



**WASHTENAW INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION MEETING MINUTES**

Tuesday, June 24, 2025

The Washtenaw Intermediate School District Board of Education held a regular board meeting on Tuesday, June 24, 2025, in Washtenaw ISD's Teaching and Learning Center Board Room at 1819 South Wagner Road in Ann Arbor, Michigan.

CALL TO ORDER

The meeting was called to order at 5:10 PM by President Diane Hockett.

ATTENDANCE

The following members were present:

Diane Hockett, President
Mary Jane Tramontin, Vice President
Steve Olsen, Secretary
Dorcas Musili, Trustee

The following member was absent:

Sarena Shivers, Treasurer

Quorum was met.

Also present:

Naomi Norman, Superintendent
Cherie Vannatter, Deputy Superintendent
Brian Marcel, Associate Superintendent
Sherri Papazoglou, Director of Finance
LaDawn White, Grants Manager, Early Childhood Programs
Jennifer Banks, Director of Instruction
Ashley Kryscynski, Director of Communications and Public Relations
Ruth Jordan, Director of Student Support Services for Ypsilanti Community Schools
Stacey Banks, Assistive Technology for Ypsilanti Community Schools
Laura Pasek, Honey Creek Board of Trustee Candidate
Dillon Hendrick, Honey Creek Board of Trustee Candidate
TJ Greggs, Administrative Assistant to the Superintendent

APPROVAL OF THE AGENDA

Steve Olsen moved, Mary Jane Tramontin seconded, to approve the agenda and the addition of the Honey Creek Board appointment after the presentation, as presented.

Ayes: Diane Hockett, Mary Jane Tramontin, Steve Olsen, Dorcas Musili

Nays: None.

Motion carried.

COMMUNICATIONS: There were no communications.

PUBLIC PARTICIPATION: There was no public participation.

PRESENTATION: Director of Student Support Services for Ypsilanti Community Schools Ruth Jordan shared the YCS and WISD proposed pilot program with the Board.

APPOINTMENT OF HONEY CREEK BOARD OF TRUSTEES

Mary Jane Tramontin motioned, Dorcas Musili seconded, that the Board of Education approve the appointment of the three individuals to the Honey Creek Community School Board, those being Dillon Hendrick, Laura Pasek, and Jarvis Adams, as presented.

Voting yes: Diane Hockett, Steve Olsen, Mary Jane Tramontin, Dorcas Musili

Voting no: None.

Motion carried.

OATH OF OFFICE: Administrative Assistant to the Superintendent TJ Greggs conducted the Oath of Office for the Board of Trustees of the Honey Creek Community School's candidates Dillon Hendrick and Laura Pasek.

PUBLIC HEARING 2025-2026 WISD BUDGET: Associate Superintendent Brian Marcel noted the Budget Public Hearing Notice was placed in the Ann Arbor News, as required. He explained that the district is required by state law to have the millage rates be a subject of the Public Hearing. The 2025-26 millage rates on all Washtenaw Intermediate School District taxable properties being .0933 for the General Education budget and 5.1280 on the Special Education budget. There was no public comment on the budget.

FINANCIAL REPORTS: Associate Superintendent Brian Marcel reviewed the financial reports for May 2025. Early Childhood Grants Manager LaDawn White reviewed the May 2025 Head Start Financial Reports.

Dorcas Musili motioned, Steve Olsen seconded, that the Board of Education approve the May 2025 Head Start Financial Reports, as presented.

Voting yes: Diane Hockett, Steve Olsen, Mary Jane Tramontin, Dorcas Musili

Voting no: None.

Motion carried.

EQUITY, INCLUSION, AND SOCIAL JUSTICE DIALOGUE: Superintendent Naomi Norman facilitated the Equity, Inclusion, and Social Justice (EISJ) discussion, sharing about the following:

- Superintendent Naomi Norman shared about looking into the history of the WISD by looking through the minutes from the beginning of the organization to date.

CONSENT AGENDA

Steve Olsen moved, Dorcas Musili seconded, that the Board of Education approve the special meeting minutes and Superintendent's recommendations in the Consent Agenda, as presented.

Ayes: Diane Hockett, Mary Jane Tramontin, Steve Olsen, Dorcas Musili

Nays: None.

Motion carried.

Approval of Minutes

The Board approved the minutes of the June 23, 2025, special meeting.

