



# Shiawassee

Regional Education Service District

1025 N. Shiawassee Street ~ Corunna, MI 48817

114 W. North Street ~ Owosso, MI 48867

2261 S. M-52 Highway ~ Owosso, MI 48867

2009 E. Corunna Avenue ~ Owosso, MI 48867

180 N. Delaney Rd. ~ Owosso, MI 48867

Phone: 989-743-3471 ~ Fax: 989-743-6477

[www.sresd.org](http://www.sresd.org)

## 2016-2017 ANNUAL WEBSITE REPORT

### 2016- 2017 Board of Education

Timothy Atkinson, President

Tom Atherton, Vice President

Cathy Mulholland, Treasurer

Dennis Henige, Secretary

Michael Rexin, Trustee

David Schulte, SRESA Superintendent

## DATA REPORTING FOR INTERMEDIATE SCHOOL DISTRICTS

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Public act 413 of 2004 amended the Revised School code by adding section 620, which requires each intermediate school district to post information on its website by December 31 of each year beginning in 2006. These reporting requirements give SRESA a chance to tell our story to the community.

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## GENERAL OVERVIEW OF SHIAWASSEE RESD

Shiawassee Regional Education Service District (SRES D) provides support for all public, charter and non-public schools that operate within Shiawassee County. There are 57 Intermediate School Districts in the State of Michigan. Each bases its work on the specific needs of their constituent school districts. All offer leadership, programs, and services in the areas of instruction, career and technical education, special education, technology and business.

### Local School Districts served by Shiawassee RESD

#### **Byron Area Schools**

312 W. Maple  
Byron, MI 48418  
810-266-4881  
State Aid Membership: 943.63

#### **Corunna Public Schools**

124 N. Shiawassee St.  
Corunna, MI 48817  
989-743-6338  
State Aid Membership: 1,851.79

#### **Durand Area Schools**

310 N. Saginaw St.  
Durand, MI 48429  
989-288-2681  
State Aid Membership: 1,415.93

#### **Laingsburg Community Schools**

320 E. Grand River Rd.  
Laingsburg, MI 48848  
517-651-2705  
State Aid Membership: 1,122.96

#### **Morrice Area Schools**

691 Purdy Lane  
Morrice, MI 48857  
517-625-3142  
State Aid Membership: 518.3

#### **New Lothrop Area Public Schools**

9285 Easton Road  
New Lothrop, MI 4846  
810-638-5091  
State Aid Membership: 902.35

#### **Owosso Public Schools**

1405 West North St.  
Owosso, MI 48867  
989-723-8131  
State Aid Membership: 3,171.64

#### **Perry Public Schools**

2775 Britton Road  
Perry, MI 48872  
517-625-3108  
State Aid Membership: 1,206.01

#### **Non-Public Schools:**

Laingsburg Christian School, Salem Lutheran School, Spring Vale Academy, St. Paul School, Perry Baptist, St. Mary's Headstart

## **\*\*VISION\*\***

The Shiawassee Regional Education Service District aspires to be respected by those we serve for responding to their needs and preparing for the future. We are caring and supportive of our customers and each other. SRES D is knowledge-driven, research-based, and committed to being collaborative leaders.

## **\*\*MISSION\*\***

The mission of the Shiawassee Regional Education Service District is to provide direct and collaborative services that support quality learning environments.

## **\*\*VALUES\*\***

We all accept the responsibility for leadership within our organization. As reflected in our daily actions, we are committed to performing high standards of service, we add value to our customers, and we are responsive to their needs. Our behavior demonstrates respect for our customers and our colleagues. We are committed to fostering learning centered education. We engage in organizational and personal learning. We are knowledge-driven and committed to implementing best practices.

We make decisions regarding our programs, products and services based upon facts and information. We are future-focused and manage for innovation by encouraging risk-taking and focusing on results. We aspire to be a flexible, adaptable organization with the capacity to respond rapidly to changing environments, circumstances, and customer requirements.

## **KEY INDICATORS OF SUCCESS**

### **Local District and Customer Satisfaction**

Customers of Shiawassee RESD utilize our services and are satisfied because we add value in areas that are critically important to them.

### **SRES D Employee Satisfaction**

Employees of SRES D are consistently satisfied with their roles and working conditions; we recruit, develop, and retain the highest quality staff available to serve our customers.

