

**MILAN AREA SCHOOLS
BOARD OF EDUCATION
WORKSHOP MEETING
WEDNESDAY, September 29, 2021
AGENDA**

I. Call to Order

II. Pledge of Allegiance

III. Communications

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public meeting. There are two times for public participation during the meeting as indicated in the agenda. When addressing the Board, you will be asked to state your name. The Board determines the amount of time granted to individuals or groups to speak. Each person shall be allowed to speak for up to 3 minutes. Board members may question speakers, but are not obligated to answer questions or make statements or commitments in response to issues raised by the public. In general, such items will be referred to the superintendent for advisement, investigation, study, and/or recommendation or designated as future agenda items for Board consideration.

A. Public Comments

IV. Consent Agenda

- A. Approval of Minutes - Regular Meeting - September 8, 2021
- Closed Session - September 8, 2021

V. Old/New Business

A. Personnel Issues

- 1. Cafeteria Employee Policies – Attachment A

B. Board Issues

- 1. Board Goal Development

- a. Board Scorecard - Attachment B
- b. Communication Committee Charter - Attachment C
- c. Communication Committee Member Selection Process Discussion - Attachment D
- d. Communication Committee MHS Student School Board Representatives - Attachment E
- e. Board Operating Procedures Manual Update

C. Public Comments

D. Superintendent's Comments

E. Assistant Superintendent's Comments

F. Addenda

- 1. Board Member Comments
- 2. Closed Session – Negotiation Strategies

VI. Adjournment

**MILAN AREA SCHOOLS
BOARD OF EDUCATION
WORKSHOP MEETING
WEDNESDAY, September 29, 2021
RESOLUTIONS**

I. Call to Order

The workshop meeting of the Milan Area Schools Board of Education was called to order in the Milan High School Theater located at 200 Big Red Drive, Milan MI, 48160, by President Cislo at _____ p.m. on September 29, 2021.

Board Members Present:

Board Members Absent:

Staff Present:

Guests Present:

II. Pledge of Allegiance

III. Communications

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A. Public Comments

IV. Consent Agenda

- A. Approval of Minutes - Regular Meeting - September 8, 2021
- Closed Session - September 8, 2021

Motion by _____ supported by _____ to approve the consent agenda that includes the minutes of the regular meeting of September 8, 2021 and the minutes of the closed session of September 8, 2021.

Faro ____ Frait ____ Heikka ____ Kiger ____ Landingham ____ Moccio ____ Cislo ____
Carried _____.

V. Old/New Business

A. Personnel Issues

1. Cafeteria Employee Policies – Attachment A

Motion by _____ supported by _____ to approve the Cafeteria Employee Policies as detailed in Attachment A.

Frait ____ Heikka ____ Kiger ____ Landingham ____ Moccio ____ Cislo ____ Faro ____
Carried _____.

B. Board Issues

1. Board Goal Development

a. Board Scorecard - Attachment B

Motion by _____ supported by _____ to approve the Board Scorecard as detailed in Attachment B.

Heikka ____ Kiger ____ Landingham ____ Moccio ____ Cislo ____ Faro ____ Frait ____
Carried _____.

b. Communication Committee Charter - Attachment C

Motion by _____ supported by _____ to approve the Communication Committee Charter as detailed in Attachment C.

Kiger ____ Landingham ____ Moccio ____ Cislo ____ Faro ____ Frait ____ Heikka ____
Carried _____.

c. Communication Committee Member Selection Process Discussion - Attachment D

d. Communication Committee MHS Student School Board Representatives - Attachment E

Motion by _____ supported by _____ to approve the MHS Student School Board Representative survey as detailed in Attachment E.

Landingham ____ Moccio ____ Cislo ____ Faro ____ Frait ____ Heikka ____ Kiger ____
Carried _____.

e. Board Operating Procedures Manual Update

C. Public Comments

D. Superintendent's Comments

E. Assistant Superintendent's Comments

F. Addenda

1. Board Member Comments

2. Closed Session – Negotiation Strategies

Motion by _____ supported by _____ to enter into closed session as allowed by the Open Meetings Act for Negotiation Strategies.

Moccio ____ Cislo ____ Faro ____ Frait ____ Heikka ____ Kiger ____ Landingham ____
Carried _____.

Time entered closed session _____.

Time returned to open session _____.