142-24-25

The Board approved the following employment recommendations:

- Blerim Rusay as a Technical Assistant on the Desktop Support team
- Brigitte Clements as a TA in room 33 at High Point during ESY
- Caryl Dazeras as an Adaptive PE teacher for ESY
- Courtniqe Cornish as an ASD Teaching Assistant
- Derban Demeuse as an ASD Teaching Assistant
- Emily Campbell as a Head Start/GSRP Early Childhood Specialist
- Jane Benn as an ASD Teaching Assistant
- Jennifer Fendt as a Head Start/GSRP Early Childhood Specialist
- Michael Cushman as an WISD Drone/Aviation CTE instructor

143-24-25

The Board approved the following reclassification requests:

- Kristen West, Teacher ASD, 1.0 FTE, 185 workdays, Unit II to Teacher YA SCI, 1.0 FTE, 205 workdays, Unit II.
- Sarah Levar, Mental Health Practitioner, 1.0 FTE, 210 workdays, Non-Affiliated to Mental Health Clinical Supervisor, 1.0 FTE, 205 workdays, Non-Affiliated.
- Sara Vanzanten, TA Milan MS, 1.0 FTE, 185 workdays, Unit I to Teacher Assistant ASD, 1.0 FTE, 185 workdays, Unit I.

144-24-25

The Board approved the following new position requests:

- Teacher Assistant 1 - Drone/Aviation CTE program 1, 1.0 FTE, 185 workdays, Worksite: TLC, Unit I.
- Teacher Assistant 2 - Drone/Aviation CTE program 1, 1.0 FTE, 185 workdays, Worksite: TLC, Unit I.

145-24-25

The Board approved the following staff retirements:

- Julie Liskiewicz, effective June 12, 2025

146-24-25

The Board authorized the administration to amend the Ozone House contract in the amount of \$15,267, for a total amount \$75,267, as presented.

147-24-25

The Board authorized the administration to execute the lease agreement with Ypsilanti Community Schools for two (2) suites located at 111 S. Wallace Blvd., Ypsilanti, MI 48197 with rent totaling \$20,906 for the one-year term, as presented.

148-24-25

The Board authorized the administration to execute the lease extension with Bell Arbor Commons, LLC for the suite located at 2835 Carpenter Rd., Ann Arbor, MI with rent totaling \$100,021.56 for the three-year term, as presented.

149-24-25

The Board authorized the administration to renew the technology licenses, maintenance, and services if the pricing does not exceed an increase of more than 8 % of the costs listed for the licenses being renewed, as presented.

150-24-25

The Board authorized the administration to authorize the administration to approve the Technology Support Services contract with Robert Half, Inc. in the amount of \$134,000, as presented.

151-24-25

The Board authorized the administration the approval of a contract with Contextual Learning Concepts, LLC for a cost not to exceed \$68,220, as presented.

152-24-25

The Board authorized the administration to authorize the administration to approve the Technology Support Services contract with Robert Half, Inc. in the amount of \$134,000, as presented.

NEW BUSINESS – Year-End Board Report 2024-25– Director of Communications and Public Relations Ashley Kryscynski presented the Board with the 2024-2025 Year-End Board Report. No action was needed.

NEW BUSINESS – 2024-2025 Budget Amendments – Prior to board action, Director of Finance Sherri Papazoglou reviewed the 2024-2025 budget amendments in detail for the board. Sherri Papazoglou fielded questions from the board.

Mary Jane Tramontin moved, Dorcas Musili seconded, that the Board of Education adopt the 2024-2025 Budget Amendments dated June 24, 2025, for the following funds as presented: General Education Operating Fund, Special Education Operating Fund, Food Service Fund, School Activity Fund, and Cooperative Activities Fund, as presented.

Ayes: Diane Hockett, Mary Jane Tramontin, Steve Olsen, Dorcas Musili

Nays: None.

Motion carried.

NEW BUSINESS – Adoption of 2025-2026 Budget Resolutions – Prior to board action, Associate Superintendent Brian Marcel reviewed the 2025-2026 budget resolution in detail for the board. Brian Marcel fielded questions from the board.

Steve Olsen moved, Dorcas Musili seconded, that the Board of Education adopt the 2025-2026 Budget Resolutions dated June 24, 2025, for the following funds as presented: General Education Operating Fund, Special Education Operating Fund, Food Service Fund, School Activity Fund, and Cooperative Activities Fund, as presented.

Ayes: Diane Hockett, Mary Jane Tramontin, Steve Olsen, Dorcas Musili

Nays: None.

Motion carried.

NEW BUSINESS – Unit II Tentative Agreement (2025-2028 Contract)– Associate Superintendent Brian Marcel shared the modifications to the new Unit II Collective Bargaining Agreement with the Board.