### **SRES D Student Achievement**

Students of the SRES D consistently achieve at high levels; we provide students with strategies and skills that ensure their employability and/or goal achievement.

### **SRES D Financial Stability**

Our organization maintains a stable financial position that allows us to achieve our mission and vision in a quality manner.

### **SRES D Quality Processes**

The work processes within the SRES D enable the staff to be efficient and effective in achieving organizational goals.

## **\*\*SERVING OUR CUSTOMERS\*\***

### Programs for All Students:

SRES D provides programs, services, and assistance to support academic learning for all students. Services provided by SRES D to local districts through consortium include early childhood programs, assistance in the areas of physical therapy, occupational therapy, speech, psychology, social work, nursing, attendance, and juvenile court. Also served through the consortium are children who are gifted and talented, learning disabled, autistic, or emotionally impaired.

### Public School Districts and Non-Public Schools:

The SRES D key customer group is a consortium of the eight Public School Districts in Shiawassee County. The districts receive state funded services and/or contract with SRES D on an annual basis for SRES D services offered, or by working with RES D to build a customized service. SRES D strives to provide opportunities for customers that add value beyond contract relationships including regularly scheduled meetings of the Superintendent Council, Curriculum Directors Council, Principals, Counselors, (CTE) Career Technology Education Coordinators, CTE Para-Professionals, and Media/Technology Specialists. SRES D also offers services on an ad hoc basis to any school or district, locally, regionally, or statewide.

The non-public/parochial schools in Shiawassee County are also an important customer group. Services provided to public schools are equally available to students in non-public schools, are primarily focused on eligible special education students with delivery at the school site, and include professional development opportunities for non-public school staff.

### Local Service Planning:

In order to fulfill our mission, the SRES D continued implementation of Local Service Planning this past year. It is a five phase process for 1) identifying local district needs, 2) developing a countywide plan based on common needs, 3) developing customized local service plans, 4) deploying the plans, and 5) evaluating and revising the plans. Professional development and other services provided to districts this past year were based on the general areas of need identified including Early Childhood transitions and assessment and curriculum alignment.

### Other Educational Organizations:

In addition to schools and other Intermediate School Districts, SRES D provides services related to coordination, facilitation, quality assurance, data collection, and reporting for other Intermediate School Districts, the Michigan Department of Education, Genesee-Shiawassee Workforce Development Board, Educational Advisory Board, Michigan Workforce Agency, Capital Area Science and Math Center, and various professional organizations.

**SERVICES AND SUPPORT PROVIDED BY SHIAWASSEE RESD  
TO LOCAL SCHOOL DISTRICTS**

Administrative Services	Fiber Optic Network
Assessment Assistance & Support	GED and Work Keys Testing
Assistance/Support with Federal/State Compliance	Gifted and Talented Services
Career Education, Career Cruising, Countywide Career and Technical Education Programs, CTE Student Reporting, CTE Employability	Educational Technology and Media Services, Virtual and online training and support
Classroom Speaker Directory	Grant Writing
Employability Skills Training; Reality Store Training, Student Industry Certification Program, School to Work Programs, Workforce Investment Act (WIA)	Financial and Student Software Applications and Scheduling, Pupil Accounting, Registration Event System, REP Reporting, PowerSchool Services
Communication and Data Services	Hearing Impaired Programs
Instructional Strategy Services	Hardware, Software, Technology Support
Inter-district Cooperative Programs	Cost reductions through group purchasing
Curriculum Development Support	Network Design and Management
Special Education Parent Advisory Committee	School Improvement & Accreditation Assistance
Physical and Occupational Therapy	Professional Development
Curriculum Mapping and Alignment	Professional Consultation
Programs for Students with Developmental Disabilities	Programs for Students with Cognitive, Hearing and Emotional Impairments
Course Management System (Blackboard & Moodle)	Psychology and Social Workers
Survey Creation and Support	Speech Therapy
SRESD and LEA Integration	Substitute Teacher Registration, Orientation
Data Analysis and Presentation Support	Distance Learning through SITES
Early Childhood Programs, Services and Training	Early Childhood Trainings
Energy Supply Reduction	Truancy Services
Technology Support Services, planning and repair	Special Education Student Support Services
Data Collection and Reporting	Transportation Services
Business Office Services (Payroll, AP,AR)	SRP Catering Program
Data Warehouse implementation and training	School Improvement Accreditation Assistance
Internet and Technology Support Services	Courier Services between SRESD & LEA's
Medicaid Outreach & School Based Services	Technology Planning, Training & Repair
Math & Science Coordination	Homeland Security Training
Consortiums with other school districts and ISD's, Compliance Assistance, Local Service Planning, County Assessment Administration	Countywide Programs; Automotive Services, Computer Networking, Electrical & Robotics Technology, Graphic & Web Design, Health Careers

