with children who had to be away from their homes and family during times of hardship, involving play activities and meal preparation.



## ACTION ITEM D

### D. Approval of Teacher Hiring

- a. Charlotte Jansky - Band Director 5th - 12th Grade - Hayes, Beagle & GLHS

**PROPOSED MOTION:** I move the Grand Ledge Public Schools Board of Education approve the hiring of Charlotte Jansky, as presented.

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**INTEROFFICE MEMORANDUM**

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**TO:** Dr. William A. Barnes, Superintendent of Schools  
**FROM:** Kelly J. Jones, Director of Human Resources  
**SUBJECT:** Teacher Recommendation  
**DATE:** January 4, 2024

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I recommend the hiring of the following candidates for employment during the 2023-2024 school year. Each candidate has the qualifications and certifications necessary for the recommended position.

Charlotte Jansky

Band Director 5<sup>th</sup>-12<sup>th</sup> grade

Hayes/Beagle/High School

KJJnmt



Charlotte Jansky

Friday, December 15, 2023

Dear Kelly J. Jones and Nicole M. Thoma,

I'm excited to be applying for the Band Director position in the Grand Ledge Public Schools, as this district has become a familiar community to me, and I would be honored to be able to fill a need in helping the band directors of the district with their larger classes.

As of this week, I am finishing my student teaching through Michigan State University, where I am receiving my Bachelor of Music degree in Saxophone Performance and Music Education. I fulfilled my student teaching placement in the Grand Ledge district working with John Szczerowski and Tavia Zerman, and it is through them that I heard about this new position. Through my involvement with the Grand Ledge Bands over the past five months, I have accumulated many unique experiences that speak to how well-suited I am for this position. Below are just a few highlights that encapsulate those experiences:

- Taught full class periods of marching band rehearsals with the GLMB, as well as small group sectionals and one-on-one lessons with struggling students
- Aided in administrative work for the marching band - grading, copying, ordering buses for travel, leadership training, and communicating with student leaders throughout the season
- Led GLHS Symphony and Concert Band rehearsals daily through foundational skill building as well as repertoire preparation for the Winter Band Concert
- Developed a strong rapport with students, parents, and the other music teachers in the Grand Ledge Public Schools

As a music educator, I am passionate about creating relationships with students, facilitating a welcoming learning environment, and supporting individual musicianship. I am greatly interested in this position, as I feel that I have grown a lot in my work with the Grand Ledge band students, and I would love to continue working with them this spring. I look forward to hearing from you soon regarding this position.

Sincerely,  
Charlotte Jansky

# Charlotte Jansky



## ✿ EDUCATION ✿

**Michigan State University, East Lansing, MI** **December 2023**  
Bachelor of Music, Saxophone Performance and Music Education  
Michigan Teaching Certification: Music JQ (K-12)

## ✿ TEACHING EXPERIENCE ✿

**Student Teaching Placement: Grand Ledge High School (Grand Ledge, MI)** **July-Dec. 2023**

- High School marching band, concert bands, and jazz ensembles
- Middle School beginning band and 8th grade band

**Saxophone Private Lesson Teaching** **Jan. 2023 - Present**

- One-on-one lessons with saxophone students of various ages (6th grade - 12th grade)
- Student success includes First Division ratings in solo competitions at the regional and state level

**Woodwind Section Teaching** **July 2022-July 2023**

- Coached high school marching band sections to work on playing fundamentals as well as memorization and musicality at East Lansing High School & Grand Ledge High School (East Lansing, MI; Grand Ledge, MI)
- Worked with middle school saxophonists across various stages of learning to play woodwind instruments (6th-8th grades) at Markham Place Middle School (Little Silver, NJ)

**Conductor, MSU Saxophone Ensemble** **Jan.-May 2023**

- Organizing and planning ensemble rehearsals, as well as coaching the MSU Saxophone Students through pieces
- Plan, arrange for, and advertise ensemble concert