Dorcas Musili moved, Steve Olsen seconded, that the Board of Education approve the Tentative Agreement of the three-year (July 1, 2025 – June 30, 2028) collective bargaining agreement reached with Unit II, as presented.

Ayes: Diane Hockett, Mary Jane Tramontin, Steve Olsen, Dorcas Musili

Nays: None.

Motion carried.

NEW BUSINESS – Non-Affiliated Manual Recommendation – Associate Superintendent Brian Marcel shared modifications for the Staff Manual for Non-Affiliated and Early Childhood Personnel Agreement with the Board.

Mary Jane Tramontin moved, Dorcas Musili seconded, that the Board of Education approve the Staff Manual for Non-Affiliated and Early Childhood Personnel, for the three-year period from July 1, 2025 – June 30, 2028, as presented.

Ayes: Diane Hockett, Mary Jane Tramontin, Steve Olsen, Dorcas Musili

Nays: None.

Motion carried.

NEW BUSINESS – Sexual Education Curriculum – Prior to Board action, Deputy Superintendent Cherie Vannatter discussed that this was the same curriculum shared with the Board at the June 3 and June 10, 2025 public hearings.

Steve Olsen moved, Dorcas Musili seconded, that the Board of Education approve the approve Sexual Health Curriculum, The 3 Rs (Rights, Respect, Responsibility), as presented.

Ayes: Diane Hockett, Mary Jane Tramontin, Steve Olsen, Dorcas Musili

Nays: None.

Motion carried.

NEW BUSINESS – Updated Head Start/GSRP Policies – First Read – Superintendent Naomi Norman shared the first read of the following Head Start/GRSP policies. No Action was needed.

- 1) Eligibility
- 2) Enrollment, Waitlist, Re-Enrollment & Transfers
- 3) Recruitment & Service Area
- 4) Selection Process
- 5) Attendance – Center-Based Programs
- 6) Center-Based Class Size and Adult/Child Ratio
- 7) Child Assessment
- 8) Child Guidance
- 9) Community Partnerships
- 10) Community Resources
- 11) Curriculum
- 12) Developmental and Behavioral Screenings

- 13) Drop-Off/Pick-up and Late Child Procedure
- 14) Family Partnership Services
- 15) Family Satisfaction Survey
- 16) Holidays, Birthdays, and Graduation in Head Start and GSRP
- 17) Home Visits & Family Conferences (Center-based programs)
- 18) Individualization
- 19) Lesson Planning
- 20) Outdoor Play & Materials
- 21) Parent Involvement General
- 22) Parent Involvement in Community Advocacy
- 23) Services to Enrolled WHS Pregnant Women
- 24) Transition into and out of Early Head Start, Head Start & Great Start Readiness Program

NEW BUSINESS – Updated WISD Policy – Second Read – Superintendent Naomi Norman shared the changes to policy #1240 – Evaluation of the Superintendent.

Dorcas Musili moved, Mary Jane Tramontin seconded, that the Board of Education approve the updated Evaluation of the Superintendent policy, as presented.

Ayes: Diane Hockett, Mary Jane Tramontin, Steve Olsen, Dorcas Musili

Nays: None.

Motion carried.

NEW BUSINESS – Contract with LCK Coaching & Consulting – Superintendent Naomi Norman shared details about the continued work planned with LCK Consulting for the 2025-26 year.

Mary Jane Tramontin moved, Steve Olsen seconded, that the Board of Education authorize the administration to approve the contact with LCK Coaching & Consulting for leadership coaching training, and development services for a cost not to exceed \$140,000, as presented.

Ayes: Diane Hockett, Mary Jane Tramontin, Steve Olsen, Dorcas Musili

Nays: None.

Motion carried.

NEW BUSINESS – Kriseles Contract – Superintendent Naomi Norman shared details about the continued work planned with Kriseles for the 2025-26 year.

Steve Olsen moved, Dorcas Musili seconded, that the Board of Education authorize the administration to approve the contract with Kriseles, Inc. for advisory and consulting services related to Organizational Management, Leadership Development, and Inclusive Practices for a cost not to exceed \$200,000, as presented.

Ayes: Diane Hockett, Mary Jane Tramontin, Steve Olsen, Dorcas Musili

Nays: None.

Motion carried.

NEW BUSINESS – Career Technical Education Millage Resolution – Director of Career and Technical Education Dr. Ryan Rowe and Director of Communications and Public Relations Ashley Kryscynski shared the details of the CTE Millage Resolution that was approved by all the local district Boards of Washtenaw County.

Dorcas Musili moved, Mary Jane Tramontin seconded, that the Board of Education approve the CTE Millage Resolution and authorize the administration to place the career and technical education millage of 1.0 mils for a 10-year term on the ballot for the November 2025 election, as presented.