## **BELIEF STATEMENT**

In Support of the mission, we believe:

A positive self -image is one of the most important qualities we can help our students to develop. The Least Restrictive Environment for students means a continuum of program alternatives. Meeting individual needs means having realistic yet high expectations for student performance, adapting techniques necessary for optimum development, and respecting each student's right to make decisions regarding his/her own future. Obtaining suitable employment opportunities for our students is an important priority. Community based instruction benefits the students as well as the community.

A functional program is one which includes instruction in cognition, communication skills, vocational training, emotional development, leisure and social skills, adaptive living and the enhancement of life activities through artistic exposure and exploration. The RESD should work closely with families so that good rapport is established and maintained (create a sense of community). Staff members need to have training opportunities which will help them grow professionally and therefore enrich the education of their students.

## **PARTNERSHIPS**

Shiawassee RESD has established numerous partnerships which include:

Michigan Department of Education, a key decision driver on statewide initiatives, legislative efforts, curriculum design, instructional delivery mechanisms, and grants to facilitate school improvement.

Michigan Department of Career and Technical Education facilitates curriculum development support and federal programming for approved Career & Technical Education Programs.

The Association of Educational Service Agencies (AESA) in partnership with the Michigan Association of Intermediate School Administrators (MAISA) and other ISD's to leverage new business opportunities and facilitate a network of strategic alliances.

Michigan Mathematics and Science Center Network is a collaboration between 33 centers in the state to support the delivery of high quality mathematics and science education for the student of Michigan.

Michigan Regional Educational Media Center Association (REMC) in partnership with MAISA facilitates continuous improvement, provides cutting edge information, and legislative lobbying efforts.

Michigan Staff Development Council (MSDC), networking leaders in school improvement, professional development, curriculum, instruction and assessment.

Genesee-Shiawassee Workforce Development Board, Career Alliance provides access to federal job training funds for students with disabilities through the SRESA Workforce Investment Act (WIA) program.

Michigan Association for Community College Educator Preparation for connecting community colleges and K-12 organizations.

The School Improvement Facilitator's Network (SIFN) providing hands-on support, training, and tools in the area of school improvement, professional development, curriculum, instruction, and assessment.

Consortium-partnership with the eight local districts for delivery of Special Education Services, the Shiawassee Interactive Telecommunication Educational System (SITES), and the Shiawassee Career Preparation System career pathway opportunities.

Central Michigan University, Ferris State University, Lansing Community College, Mott Community College, and Saginaw Valley State University, University of Michigan – Flint and Michigan State University provides university credit for professional development.

College credit for students is provided by Baker College of Owosso, Delta College, Lansing Community College, and Mott Community College, Northern Michigan University and University of Michigan – Flint for several approved Career & Technical Education Programs.

Partnership with Memorial Healthcare of Owosso, Baker College of Owosso, and Mane Street Academy of Hair Design in providing Career & Technical Education programming for students in the 8 local districts.

Partnership with Genesee-Shiawassee Michigan Works! Career Alliance and the Michigan Rehabilitation Services to provide workforce development training for students with barriers to employment.

Michigan Energy Limited (MISEC) provides deregulated energy at reduced cost.

Interagency partnerships with Shiawassee County Family Court, Family Independence Agency, Michigan State University Extension, Memorial Healthcare Center, and Shiawassee County Mental Health to support and interface with the broad spectrum of physical, social and economic issues facing students and their families.

Partnerships with Genesee, Lapeer, Saginaw, Midland and St. Clair County ISD's, and Lansing Community College to provide distance learning opportunities and unified purchasing.

Partnership with the Mid-Michigan Consortium for designing professional development activities, state curriculum based assessments, and classroom activities and tools, for school staff in six counties.