VI. Adjournment - Time of Adjournment _____.

Draft

**MILAN AREA SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
Wednesday, September 8, 2021**

The regular meeting of the Milan Area Schools Board of Education was called to order in the Milan High School Theater located at 200 Big Red Drive, Milan MI, 48160, by President Cislo at 7:00 p.m. on September 8, 2021.

Board Members Present: Cislo, Faro, Frait, Heikka, Kiger, Landingham, Moccio

Board Members Absent: None

Staff Present: Bryan Girbach, Ryan McMahon, Yvette Kashmer, Annie Kiser, Jennifer Barker, John Fleming, Wendy Unger, Carol Winter, Clara Thiry, Nancy Gill

Guests Present: Debbie Allen, Ryan Goke, Maria Varnadore, Tiffanie Alexander, Andrea Bennink, Rachel Hobbs, Dawn Walkowiak, Erin Held, Julie Brown, Melissa Brown, Trisha Lerette, Annie Kruise, Matt Stafford, Alecia Powell, George Elder, Emily Linzell, Hattie Williams, Holli Vallade, Janet McFall, Linda Wiggins, Yo Gabba Gabba

Pledge of Allegiance

Public Comments:

- Andrea Bennink talked about the partnership between schools and parents, the current no visitor policy, and the importance of volunteers.
- Rachel Hobbs spoke about the mask policy in Milan and County wide, Board minutes, and the district Bullying Policy.

Motion by Faro supported by Landingham to approve the consent agenda that includes the minutes of the workshop meeting of August 25, 2021, the minutes of the special meeting of August 31, 2021, and the approval of bills/reimbursement of expenses. Carried 6-1 No vote by Frait

The Board discussed their Board Goal Development plan including the Board Scorecard, the Communication Plan, and the Board Operating Procedures.

Public Comments:

- Rachel Hobbs spoke about the High School Open House, the need for Administrators to be at Board Meetings, for the addition of Committee updates at Board meetings. She also asked the Board what the purpose is for each of them serving as a Board Member.
- Erin Held thanked the Board for their difficult decisions and taking things in stride for the betterment of the entire District.
- Donna Koviak spoke to the Board about student pronouns being supported.
- Andrea Bennink spoke about the Communication Committee member selection process.
- Trisha Lerette thanked the Board for their decisions for all students and their safety.
- Annie Kruise spoke about the Communication Committee member selection process and ESSA funds requiring parent involvement.
- Holly Vallade spoke about Paraprofessional salaries, the use of COVID funds for air purification, and the Paraprofessional shortage.
- Ryan Goke spoke about a transportation concern and the pick-up line at Paddock.

Superintendent's Comments:

Students

- The district wants to remind our students and families that, throughout the 2021-2022 school year, full meal equivalent breakfasts and lunches will be free to all students on scheduled school days. Individual milks and other food items will NOT be free.

Budget Update

- Pupil Counts:
 - February 2021 Pupil Count = 1,978
 - Current Students Attending = 1,952 (down 26 students since February)
 - 184 Seniors in 2021, 149 Young 5 and Kindergarten students now (down 35 students)
 - Early Childhood Special Education (ECSE) is down 4 students this year
 - 1st grade through - Young Adult (YA) is up 13 students

Assistant Superintendent Comments:

- Assistant Superintendent McMahon shared that the middle school started NWEA testing this week and have already completed two-thirds of their Fall assessments. Paddock and Symons will be getting started within the next couple of weeks and we are working on a process to provide remote assessment for our virtual students.
- Assistant Superintendent McMahon shared that the Consolidated Application has not yet been released from MDE to initiate the approval of our grant applications. The district did renew partnership in the Washtenaw Title III Consortium to support English Language students, however the funding is also tied into the Consolidated Application.

Board Member Comments:

- Board Member Landingham shared concerns about pronouns and personal experiences and encouraged the Diversity Equity and Inclusion Team to investigate best practices and address the issues in a thoughtful and supportive way.
- Board Member Heikka thanked Landingham for sharing her personal experiences and shared data from The Trevor Project.
- Board Member Kiger asked for a MOASH Training in the near future.
- Board Member Frait asked about the effect of the student count on the budget, thanked the community for their support of her family, and inquired about closed session minutes.

Motion by Kiger supported by Heikka to enter into closed session as allowed by the Open Meetings Act for Negotiation Strategies and, upon the request of the employee, for the purpose of conducting a periodic personnel evaluation. All Ayes. Carried 7-0

Time entered closed session 7:58 p.m.

