

**SPECIAL MEETING (Monday, January 8, 2024)****Members present**

Dr Celeste Hawkins, Gillian Ream Gainsley, Sharon Lee, Yvonne Fields, Maria Goodrich, Jeanice Townsend

**Members absent**

Meredith Schindler

**Meeting called to order at 6:35 PM**

1. CALL TO ORDER & ROLL CALL OF BOARD MEMBERS PRESENT: Dr. Celeste Hawkins, Board President

Action: A. Roll Call of Board of Education Members

2. PLEDGE OF ALLEGIANCE: Dr. Celeste Hawkins, Board President

3. ACCEPTANCE OF AGENDA

Action: A. Acceptance of Agenda

... MOVE THAT the Board of Education accept the agenda, as presented.

Motion by Sharon Lee, second by Yvonne Fields.

Final Resolution: Motion Carries

Aye: Dr Celeste Hawkins, Gillian Ream Gainsley, Sharon Lee, Yvonne Fields, Maria Goodrich, Jeanice Townsend

**4. ACHIEVEMENTS, AWARDS & RECOGNITION**

Recognition: A. National Interscholastic Athletics Administrator's Day - December 14

On Thursday, December 14, 2023, we celebrated Athletic Administrator's Day. At Ypsilanti Community Schools, we honor, respect, and value our athletic department. We want to make sure we recognize the importance of providing quality experiences and opportunities for growth, leadership, and the development of young people through sport. This would not be possible without the work of your Athletic Administrators, Directors, Coordinators, and support staff! Thank you for all that you do for our students, staff, and community!

Athletic Director (AD) Brown was honored.

**AD Brown:** Our numbers are up for students participating in sports. The different sports teams are doing well.

**Sharon Lee:** I donated some equipment and am hoping the students are using it.

**AD Brown:** Between the sports teams and the fitness class, more students are using the equipment than before.

**5. PRESENTATIONS**

Presentation: A. Presentation of 2022-23 Financial Audit Report: Damien Butler

Ypsilanti Community Schools Director of Business Services and Finance, Damien Butler, has been working with the District's auditors to complete the 2022-23 Financial Audit. Mr. Butler will give an overview presentation to the Board.

Damien Butler presented.

Click [here](#) to view the presentation.

**Trustee Gainsley:** Trustee Townsend and I looked at this earlier and are pleased that the finance team has been proactive, fully using the software products we have, putting in processes, and now we have a well trained team. Even though the audit has taken longer than we would have wanted, I feel we are on a good path to resolve a lot of issues.

**Dr. Hawkins:** Thank you, Mr. Butler. We know these issues will be resolved and we are confident in your leadership.

**6. PUBLIC COMMENTS #1**

Information: A. Guidelines for Public Comment

Public Comment Protocol | Pursuant to Board of Education Policy 0167.3

\*The Board recognizes the value of public comment on educational issues and the importance of allowing members of the public to express their view.

\*Please limit statements to three (3) minutes duration.

\*Participants shall direct all comments to the Board and not to staff or other participants; no person may address or question Board members individually.

\*Remarks shall be made in a respectful and professional manner.

No public comments.

**7. CONSENT AGENDA**

Action (Consent), Minutes, Report: A. Consent Agenda

Seeking Board approval of the presented meeting minutes and personnel matters; see attachments below.

Resolution: ... MOVE THAT the Board of Education approve the: 1) December 4, 2023, Special Board Meeting Minutes 2)

December 4, 2023, Regular Board Meeting Minutes 3) Personnel matters as per the presented list dated 1/2/24; New Hires, Resignations, and Retirements.

... MOVE THAT the Board of Education approve the:

1) December 4, 2023, Special Board Meeting [Minutes](#)

- 2) December 4, 2023, Regular Board Meeting [Minutes](#)  
 3) [Personnel matters](#) as per the presented list dated 1/2/24; New Hires, Resignations, and Retirements.

Motion by Gillian Ream Gainsley, second by Jeanice Townsend.

Final Resolution: Motion Carries

Aye: Dr Celeste Hawkins, Gillian Ream Gainsley, Sharon Lee, Yvonne Fields, Maria Goodrich, Jeanice Townsend

#### 8. ACTION ITEM: Business and Finance

Action: A. 2022-23 Annual Financial Audit Report: Damien Butler, Director of Business and Finance

Yeo and Yeo, an independent accounting firm has audited our financial statements for the fiscal year 2022-23. The audited financial statements and single audit act compliance report for the year-end June 30, 2023, can be found under our January 8th special meeting link on our website after this Board meeting.

TABLED - There was a motion to accept this report and it was seconded but it was never voted on because there was discussion that it is currently in DRAFT form and it was decided to postpone the vote until next board meeting when we have the finalized report.