Partnership with Macomb ISD and Ingham ISD to deliver '21 Things' professional development online for educational staff.

North Central Regional Educational Laboratory (NCREL) assists with the design and delivery of current, research-based professional development opportunities.

MACUL; Cope project

Kiwanis Club preschool scholarships

Macomb Intermediate School District

Shiawassee Area Transportation Authority

Consortium with Clinton Regional Education Service Agency, Clinton, Eaton, Ingham, Gratiot-Isabella counties consortium to identify and provide services for homeless students



## RESD Compliance, Notices, Policies

SRESD complies with all federal laws and regulations prohibiting discrimination, and with all requirements and regulations of the U.S. Department of Education, that no person on the basis of race, color, religion, national origin, or citizenship status, creed or ancestry, age, gender, marital status, non-disqualifying disability, height, or other protected categories shall be discriminated against, excluded from participation in, denied or otherwise be subjected to discrimination in employment or in any program or activity for which it is responsible or for which it received financial assistance from the U. S. Department of Education. If you need accommodations such as interpreter services, please call Trent Toney, Assistant Superintendent, at 989-743-3471 or call TTY 989-743-6102 at least 72 hours in advance of need.

### 1. GENERAL INFORMATION:

Total Budget: \$28,245,721	Pupil FTE's: 11,132.61
Constituent Districts, PSA's, Non-Public Schools = 14	Taxes Levied: General Ed: .2238 Special Ed: 3.6802
Total ISD Employees (full & part-time) 225 (data obtained from the REP report)	Taxable Valuation of all Properties: \$1,906,218,292
Retirement Rate – see pages 20 & 21 of this report	Total Square Footage of all buildings 63,914

### 2. FIBER OPTIC OR CABLE EQUIPMENT & OPERATING SYSTEM SOFTWARE FOR FIBER OPTIC/CABLE EQUIPMENT NETWORKS:

The following information includes the expenditure and source of funding for equipment and software:

NAME	AMOUNT
Gov. Connection	\$54,422
Data Strategy	\$54,360
Cade Information Strategy	\$35,599

### 3. IRS – 1099's

Payments made to individuals for whom a federal income tax form 1099 was issued in amounts over \$25,000:

NAME	SERVICE	AMOUNT
Powerschool Group LLC	Powerschool Licensing	\$41,825

#### **4. CONTRACT INFORMATION:**

The following are vendors who were paid for contracts that were entered into by the ISD during the fiscal year:

<b>NAME</b>	<b>SERVICE</b>	<b>AMOUNT</b>	<b>CONTRACT SIGNATURE</b>
Advanced Audiology	Hearing Screening Services	\$54.70/hr.	David Schulte
Ann Saffer	Reflective Supervision	\$38,550	David Schulte
Baker College	Dual Enrollment/Early College	\$226,027	David Schulte
Bright Beginnings, Perry	Preschool Services	\$68,000	David Schulte
Capital Area Community Services	Early Head Start Services	\$53,000	David Schulte
Capital Area Community Services	Preschool services	\$112,200	David Schulte
Centria Health Care	Nursing services	\$35,280	David Schulte
Compass Learning	Digital Content Services	\$40,000	David Schulte
Critical Incident Management	Incident Management	\$15,000	David Schulte
Daystarr Communications	Local/Long Distance Phone	\$26,208	David Schulte
Dean Management	Transportation	\$224,916	David Schulte
DELEG-MRS	Programs to assist persons with disabilities	\$56,108	David Schulte
Diamond Health Care	Physical Therapy Services	\$96,000	David Schulte
Elite Early Learning Center	Preschool Services	\$21,650	David Schulte
Lansing Community College	Dual Enrollment	\$69,600	David Schulte
Mediscan Staffing	Speech Services	\$22,400	David Schulte
Mott Community College	Dual Enrollment/Early College	\$23,412	David Schulte
My Great Beginnings, Durand	Preschool Services	\$68,000	David Schulte
Noah's Ark	Preschool Services	\$91,800	David Schulte
Public Consulting Group	Medicaid Data Services	\$85,083	David Schulte
Sheila Dunham	CTE Coordinator	\$350/day	David Schulte