Time returned to open session 10:06 p.m.

Time of Adjournment: 10:06 p.m.

**Milan Area Schools
and
Milan Area Schools Cafeteria Workers
2021-2022, 2022-2023, 2023-2024
Tentative Agreement**

Three Year Policy

Update all Dates and Timelines Accordingly

Article 11.C

Terminal:

Replace: 1. Terminal leave pay will be granted to an employee who has (10) years or more of continuous employment. In 1999- 2000 and thereafter seventy-five (75) percent of the employee's average daily rate will be paid for each unused day of sick leave. The maximum amount of terminal leave pay shall not exceed:

- Employees who work less than six (6) hours – \$3025
- Employees who work six (6) or more hours per day – \$8250

With: 1. Terminal leave pay will be granted to an employee who has (10) years or more of continuous employment. In 1999- 2000 and thereafter seventy-five (75) percent of the employee's average daily rate will be paid for each unused day of sick leave. The maximum amount of terminal leave pay shall not exceed:

- Employees who work less than six (6) hours – \$3275
- Employees who work six (6) or more hours per day – \$8500

Article 15

Wage Schedule

Replace: In November of 2020, the two parties will review the newly approved financial audit. If the audited unassigned fund balance (defined as the audited fund balance minus \$330,000, the assigned fund balance for athletics, and the assigned fund balance for PECC, compared to the audited expenditures) is equal to or greater than 10%, then 50% of the amount of the unassigned fund balance exceeding the 10% threshold will be distributed to all employees of the district (using percent of salary calculations) and will be paid out in a one-time salary distribution on the last paycheck of December 2020.

With: In November of 2022, the two parties will review the newly approved financial audit. If the audited unassigned fund balance (defined as the audited fund balance minus \$330,000, the assigned fund balance for athletics, the assigned fund balance for PECC, and the newly assigned fund balance for unspent ESSER funds) compared to the audited expenditures is more than \$1,400,00 above 10%, the unassigned fund balance exceeding the \$1,400,000 above 10% will be distributed to all employees of the district (using percent of salary calculations). The funds distributed to the cafeteria department will be used to increase each employee's hourly wage by an equivalent dollar amount effective December 1, 2022. Eligible employees must have been on the June 30, 2022 payroll and must be on the December 15, 2022 payroll.

In November of 2023, the two parties will review the newly approved financial audit. If the audited unassigned fund balance (defined as the audited fund balance minus \$330,000, the assigned fund balance for athletics, the assigned fund balance for PECC, and the newly assigned fund balance for unspent ESSER funds) compared to the audited expenditures is more than \$950,000 above 10%, the unassigned fund balance exceeding the \$950,000 above 10% will be distributed to all employees of the district (using percent of salary

calculations). The funds distributed to the cafeteria department will be used to increase each employee's hourly wage by an equivalent dollar amount effective December 1, 2023. Eligible employees must have been on the June 30, 2023 payroll and must be on the December 15, 2023 payroll.

Article 15

Wage Schedule

2020-2021

Position	Year 1	Year 2	Year 3	Year 4	Years 5-9	Year 10-14	Years 15-19	Years 20-24	Year 25 and Beyond
Manager	\$14.44	\$14.82	\$15.23	\$15.59	\$16.39	\$17.23	\$18.02	\$18.23	\$18.47
Cashier/Helper	\$12.05	\$12.36	\$12.68	\$13.00	\$13.32	\$13.67	\$14.17	\$14.38	\$14.60
Helper	\$11.45	\$11.80	\$12.10	\$12.44	\$12.76	\$13.07	\$13.40	\$13.63	\$13.83

2021-2022 (8.5%)

Position	Year 1	Year 2	Year 3	Year 4	Years 5-9	Year 10-14	Years 15-19	Years 20-24	Years 25-29	Year 30 and Beyond
Manager	\$15.67	\$16.08	\$16.52	\$16.92	\$17.78	\$18.69	\$19.55	\$19.78	\$20.04	\$20.24
Cashier/Helper	\$13.07	\$13.41	\$13.76	\$14.11	\$14.45	\$14.83	\$15.37	\$15.60	\$15.84	\$16.04
Helper	\$12.42	\$12.80	\$13.13	\$13.50	\$13.84	\$14.18	\$14.54	\$14.79	\$15.01	\$15.21

