

## **ISD Web Reporting Plan**

Mecosta-Osceola ISD

December 1, 2009 – Reporting on 2008-09 Year

### **Goal:**

Add meaning and provide context for the reported data

Added information addresses issues of accountability

Enhance the public's knowledge of what an ISD is and how it operates

Explain role and mission

### **Target Audience:**

Local Board of Education Members, Media, LEA Superintendents, Assistant Superintendents, Business Managers, Principals, MOISD Staff, Community Partners/Agencies, Public

### **Format:**

The data will be displayed in a series of web pages and pdf documents that will require the reader to scroll through brief comments before viewing data. This will educate the reader and provide a context for the data. Web links are indicated by underlined text.

**Access from Home Page:** About MOISD; Plans & Reports

## **Introduction**

The MOISD Annual Website Report is a welcome opportunity for the MOISD to communicate with our community about how we utilize the resources provided to us. Our spending decisions support our mission to provide the leadership, programs, and services which complement and enhance the efforts of constituent school districts in extending educational opportunities to all students. We exist to serve the local school districts.

The MOISD supports school improvement efforts, provides cost effective business solutions, offers programs for students, helps parents, and works within our community to maximize resources for all families. Just like any other business organization we issue paychecks, our staff travel to trainings and conferences, we contract with outside vendors for services, and we incur legal costs. Unlike other business organizations, we are governed by a school board selected by our customers, our local districts. Everything we do is subject to public review at any time by any person or organization.

If you simply review the numbers in this report, you have only scratched the surface of the MOISD. We invite you to dig deeper into our web site, visit our [Early Childhood & Parenting Program](#), [Mecosta-Osceola Career Center](#), [General Education](#), which includes our [Regional Mathematics & Science Center](#) and [Professional Development](#), in addition to our [Special Education area](#), which includes [transition programming](#), [PAC](#), and [Early On services](#). If you have further questions, comments, or would like to arrange for a visit, please contact our Superintendent's Office at 231.796.3543 or email [mmendenhall@moisd.org](mailto:mmendenhall@moisd.org).

## **ISD Annual Website Report**

### **Table of Contents**

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.

The information is broken into the following categories:

1. General Information
2. Fiber Optic or Cable Equipment
3. IRS 1099
4. Contracts
5. Contract Modifications
6. Motor Vehicles
7. Public Relations, Polling, Lobbying & Legal Services
8. Certain ISD Expenditures
9. Travel
10. Salary, Expense Account, and Supplemental Compensation

### **1. General Information**

The MOISD provides critical support for all public, charter and non-public schools that operate within Mecosta and Osceola Counties. There are 57 ISDs or Regional Education Service Agencies (RESAs) in the state of Michigan – no two are exactly alike. 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.

The MOISD operates the following:

1. Educational Programming for Eagle Village, Pineview Homes and Muskegon River Youth Home, private facilities for adjudicated youth (serving 155 students at any one time)
2. Mecosta-Osceola Career Center (MOCC) (513 students enrolled)
3. Early Childhood and Parenting Programs, including Homeless Student Services
4. MOISD Math, Science Technology Center (on the campus of Ferris State University, serving approximately 100 students)
5. Education Center, including Transition Center and satellite classrooms programs located in local district buildings (serving approximately 210 students enrolled)

**Pupil FTEs (Full-Time Equivalents):**

Total pupils served: **9,243.27**

## **Constituent Districts, PSAs, Nonpublic Schools**

Most of the students within the MOISD service area attend five (5) constituent public school districts. In addition, the MOISD has one (1) charter school and 6 non-public schools.

To learn more click here [www.moisd.org](http://www.moisd.org)

## **ISD Employees**

The total below includes, but is not limited to:

- Early Childhood and Parenting staff to serve Mecosta and Osceola counties
- Teachers, instructional assistants, and office staff for the Mecosta-Osceola Career Center (MOCC)
- Mecosta-Osceola Education Center teachers, instructional assistants, medical staff, therapists, and other specialists who serve students who have severe physical, cognitive, and multiple impairments
- Substitute teachers for all MOISD programs as required
- Math and science specialists who serve students and educators in Mecosta and Osceola counties
- Instructional, career and technical education, special education, technology, and business staff who provide leadership, programs, and services for area schools throughout West Michigan
- Ancillary and related staff serving local educational agencies and ISD programs, including School Psychologists, Speech and Language Therapists, School Social Workers, Teacher Consultants, Occupational and Physical Therapists and Sign Language Interpreters.

Total Employees: **241**

**ISD Funds:** The Mecosta-Osceola ISD has three major funds and several other non-major governmental funds. The three major governmental funds are General Fund, and two special revenue funds, the Special Education Fund and the Vocational Education Fund. A fund is a grouping of related accounts used to maintain control over resources that have been segregated for specific activities or objectives. The MOISD, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The General Fund is the chief operating fund of the district, while the two special revenue funds account for the resources and activities funded with millages voted on by taxpayers for those purposes. The non-major funds are in the areas of cooperative education, capital projects and debt services. We have provided breakdowns by resources and expenditure areas for the major funds.