Ayes: Diane Hockett, Mary Jane Tramontin, Steve Olsen, Dorcas Musili

Nays: None.

Motion carried.

NEW BUSINESS – Annual Organization for 2025-2026:

Election of President

Mary Jane Tramontin was nominated by **Diane Hockett**.

Motion by **Steve Olsen**, supported by **Dorcas Musili**, that nominations be closed, and a unanimous ballot be cast for **Mary Jane Tramontin** as President of the Board of Education.

Voting yes: Diane Hockett, Steve Olsen, Mary Jane Tramontin, Dorcas Musili

Voting no: None.

Motion carried.

Mary Jane Tramontin was declared elected as President of the Board of Education.

Election of Vice-President

Steve Olsen was nominated by **Mary Jane Tramontin**.

Motion by **Dorcas Musili**, supported by **Mary Jane Tramontin**, that nominations be closed, and a unanimous ballot be cast for **Steve Olsen** as Vice-President of the Board of Education. (Voice Vote)

Voting yes: Diane Hockett, Steve Olsen, Mary Jane Tramontin, Dorcas Musili

Voting no: None

Motion carried.

Steve Olsen was declared elected as Vice-President of the Board of Education.

Election of Secretary

Dorcas Musili was nominated by **Diane Hockett**.

Motion by **Mary Jane Tramontin**, supported by **Steve Olsen**, that nominations be closed, and a unanimous ballot be cast for **Dorcas Musili** as Secretary of the Board of Education. (Voice Vote)

Voting yes: Diane Hockett, Steve Olsen, Mary Jane Tramontin, Dorcas Musili

Voting no: None

Motion carried.

Dorcas Musili was declared elected as Secretary of the Board of Education.

Election of Treasurer

Sarena Shivers was nominated by **Steve Olsen**.

Motion by **Mary Jane Tramontin**, supported by **Steve Olsen**, that nominations be closed, and a unanimous ballot be cast for **Sarena Shivers** as Treasurer of the Board of Education. (Voice Vote)

Voting yes: Diane Hockett, Steve Olsen, Mary Jane Tramontin, Dorcas Musili

Voting no: None

Motion carried.

Sarena Shivers was declared elected as Treasurer of the Board of Education.

Depositories and Accounting Funds

Motion by **Steve Olsen** supported by **Dorcas Musili**, to authorize the Superintendent of Schools, or her designee, to deposit school district funds in accordance with Policy 6144- Investments, in the following depositories:

**Comerica Bank
Fifth Third Bank
J.P. Morgan Chase
MI Class
Michigan Liquid Asset Fund Plus
Old National Bank**

and further,

to authorize funds to be withdrawn from school district depositories, by check or wire, signed or authorized by Brian Marcel, Associate Superintendent, and/or Naomi Norman, Superintendent, and/or Sherri Papazoglou, Finance Director and/or Rebecca Muessig, Finance Manager.

and further,

to authorize the use of the following accounting funds of the district and establishment of the necessary banking accounts for these funds:

General Education Fund	General Education Capital Projects Fund
Special Education Fund	Special Education Capital Project Fund
Food Service Fund	
Cooperative Activities Fund	
Internal Service Fund	
WEOC Capital Projects Fund	
2019 Bonds Capital Projects Fund	
2019 School Bond Debt Retirement Fund	
Washtenaw Children's Savings Account Fund	

Motion by **Mary Jane Tramontin**, supported by **Dorcas Musili**, that the Board of Education meet for their regular board meetings on the 2nd and 4th Tuesday of each month at 5:00 p.m. in the Washtenaw

Intermediate School District's Teaching and Learning Center, 1819 South Wagner Road, Ann Arbor, Michigan with exceptions as noted below.

July 30, 2025 (Board Retreat), August 12, 2025, August 26, 2025, September 9, 2025, September 23, 2025, October 14, 2025, October 28, 2025, November 11, 2025, November 25, 2025, December 9, 2025, January 13, 2026, January 27, 2026, February 10, 2026, February 24, 2026, March 10, 2026, March 24, 2026, April 14, 2026, April 28, 2026, May 12, 2026, May 26, 2026, June 9, 2026, June 23, 2026.

Voting yes: Diane Hockett, Steve Olsen, Mary Jane Tramontin, Dorcas Musili

Voting no: None

Motion carried.

School Attorney

Motion by Dorcas Musili, supported by Steve Olsen, to appoint Thrun Law Firm, P.C. as counsel to the school district for the 2025-2026 fiscal year. (Voice Vote)

Voting yes: Diane Hockett, Steve Olsen, Mary Jane Tramontin, Dorcas Musili

Voting no: None

Motion carried.

