

**August 12, 2024**  
**EJCS BOE Meeting Minutes**

A regular meeting of the East Jackson Community Schools Board of Education was called to order by President, Ken Straub at 6:00PM in the East Jackson Elementary Community Room. Roll call was conducted by Secretary, Jan Maino and the Pledge of Allegiance was recited.

**Board Members Present:** Ken Straub, Jan Maino, Mickey Cromley, Lisa Hendricks, Amy Boatright, Mishele Wilkins arrived at 6:09PM

**Board Members Absent:** Misti Bell

**Administrators/ Supervisors Present:** Superintendent Jeff Punches  
Amy Blackledge, Joel Cook, Regina Hoskins, Randy Wilkinson

**Staff Members Present:** Joy Collier, Deana Minder,  
JCISD Business Manager – Thomas Berkemeier

**Visitors Present:**

**Additions/Deletions to the Agenda**

- 1) Add Action Item 9 - Resignation

**Approval of Consent Agenda**

Mrs. Hendricks moved to approve the Consent Agenda.

Mrs. Maino 2<sup>nd</sup>

- 1) **Meeting Minutes**
  - A. Regular Meeting – July 15, 2024

Ayes: 5 Nays: 0

**Questions, Comments, Petitions from the Public** – None

**Reports**

**1) Finance Report**

- JCISD Business Manager, Thomas Berkemeier presented the monthly finance report. He added that the audit is going very well, however there was a reoccurring finding regarding Compensated Absences. Berkemeier shared that there is a future possibility of statewide enforcement for third-party calculations which will incur additional expense to the district.

**2) Board Reports/ Sharing**

- Jan Maino stated that the Policy Committee met several times, and the NEOLA 1<sup>st</sup> Reading was ready.

**3) Superintendent's Report**

- Superintendent, Jeff Punches shared with the Board that there were necessary corrections needed to resolve the inconsistencies with the prorated salary and transition stipend that were in his original superintendent contract. An amendment to his superintendent contract was included in the Board packet for approval.

- Punches explained that the Edmentum Contract, which was also included in the packet for Board approval, is set up so that monies are taken from the account as the district utilizes the services and is consistent with the 2023-24 SY expenditures. He added that the current enrollment of fifty (50) students is anticipated to increase significantly.
- Superintendent Punches presented his recommendation for Schedule C - Social Media Coordinators which would compensate one (1) secretary at each building to handle all building level social media postings. The cost for these additional assignments will be a 90% savings to the district in comparison to the previous agreement with outside social media services.
- Punches stated to the Board that he was going to sign the Letter of Agreement with the EJEA to accept the most recent legislation regarding teacher evaluation. He added that this LOA is a win-win for the district and our teachers.
- Superintendent Punches reported that he met with the policy committee last week to review the spring updates and the special Title IX Policy updates, which required Board adoption that night. The other policies were 1<sup>st</sup> Readings.
- Punches explained to the Board that the amendment to the HFAH Athletic Trainer Agreement, which was included in the Board packet, is a result of a reduction in service hours from 40 to 25 due to a shortage of Athletic Trainers.
- Superintendent Jeff Punches extended many shout-outs and acknowledgements; to the maintenance and custodial departments for their work in getting the facilities ready for school, to the food service and transportation departments for providing food and busing for the Reaching Higher program and Meet Up-Eat Up program, to Joel and Amy who worked extremely hard this summer to reorganize for the 2024-25 school year.
- Kindergarten enrollment has greatly increased this year and with more enrollments anticipated, therefore, another kindergarten teacher position was posted. Having three (3) kindergarten teachers will give each kindergarten classroom 17-20 students.
- Punches reminded the Board about the September 9<sup>th</sup> required MASB training for the new superintendent evaluation tool.
- In conclusion, Superintendent Punches extended an invitation to the Board to attend our Welcome Back Breakfast on 8/19 at EJSS starting at 8AM.

### Action Items

**Extra Duty** Mrs. Maino moved to approve the following **Schedule C – Extra Duty Recommendations** as presented.

- a. **Amy Blackledge** – McKinney Vento Liaison
- b. **Kasi Caler** – EJSS Social Media Coordinator
- c. **Nikki Reason** – EJE Social Media Coordinator

Mrs. Hendricks 2<sup>nd</sup>

Ayes: 6 Nays: 0

**Handbooks** Mrs. Hendricks moved to approve the **Student/Parent Handbooks** as presented.

- a. **EJE Handbook**
- b. **EJSS Handbook**

Mrs. Boatright 2<sup>nd</sup>

Ayes: 6 Nays: 0

*Superintendent Punches noted that the language regarding Title IX will be updated to align the with the policy revisions.*

**EdOptions** Mrs. Maino moved to approve the **Edmentum Payment** as presented.  
Ayes: 6 Nays: 0 Mrs. Boatright 2<sup>nd</sup>

**Milk/Bread Bids** Mr. Cromley move to approve the **Milk and Bread Recommendations** as presented.  
a. **Milk** – Prairie Farms Dairy of Battle Creek  
b. **Bread** – Great Lakes Baking Company  
Mrs. Hendricks 2<sup>nd</sup>  
Ayes: 6 Nays: 0

**Contract Addendum** Mrs. Wilkins moved to approve the **Addendum to Superintendent Contract**, as presented.  
Mrs. Hendricks 2<sup>nd</sup>  
Ayes: 6 Nays: 0

**AT Amendment** Mr. Cromley moved to approve the **Amendment to Athletic Trainer Agreement** as presented.  
Mrs. Boatright 2<sup>nd</sup>  
Ayes: 6 Nays: 0

**SBLF** Mrs. Hendricks moved to adopt the **School Bond Loan Fund (SBLF) Resolution** as presented.  
Mrs. Wilkins 2<sup>nd</sup>  
Ayes: 6 Nays: 0

**Title IX** Mrs. Maino move to adopt the **Title IX Policy Revisions** as presented.  
Mr. Cromley 2<sup>nd</sup>  
Ayes: 6 Nays: 0

**Resignation** Mrs. Maino moved to accept, with regret, the **Resignation** as presented.  
a. **Brittany VanZandt**, EJSS Teacher; effective 8/10/2024  
Mrs. Hendricks 2<sup>nd</sup>  
Ayes: 6 Nays: 0

**Other Board Discussion Matters** – None

**Adjournment**

Mrs. Wilkins moved to adjourn this Board of Education meeting at 6:14 p.m.  
Mrs. Hendricks 2<sup>nd</sup>  
Ayes: 6 Nays: 0