**Peer Tutor, Michigan State University, East Lansing, MI** **Sept.-Dec. 2021**

- Help teach first level Music Theory to music students
- Guide students by creating new approaches to problem areas, helping them feel more comfortable and confident on the subject

## ✿ RELATED PROFESSIONAL EXPERIENCE ✿

**Student Office Assistant, Michigan State University College of Music** **Sept. 2021-Aug. 2023**

- Greet students, faculty, and guests to the College of Music
- Sell tickets to patrons for College of Music events
- Complete general administration work to help operations run smoothly at the College of Music

## ✿ PERFORMANCE ACTIVITIES ✿

**Alto Saxophone, Clap7 Saxophone Quartet** **May 2021-Present**

- *1st Prize*, Barbara Wagner Chamber Music Competition
- *Finalist* - Coltman, North American Saxophone Alliance, and Fischhoff Chamber Music Competitions

**Conductor, Colts Drum and Bugle Corps** **July-Aug. 2021**



## ACTION ITEM E

### E. Approval of Bus Purchase

**PROPOSED MOTION:** I move the Grand Ledge Public Schools Board of Education approve the purchase of one (1) conventional, 77-passenger school bus from Midwest Transit in the amount of \$140,013.92, as presented.



Julie Waterbury / Chief Financial Officer

**TO:** Dr. Bill Barnes, Superintendent  
**FROM:** Julie Waterbury, CFO  
**DATE:** December 19, 2023  
**RE:** Additional Bus Purchase Recommendation

**Recommendation:**

I recommend the Grand Ledge Public Schools Board of Education approve the purchase an additional conventional, 77-passenger school bus from Midwest Transit.

**Background Information:**

The Board of Education previously approved the purchase of two (2) buses. I am requesting that a third bus be purchased to replace an additional bus in the current fleet. The new bus will have updated safety standards and will be equipped with a 2-way radio and security camera.

Price bids have been obtained via the MSBO Bus specification and Purchase Program. It is the recommendation of Pete Bucholtz, Transportation Supervisor, that we purchase the model quoted by Midwest Transit which not only offers the lowest overall cost, but is the most consistent with the remainder of the fleet. The cost for each bus is \$140,013.92.

The 2023-24 general fund budget, as amended, included up to \$450,000 for the purchase of replacement buses. The approval of a third bus will bring the current year purchase amount to \$420,041.76. It is anticipated that the buses will be available for delivery in June 2024.



## ACTION ITEM F

### F. Approval of the Payment of Proposal 1, Series 2 Bond Invoices

**PROPOSED MOTION:** I move the Grand Ledge Public Schools Board of Education approve the payment of Proposal 1, Series 2 Bond Invoices in the amount of \$1,900, 873.98, as presented.





## ACTION ITEM G

### G. Approval of the Payment of Proposal 2, Series 1 Bond Invoices

**PROPOSED MOTION:** I move the Grand Ledge Public Schools Board of Education approve the payment of Proposal 2, Series 1 Bond Invoices in the amount of \$191,168.00, as presented.





## ACTION ITEM H

### H. Approval of the Payment of Proposal 2, Series 2 Bond Invoices

**PROPOSED MOTION:** I move the Grand Ledge Public Schools Board of Education approve the payment of Proposal 2, Series 2 Bond Invoices in the amount of \$13,549.00, as presented.





## COMMENTS FROM STAFF & BOARD



## FUTURE TOPICS

- Based on Approval of 2024 Meeting Schedule



## **CLOSED SESSION**

**Negotiations - Per Section 8(1)(c) of the Open Meetings Act, PA 267 of 1976.**

**PROPOSED MOTION:** I move the Grand Ledge Public Schools Board of Education move into Closed Session for the purpose of discussing Negotiations Strategies, as Per Section 8(1)(c) of the Open Meetings Act, PA 267 of 1976.

**ROLL CALL VOTE**



## RECONVENE IN OPEN SESSION

Time: \_\_\_\_\_



## ADJOURNMENT

Time: \_\_\_\_\_