Board Representation

Motion by Mary Jane Tramontin, seconded by Steve Olsen, to designate:

- **Mary Jane Tramontin** as a Director of the Washtenaw Association of School Boards (WASB) representative.
- **Diane Hockett** as the Washtenaw Association of School Boards Legislative Relations Network (LRN) representative.
- **Dorcas Musili** as voting delegate and **Diane Hockett** as alternate to the Annual Fall MASB Conference.
- **Mary Jane Tramontin** and **Steve Olsen** as the 2025-2026 Risk Assessment Committee representatives.
- **Mary Jane Tramontin** and **Steve Olsen** as the 2025-2026 Policy Committee representatives.
- **Sarena Shivers** as the 2025-2026 Board Financial Subcommittee representative.

Voting yes: Diane Hockett, Steve Olsen, Mary Jane Tramontin, Dorcas Musili

Voting no: None

Motion carried.

Board Member Attendance at Conference, Meetings, or Conventions

Diane Hockett moved, **Mary Jane Tramontin** seconded, to authorize the reimbursement of Board Members incurring expenses while on official duty for business of the Board of Education for the following 2025-26 Conferences:

- Michigan Association of School Boards (MASB) – Annual Leadership Conference, Lansing Center, Lansing, MI. October 24 - 27, 2024, registration fee (\$450.00); hotel charges (\$385.00 nightly rate + \$50.05 tax/night), approximate total for 3 nights (\$1,305.15); round trip mileage (150 miles round trip - \$98.25); and meals (\$135.00) for an estimated total expenditure per Board member of \$1,988.40.
- Association of Educational Service Agencies (AESAs) – Annual Conference, The

Broadmoor in Colorado Springs, Colorado Springs, CO. December 3 - December 5, 2025; registration fee (\$990.00); hotel charges (\$250.00 nightly rate plus \$42 resort fee + \$33.63 tax/night), approximate total for 3 nights (\$976.89); round trip airline ticket (approx. \$800.00); shuttle to and from airport (\$300.00); meals for 4 days (\$236.00) for an estimated total expenditure per board member of \$3,302.89.

- Any other Michigan Association of School Boards (MASB) classes and/or day events throughout the year.
- Any Michigan Head Start Association (MHSA) conference/events throughout the year.

OTHER ITEMS OF BUSINESS – Superintendent Norman’s Evaluation - The Board of Education discussed Superintendent Norman’s evaluation and shared their thoughts.

Mary Jane Tramontin moved, Steve Olsen seconded, that the Board of Education adopt the following resolution regarding the Superintendent’s yearly evaluation: “The Board of Education completed its evaluation of Naomi Norman performance as superintendent during the 2024-2025 school year. Recognizing that the Michigan legislature changed its permissible rating categories from ineffective, minimally ineffective, effective, and highly effective to needing support, developing, and effective, the Board rates the superintendent’s performance as effective. The Board recognizes her leadership of the school district as both visionary and high level. She facilitated access to learning opportunities for students and staff throughout Washtenaw County. The Board extends her contract for an additional year through the 2030 school year.”

Ayes: Diane Hockett, Mary Jane Tramontin, Steve Olsen, Dorcas Musili

Nays: None.

Motion carried.

OTHER ITEMS OF BUSINESS - Strategic Plan Focus Areas Discussion – Superintendent Naomi Norman and the Board decided to work on the Strategic Planning Areas at the board retreat on July 30, 2025.

Steve Olsen moved, Dorcas Musili seconded, that the Board of Education postpone Item 12 B until the next meeting July 30, 2025, Board Retreat, as presented.

Ayes: Diane Hockett, Mary Jane Tramontin, Steve Olsen, Dorcas Musili

Nays: None.

Motion carried.

BOARD OF EDUCATION REPORTS: There was nothing to report from the board.

ADMINISTRATIVE REPORTS - Superintendent’s Report:

Superintendent Norman shared about the following:

- Superintendent Norman and Deputy Superintendent Vannatter went to lunch with the Honey Creek principals to reflect on their first completed year.
- Superintendent Norman and Deputy Superintendent Vannatter shared about the Michigan Association of Intermediate School Administrators General Membership Meeting in Frankenmuth, MI.
- Superintendent Norman shared that she has been added to the Board of Michigan Association of Intermediate School Administrators.

ADJOURNMENT

The meeting was adjourned at 8:19 PM
Respectfully submitted,

Steve Olsen, Secretary
Washtenaw ISD Board of Education