Shiawassee County Health Dept.	Vision/Hearing Screenings	\$10,000	David Schulte
Shiawassee County Health Dept.	Child Find Screenings	\$80,600	David Schulte
Shiawassee County Health Dept.	Durand Schools Social Work Non-Clinical Nurse Program	\$46,000	David Schulte
SVRC	Transition job related services	\$88,389	David Schulte
The Birch Agency	Physical Therapy/Occupational Therapy/Speech Services	\$64/hr.	David Schulte
Weinlander Fitzhugh CPA	Annual Financial Audit	\$17,700	David Schulte

## 5. CONTRACT MODIFICATIONS:

The Board of Education approved the extension of the current contract with Merit Networks for Internet access bandwidth, subject to Universal Service Funding. The contract extension would be for one year with an estimated cost not to exceed \$95,000, of which approximately 60% would be discounted by USF funds, with the balance being paid by local districts at a rate of \$4 per student.

## 6. MOTOR VEHICLES:

The following vehicles were owned or leased by the ISD during the fiscal year weighing less than 7,500 pounds:

<b>MOTOR VEHICLE</b>	<b>PURPOSE</b>
2005 Chevy Uplander Van	SLC-E courier vehicle
2005 Pontiac Van	SLC-W courier vehicle
2008 Chevy Uplander Van	WIA courier vehicle
2009 Ford E-150 XL Van	Student Vehicle stored at Transportation
2010 Ford Econo Van	Inter-school courier vehicle
2014 Ford F250 Truck	Operation & Maintenance Vehicle

**7. Certain RESD Expenditures:**

ISD expenditures for administration and Public Relations, Surveys, Polling, Lobbying, and Legal Services:

<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>% OF BUDGET</b>
Administrative Costs	\$546,000	1.93%
Public Relations, Legal Fees, Surveys, Polling, Lobbying	\$26,425	0.09%

**8. Travel Information:**

Intermediate School Districts are required to report travel information for each board member or administrator whose travel expenses exceed \$3,662 paid for with ISD funds. Shiawassee RESD did not pay any board member or administrator travel expenses in excess of \$3,662.

**9. Administrative Job Descriptions:**

**SUPERINTENDENT**

SUMMARY

Under direction of the Board of Education, manages the school district acting as an agent of the Board. Provides information and input to the Board, manages school business and provides liaison between the community and the District.

SUPERVISORY RESPONSIBILITIES:

Manage subordinate supervisors who supervise employees in the Finance/Planning, Curriculum/Staff Development, Community Education, Special Education, Principals, and Personnel/Employee Relations, Vocational Education and Building and Student Services Departments, and responsible for the overall direction, coordination, and evaluation of these units. Also directly supervises non-supervisory employees. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

1. Acts as the agent of the Board of Education.
2. Establishes and prepares meeting agendas, presents items for consideration to the Board, and responds to inquiries from the Board.
3. Manages a staff of administrators including the Assistant Superintendents, Directors, and Principals.
4. Ensures the communication and interpretation of Board decisions and requests to staff.
5. Provides goal setting and problem solving to staff.

6. Recommends hiring to Board and evaluates performance.
7. Responds to staff and community regarding questions or problems about school operations.
8. Recommends policy and program decisions to the Board.
9. Develops administrative rules and procedures to implement Board policy.
10. Attends regular and special Board meetings each month.
11. Oversees the preparation of the annual budget.
12. Interviews candidates and recommends candidates to the Board for hiring.
13. Attends various organizational meetings outside the district.
14. Ensures compliance with appropriate State and Federal Constitutional and statutory rules and regulations.

### ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGES

#### SKILLS AND ABILITIES FOR EMPLOYMENT:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EDUCATION and/or EXPERIENCE:

Minimum of a Master's Degree in Educational Leadership: must have strong leadership skills, communication skills.

#### CERTIFICATES, LICENSES, REGISTRATIONS:

Certification for Superintendent, Certification for Central Office Administration through the State of Michigan.

#### LANGUAGE SKILLS:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

#### REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

#### OTHER SKILLS and ABILITIES:

Demonstrate dynamic interpersonal skills working with parents, staff and representatives of agencies and constituent school districts. Ability to organize, generate, direct and monitor small and large group activities. Ability to communicate effectively, both written and orally. Ability to exercise good judgment and make decisions in accordance with board policies and established administrative operating procedures.