2022-2023 (2%)

Position	Year 1	Year 2	Year 3	Year 4	Years 5-9	Year 10-14	Years 15-19	Years 20-24	Years 25-29	Year 30 and Beyond
Manager	\$15.98	\$16.40	\$16.86	\$17.25	\$18.14	\$19.07	\$19.94	\$20.18	\$20.44	\$20.64
Cashier/Helper	\$13.34	\$13.68	\$14.03	\$14.39	\$14.74	\$15.13	\$15.68	\$15.91	\$16.16	\$16.36
Helper	\$12.67	\$13.06	\$13.39	\$13.77	\$14.12	\$14.46	\$14.83	\$15.08	\$15.31	\$15.51

2023-2024 (2%)

Position	Year 1	Year 2	Year 3	Year 4	Years 5-9	Year 10-14	Years 15-19	Years 20-24	Years 25-29	Year 30 and Beyond
Manager	\$16.30	\$16.73	\$17.19	\$17.60	\$18.50	\$19.45	\$20.34	\$20.58	\$20.85	\$21.05
Cashier/Helper	\$13.60	\$13.95	\$14.31	\$14.67	\$15.04	\$15.43	\$16.00	\$16.23	\$16.48	\$16.68
Helper	\$12.93	\$13.32	\$13.66	\$14.04	\$14.40	\$14.75	\$15.13	\$15.39	\$15.61	\$15.81



DRAFT - Milan Area Schools Scorecard - DRAFT

Academics Programs

Measures	Goal			Objectives	
	Paddock	Expand relevant and individualized learning opportunities for all students.	Convene a committee to investigate the Educational Development Plan process	Identify current Social Emotional Learning and 21st century programming	Investigate the development of a K-12 Social Emotional Learning and 21st century learning continuum
Test Scores			Symons	Middle School	High School
Participation Rate in Extracurriculars					
Promotion Rate Ending June 2020	K: 1st: 2nd:		3rd: 4th: 5th:	6th: 7th: 8th:	9th: 10th: 11th: Graduation rate:

Learning Environment Culture

Measures	Goal			Objectives	
	Paddock	Improve and foster a safe learning environment that supports the academic, social, emotional, physical, creative, and cultural needs of the individual.	Review professional development opportunities in the areas of mental health, trauma, diversity, and responsive teaching	Convene a committee to assess and review alternative education options	Review support staff numbers and hours
Attendance	09/21: 10/21: 11/21: 12/21:		Symons 09/21: 10/21: 11/21: 12/21:	Middle School 09/21: 10/21: 11/21: 12/21:	High School 09/21: 10/21: 11/21: 12/21:
Disciplinary Actions	09/21: 10/21: 11/21: 12/21:		09/21: 10/21: 11/21: 12/21:	09/21: 10/21: 11/21: 12/21:	09/21: 10/21: 11/21: 12/21:

Ongoing Learning Environment and Culture Initiatives				
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Communications		Goal	Objectives	
Community Engagement		Develop and implement a comprehensive plan to foster student, family, staff, and community engagement and partnerships.	Convene a committee to review and access district/building communication	Develop a communication perception survey
Measures		Paddock	Symons	High School
To Be Determined by Committee				

Personnel		Goal	Objectives	
Leadership		Recruit and retain skilled, passionate, and effective staff who are committed to the success of Milan Area Schools and its place in the community.	Redesign staff culture survey	Expand programming for support of new teachers (years 0-5)
Measures		Paddock	Symons	High School
New Hires Calendar Year 2021				
Turnovers/Attritions Calendar Year 2021				

Finance		Goal	Objectives	
Operations		Maintain and improve facilities/equipment to support safe, innovative programs.	Identify and attend to critical HVAC, roof, parking lot, and bus needs	Introduce Board to sinking fund option
Measures				Address critical technology needs

District Fund Balance	06/30/2021: 06/30/2022:				
Fund Balance Above 10%	06/30/2021: 06/30/2022:				
	Objective Key:	Objective Met	Objective On Track	Objective Not Met	

DRAFT

Draft Charter of Milan Area Schools Board Communications Ad Hoc Committee

The purpose of the Milan Area Schools Board Communications Ad Hoc Committee is to review the current state of school board communications with the broader community. Please note: this ad hoc committee is only looking at school board communications and not broader school district communications. Broader school district communication issues and ideas will be gathered and referred to the Superintendent.