Action: B. Acceptance of the Informed K12 Contract

Seeking Board approval of InformedK12 contract as presented in the contract. A short summary of the contract: Number of Processes: 100 Cost: \$75,000 + \$8,000 Implementation Subscription Renewal Date: 12/01/2026 Pricing Expires: 12/22/2023 All software packages include: • Unlimited Signatures interactive form fields, pre-filled data fields, conditional questions, and reusable templates to automatically collect, route, and track responses and approvals • Unlimited District Staff User Accounts • Admin Support • End User Support • Help Center Access • Continuous upgrades and extensive browser and device support Implementation Package Implementation Package: Number of Implemented Processes: Implementation Timeframe: StartMonth\*: \_\_\_\_\_ January 2024 \_\_\_\_\_ EndMonth\*: \_\_\_\_\_ June 2024 \_\_\_\_\_ \*If required documents are not prepared, InformedK12 may need to reschedule the implementation timeframe in order to serve other clients. All implementation service packages include: • Named Implementation Manager • One session of Form Manager Training • One session of Leadership Training (workflow approvers) • One session of Secretary Training (workflow facilitators) • In the event of a delay to implementation due to InformedK12 processes, District is responsible for escalating concerns about the delay to [contracts@informedk12.com](mailto:contracts@informedk12.com).

Click [here](#) to view contract.

**Vice President Lee:** Why is there a question mark on the start?

**Dr. Zachery-Ross:** That date will change depending on when we sign it.

**Trustee Fields:** So the ending date will change also?

**Dr. Zachery-Ross:** The ending date will be three years from the start date depending on when we sign it.

**Trustee Gainsley:** Which departments will we start with?

**Dr. Zachery-Ross:** We will start with HR and the business departments. There will be a lot of usage. We will be more efficient. ... MOVE THAT the Board of Education accepts the three year Informed K12 contract for \$83,000.

Motion by Yvonne Fields, second by Sharon Lee.

Final Resolution: Motion Carries

Aye: Dr Celeste Hawkins, Gillian Ream Gainsley, Sharon Lee, Yvonne Fields, Maria Goodrich, Jeanice Townsend

#### 9. ACTION ITEM: Other

Action: A. Acceptance of Nomination of Sharon Lee to the MASB Board of Directors

Sharon Lee is interested in joining the MASB Association's governance board by serving on the Board of Directors. She qualifies for the position because she is a qualified trustee of an Active board of education for at least one year and has completed the Fundamentals of School Board Service course (CBA 101).

Her submission must be entered by the end of business Wednesday, Jan. 10, 2024.

Good luck, Vice President Lee!

... MOVE THAT the Board of Education accept the nomination of Sharon Lee to the MASB Board of Directors.

Motion by Jeanice Townsend, second by Gillian Ream Gainsley.

Final Resolution: Motion Carries

Aye: Dr Celeste Hawkins, Gillian Ream Gainsley, Sharon Lee, Yvonne Fields, Maria Goodrich, Jeanice Townsend

#### 10. PUBLIC COMMENTS #2

Information: A. Guidelines for Public Comment

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No public comments.

#### 11. DISCUSSIONS

Discussion: A. Board of Education Subcommittee Reports

**Trustee Gainsley:** YCSF met in December. Kathryn Beal is resigning. The vice president, Amanda Smith, will step into her place until the next organizational meeting. There is no meeting in January. We may move to a different day for the standing meetings. Received many mini-grant applications. Looking to be a fiduciary for boost clubs, etc. **Dr. Hawkins:** any updates on scholarships? **Trustee Gainsley:** no updates.

**Vice President Lee:** No Head Start meeting last month. Not sure if there is a meeting in January.

**Trustee Fields:** Community Relations Subcommittee is meeting tomorrow night.

**Trustee Goodrich:** The next legislative breakfast is on January 22nd at 7:30 a.m. Everyone has access to the spreadsheet to make sure we are inviting everyone to the debt relief celebration who supported us. We don't want to miss anyone who has been advocating for our district. **Dr. Hawkins:** Will the LRN meetings continue to be hybrid? **Trustee Townsend:** I believe so, yes.

#### 12. BOARD/SUPERINTENDENT COMMENTS

**Vice President Lee:** Thank you, everyone, for coming out tonight. Go Blue! The nomination is due on January 10th. I love working with each and every one of you. You're a blessing. Happy New Year.

**Dr. Hawkins:** Thank everyone for all the support, encouragement, and kind words during this difficult time.

**Dr. Zachery-Ross:** Welcome back and Happy New Year. Keep your information updated in PowerSchool. There is no school on January 15th for Dr. King Day. Please join us on Friday, January 12th at 2:15 p.m. at Ford ELC and 3:00 p.m. at Perry ELC for the dedication of the two new playgrounds in the district.

#### 13. ADJOURNMENT OF MEETING

Meeting adjourned at 7:20 p.m.