# **ASSISTANT SUPERINTENDENT FOR SPECIAL EDUCATION**

## SUMMARY

Plan, organize, and implement the Special Education programs for Shiawassee RESD; contribute to the overall program to assist schools and students succeed; perform related duties as required.

## SUPERVISION RECEIVED

Work is performed under the general direction of the Superintendent, consistent with the policies established by the District.

## SUPERVISION EXERCISED

Directly supervises those employees in his/her area of responsibility. Supervisory responsibilities include hiring, training, assigning work, checking work in progress and/or upon completion, evaluating performance and recommending or participating in the disciplinary or grievance process.

## RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Assess Special Education needs of the district.
2. Develop annual and long range plans to address Special Education needs.
3. Identify resources to address needs.
4. Develop goals to achieve plans and goals.
5. Allocate resources to reach goals.
6. Identify problems in the Special Education programs and seek solutions.
7. Recruit, interview and recommend staff for employment to the Superintendent.
8. Prepare and administer Special Education and related budgets.
9. Plan and coordinate professional development activities for teaching staff.
10. Develop, implement and maintain evaluation procedures for programs and personnel.
11. Ensure compliance with State and Federal Special Education laws by RESD and ISD's.
12. Perform related work as required.

## ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGES, SKILLS AND ABILITIES FOR

## EMPLOYMENT

All of the following functions, qualifications, knowledge's, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

- Considerable knowledge of Federal, State and local trends.
- Considerable knowledge of Federal, State and District programs.
- Considerable knowledge of State and District policies and procedures.
- Considerable knowledge of Special Education requirements.
- Considerable knowledge of State and District reports.
- Considerable knowledge of developing and administering budgets.
- Knowledge of recruiting and interviewing requirements.
- Knowledge of District business and industry requirements.
- Knowledge of contract requirements.
- Ability to recruit and interview.
- Ability to supervise and lead.
- Ability to develop annual and long term plans.
- Ability to organize and implement plans.
- Ability to negotiate.
- Graduation from a college or university of recognized standing with a Master's degree, and an additional minimum of thirty hours in the specific or related field.
- Special Education Administrator certificate required.
- Teaching degree required.
- Administrative certification required.
- Three years' experience required in specific or related field.

## **ASSISTANT SUPERINTENDENT FOR INSTRUCTIONAL SUPPORT SERVICES**

### SUMMARY

Plan, organize, and implement School Improvement programs for Shiawassee RESD; contribute to the overall process to assist schools and students succeed; perform related duties as required.

SUPERVISION RECEIVED

Work is performed under the general direction of the Superintendent, consistent with the policies established by the District.

### SUPERVISION EXERCISED

Directly supervises those employees in his/her area of responsibility. Supervisory responsibilities include hiring, training, assigning work, checking work in progress and/or upon completion, evaluating performance and recommending or participating in the disciplinary or grievance process.

### RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform).

1. Research School Improvement needs of the district by collection data.
2. Develop annual and long range plans to address School Improvement needs.
3. Identify resources to address needs.
4. Develop goals to achieve plans and goals.
5. Allocate resources to reach goals.
6. Identify problems in School Improvement programs and seek solutions.
7. Recruit, interview and recommend staff for employment to the Superintendent.
8. Prepare and administer School Improvement related budgets.
9. Plan and coordinate professional development activities for teaching staff.
10. Develop, implement and maintain evaluation procedures for programs and personnel.
11. Perform related work as required.

All of the following functions, qualifications, knowledge's, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

- Considerable knowledge of Federal, State and local trends.
- Considerable knowledge of Federal, State and District programs.
- Considerable knowledge of State and District policies and procedures.
- Considerable knowledge of vocational education requirements.
- Considerable knowledge of State and District reports.
- Considerable knowledge of developing and administering budgets.
- Knowledge of recruiting and interviewing requirements.
- Knowledge of District business and industry requirements.
- Knowledge of contract requirements.



- Ability to recruit and interview.
- Ability to supervise and lead.
- Ability to develop annual and long term plans.
- Ability to organize and implement plans.
- Ability to negotiate.
- Graduation from a college or university of recognized standing with a Master's degree, with an additional minimum of 30 hours in the specific or related field.
- Vocational Education Administrator certificate required.
- Teaching degree required.
- Administrative certification required.
- Three years' experience required in specific or related field.