Goals

- Establish a culture of two-way communication with stakeholders, within the confines of school board legal obligations and best practices
- Demonstrate transparency through communications standards
- Recognize the varied number of stakeholders of the school board, their varied interests and that communications needs to vary depending on audience
- Make recommendations regarding school board communication for school board approval, e.g. student board member responsibilities

Membership

- **WHO:** The committee is to be comprised of a cross-section of interests of the MAS Board constituency, including parents and community members. In order to better understand the communications needs and expectations of various stakeholders in our community, the ad hoc committee would like to solicit 4-8 (at least 2 perspectives per school building) parents/community members to participate in this committee.
 - Composition: 4-8 members (not including 3 School Board members and district administration)
 - Representation:
 - MAS elementary and secondary parents/guardians representing the district's demographics, to include geographic location, racial/cultural background, socio-economic background and student abilities
 - Citizens with backgrounds in marketing, communications or public relations experience are a plus, but not required
- **WHEN:** The committee will meet at least monthly for approximately six months. The committee will recommend to the School Board if additional meetings are required and plan accordingly. Meeting dates, times and locations will be determined by the committee. Meetings will be virtual with an option for members to gather if possible.

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Membership Requirements

- Desire to be engaged in advancing the role of the MAS Board in its communication and engagement with its constituents
- Willingness to meet, learn, problem solve, innovate and champion School Board communications that serve and engage all constituencies
- MAS parent, resident and/or employee
- ICHAT background approved
- Membership will be recommended by the School Board member participants of the committee and approved by the Milan Area School Board of Education

DRAFT

DRAFT - Interest in Milan Area Schools Board Communications Ad Hoc Committee - DRAFT

The purpose of the Milan Area Schools Board Communications Ad Hoc Committee is to review the current state of school board communications with the broader community. Please note: this ad hoc committee is only looking at school board communications and not broader school district communications. Broader school district communication issues and ideas will be gathered and referred to the Superintendent. You must be able to meet at least once per month until June 2022. Submitting answers to this form does not guarantee committee membership. Answers will be reviewed and membership recommendations will be approved by the Milan Area Schools Board of Education. Thank you for your interest in helping the board communicate more effectively.

cisloa@milanareaschools.org (not shared) [Switch account](#)

* Required

First
name *

Your answer

Last
Name *

Your answer

Email
address *

Your answer

Phone number *

Your answer

How many children do you currently have in Milan Area Schools? *

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5
- ☐ More than 5

At what grade level (associated building) are your children? Please choose all that apply even if your child does not use the associated building. *

- ☐ Young Fives - Second Grade (Paddock)
- ☐ Third - Fifth Grade (Symons)
- ☐ Sixth - Eighth Grade (Middle School)
- ☐ Ninth Grade - Young Adults (High School)

Of your children currently attending, how many years of experience with Milan Area Schools does the most experienced child have?

- ☐ less than 2 years
- ☐ 2 to 4 years
- ☐ 5 to 7 years
- ☐ 8 to 10 years
- ☐ 11 to 13 years

Please explain any conflict of interest you may have - Milan Area Schools employee, related to a Milan Area Schools employee or board member, business relationship with Milan Area Schools, etc. *

Your answer

In what school activities is your family involved? *

Your answer

In what community activities is your family involved? *

Your answer

The board desires a diversity of perspectives and experiences on the committee. Please explain what type of diversity you would bring to the committee. *

Your answer

Please explain any background or experience you have in marketing, communications, or public relations. *

Your answer

Is there anything else you would like us to know about you? *

Your answer

Submit

Clear form

Application for MHS Student Board of Education Representative

cisloa@milanareaschools.org (not shared) [Switch account](#)

* Required

First
Name *

Your answer

Last
Name *

Your answer

Grade
Level *

☐ 11th

☐ 12th

I understand that I am expected to meet the following responsibilities- 1. Attend regular school board meetings (workshop meetings optional)2. Give updates on student events and affairs (sports, academics, and clubs)3. Pass along student concerns (student issues) *

☐ Yes

What interested you in applying for this role? *

Your answer

What do you hope to achieve in this position? *

Your answer

Tell us a little bit about yourself and why you are a good fit for this role. *

Your answer

Submit

Clear form