## **DIRECTOR OF FINANCE**

### SUMMARY

Accountable for overseeing the district's business and financial needs including Federal/State/ Local requirements and other matters as required and/or assigned.

### SUPERVISION RECEIVED

Work is performed under the general direction of the Superintendent, consistent with the policies established by the District.

### RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Plans, assigns, and directs work in reviewing department budget requests and revenues. Prepare annual budget for review by the Superintendent of Schools.
2. Plans, assigns, and directs the investigation and continuous review of departmental operations, and procedures. Prepares reports and recommendations to the Superintendent of Schools.
3. Makes reports and recommendations relating to budget preparation and administration.
4. Supervises the maintenance of complex financial records and the preparation of periodic and specific reports.
5. Confers with and advises department heads on budget matters.

6. Plans, assigns, assists, and directs work of central office payroll and finance employees.
7. Performs internal auditing and assists with external audits during closing of the district's financial records.
8. Maintains accurate and complete records of assets, inventories, and insurance.
9. Analyzes proposed and existing legislation to assess implications for district; communicate implications of proposed legislation with appropriate legislators, professional groups, and community.
10. Assist in the planning, development and implementation of the district's budget process to facilitate meeting the community's educational mission. Process must include developing overall budget strategies, obtaining broad range of input, aligning resources with Strategic Plan, prioritizing needs, allocating resources among priorities, communicating with community, staff and board, and developing mechanisms for monitoring and evaluation of financial performance.
11. Monitor district cash flow and maximizes the district's use of resources by implementing cost savings programs, generating investment income, and cost effective borrowing.
12. Oversees compliance reporting to Federal, State, Local, and private funding sources.
13. Assists with the district's risk management activities, benefit programs (i.e., health, liability, tax sheltered plans, life, long term disability, worker's compensation and unemployment), and payroll function.
14. Performs other related duties as assigned.

All of the following functions, qualifications, knowledge's, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

- Demonstrate ability to add value to the district and its administrative team and commitment to education excellence.
- Ability to communicate and work effectively with administrative team, Board members, professional and support staff, bargaining units, community members, municipal agencies, and others as required.
- Strong leadership, team-building skills, proven effectiveness in involving and working with people at all levels.
- Experience and training in accounting, fund investment, budget development, monitoring and reporting, computers, technology, negotiations, and regulatory compliance. Knowledgeable and/or ability to learn of Michigan school finance, legal, and insurance matters.

- Minimum of BA in accounting or business; additional education and/or experience in school business and finance and/or other related business experience.
- CPA and/or Master's Degree a plus.

**10. Salary, Expense Account and Supplemental Compensation:**

The following data represent the annual monetary value of the top 3% employees of the intermediate school district. The employees were determined by taking the number of ISD employees, multiplied by .03 to determine the 3% figure.

<b>POSITION</b>	<b>SALARY</b>	<b>EXPENSE ACCOUNT</b>	<b>REIMB. EXPENSE</b>	<b>SUPPLEMENTAL COMPENSATION</b>
Superintendent	\$163,811	-0-	-0-	\$10,000
Asst. Superintendent	\$106,179	-0-	-0-	\$ 250.
Asst. Superintendent	Vacant	-0-	-0-	\$ 0
Finance Director	\$95,528	-0-	-0-	\$ 250.
Regional Supervisor	\$101,616	-0-	-0-	\$ 250.
Regional Supervisor	\$101,616	-0-	-0-	\$ 250.
Regional Supervisor	\$100,189	-0-	-0-	\$ 250.

- **OTHER USEFUL INFORMATION - Economic Factors:**

Foundation Allowance

Projections for the 2016-17 fiscal year the Board of Education and Administration agreed to an estimate of no revenue increase in Section 81 based on data from various educational organizations such as Michigan Association of School Business Officials, Michigan Association of School Administrators, and the Michigan Association of School Boards as well as discussions local state representatives. The political debate continues regarding the funding of public education.

Retirement Rates

The continuing cost of health insurance to current and potential retirees continues to drive the retirement rate increase, which the Michigan School Personnel Retirement System recommends to the legislature for approval. The rate stayed the same at 25.78% from 2014-15 to 2015-16. The Retirement rates for 2016-17 were as follows;

**FY2016-17 Employer Contribution Rates: K12, ISD, Charter/PSA, District Library, and Community College**

<b>Active Members</b>		<b>Basic/MIP with Premium Subsidy</b>	<b>Pension Plus with Premium Subsidy</b>	<b>Pension Plus with PHF</b>	<b>Pension Plus to DC with PHF</b>	<b>Basic/MIP to DC with Premium Subsidy</b>	<b>Basic/MIP to DC with PHF</b>	<b>Basic/MIP with PHF</b>
<b>DB CONTRIBUTIONS</b>								
<b>PENSION CONTRIBUTIONS</b>								
Pension Normal Cost		3.76%	3.13%	3.13%	0.00%	0.00%	0.00%	3.76%
Pension UAAL		13.91%	13.91%	13.91%	13.91%	13.91%	13.91%	13.91%
Pension Early Retirement Incentive		1.36%	1.36%	1.36%	1.36%	1.36%	1.36%	1.36%
<b>Pension Total Rate</b>		<b>19.03%</b>	<b>18.40%</b>	<b>18.40%</b>	<b>15.27%</b>	<b>15.27%</b>	<b>15.27%</b>	<b>19.03%</b>
<b>HEALTH CONTRIBUTIONS</b>								
Health Normal Cost		0.22%	0.22%	0.00%	0.00%	0.22%	0.00%	0.00%
Health UAAL		5.69%	5.69%	5.69%	5.69%	5.69%	5.69%	5.69%
<b>Health Total Rate</b>		<b>5.91%</b>	<b>5.91%</b>	<b>5.69%</b>	<b>5.69%</b>	<b>5.91%</b>	<b>5.69%</b>	<b>5.69%</b>
<b>DTL2 Records</b>	<b>DB Contribution Total</b>	<b>24.94%</b>	<b>24.31%</b>	<b>24.09%</b>	<b>20.96%</b>	<b>21.18%</b>	<b>20.96%</b>	<b>24.72%</b>
<b>DC CONTRIBUTIONS</b>								
DC Employer Contributions		0.00%	1.00%	1.00%	3.00%	4.00%	4.00%	0.00%
Personal Healthcare Fund		0.00%	0.00%	2.00%	2.00%	0.00%	2.00%	2.00%
<b>DTL4 Records</b>	<b>DC Contribution Total</b>	<b>0.00%</b>	<b>1.00%</b>	<b>3.00%</b>	<b>5.00%</b>	<b>4.00%</b>	<b>6.00%</b>	<b>2.00%</b>

The table below is provided for budgeting purposes only; changes to employer contribution rates used in payroll reporting<sup>1</sup> are not required. The MPSERS UAAL Stabilization Rate<sup>2</sup> is the estimated statewide impact on 2015-16 MPSERS UAAL Rate Stabilization funding. Because legislation calls for utilizing each entity's prior year salary as a base for distribution, the amount paid to each district will vary from the amount the district sets up as liability using that rate and current year payroll. The Total Rate<sup>3</sup> is the estimated annual level percentage of the MPSERS payroll contribution rate.

**Employer Defined Benefit (DB) Contribution Rates with MPSERS UAAL Rate Stabilization Amount:**

DB Rate Charged on Reported Payroll: <sup>1</sup>	24.94%	24.31%	24.09%	20.96%	21.18%	20.96%	24.72%
MPSERS UAAL Stabilization Rate: <sup>2</sup>	11.70%	11.70%	11.70%	11.70%	11.70%	11.70%	11.70%
<b>Total Rate:<sup>3</sup></b>	<b>36.64%</b>	<b>36.01%</b>	<b>35.79%</b>	<b>32.66%</b>	<b>32.88%</b>	<b>32.66%</b>	<b>36.42%</b>

- 1 - Rate charged through normal payroll reporting process.
- 2 - Rate charged through monthly MPSERS UAAL Rate Stabilization Amount invoice.
- 3 - Total combined rates. "Total Rate" is to be used for budgeting purposes only.

### **Analysis of Budgets:**

The Uniform Budget Act of the State of Michigan requires that the local Board of Education approve the original budget for the upcoming fiscal year prior to July 1, the start of the fiscal year.

As a matter of practice, Shiawassee Regional Educational Service District amends its budget during the school year. The June 2017 budget amendment was the final budget for the 2016-17 fiscal year.