## **2008-09 Revenues**

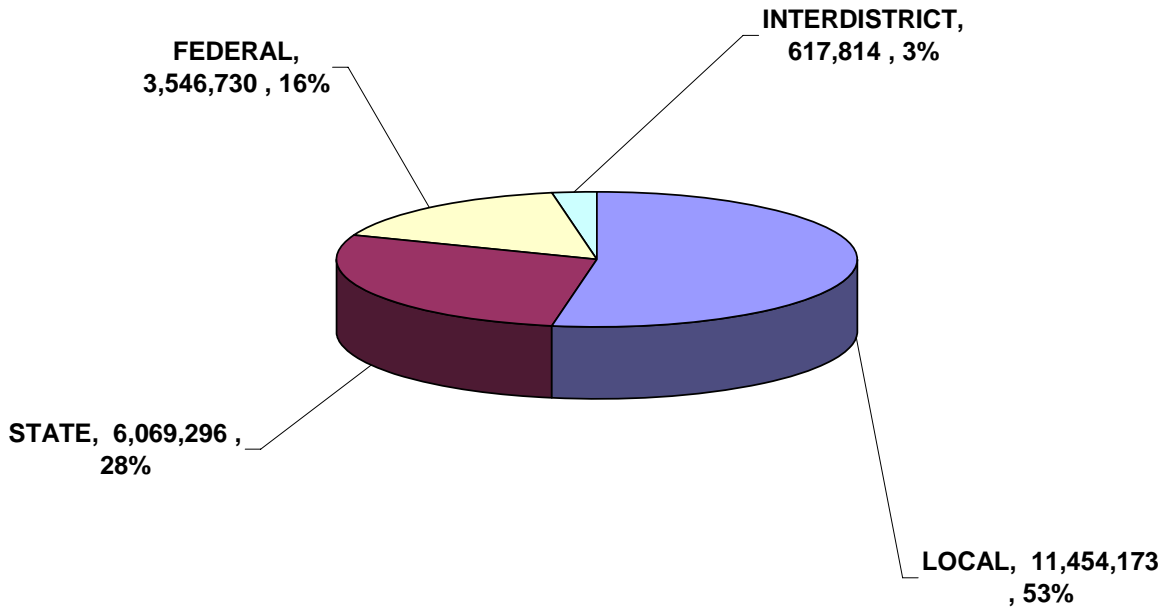
The MOISD Revenues are generated through a variety of resources, including, but not limited to: federal and state grants, state aid, property taxes, registrations, fees for services, local

foundations, and transfer from other entities, including local school districts.  
2008-09 Revenues: \$22,162,333

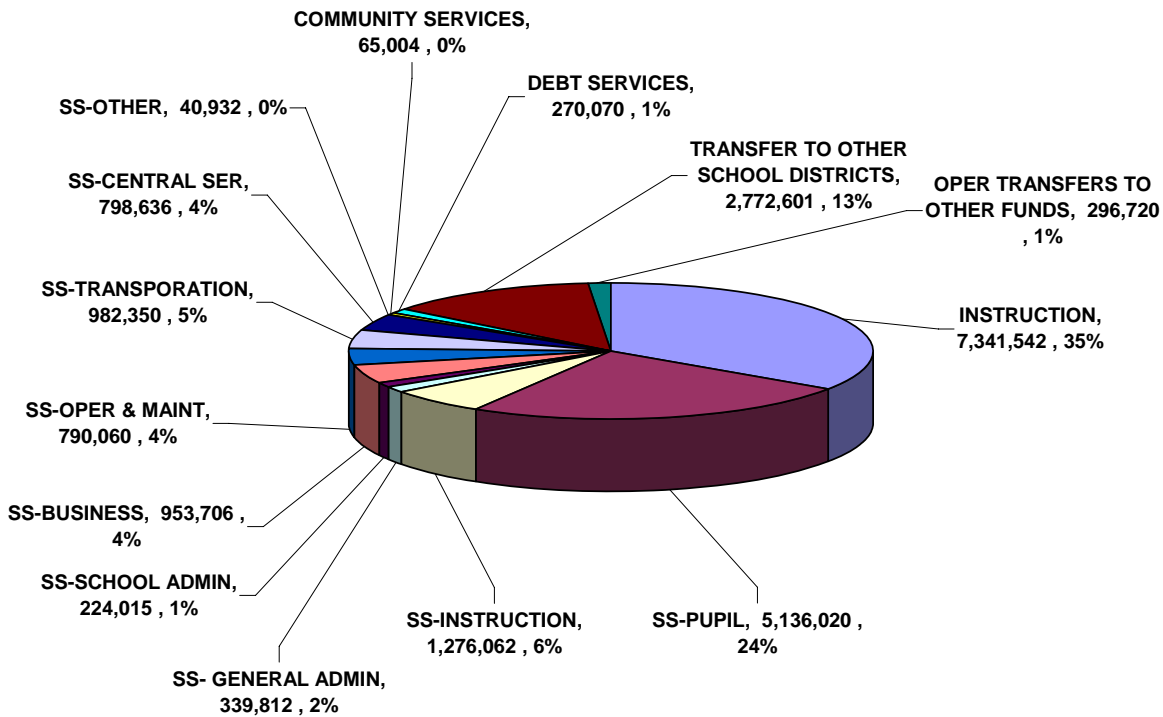
**2008-09 Expenditures**

Expenditures support continued operations in four basic areas: general education instructional services, special education services, career and technical education services and business services. Support services to local districts are provided for educational/training, consulting, and special education. The MOISD operates Mecosta-Osceola Education Center, the Mecosta-Osceola Career Center, Mecosta-Osceola Resource Center, a Transition Center, and the MOISD Math Science and Technology Center. Expenditures are reported using the categories shown.  
2008-09 Expenditures: \$21,287,530.

**2008-2009 Total ISD Revenues**



**2008-2009 Total ISD Expenditures**



**2. Fiber Optic**

In 2007-08, the Mecosta-Osceola ISD participated in a wide-area network connecting the ISD to all of the local school districts, with the exception of Chippewa Hills School District (due to crossing telecommunication LATAs). MOISD does not own the fiber network. This high capacity broadband network which interconnects districts in the ISD, significantly improves the delivery of Internet, instructional and administrative resources while reducing costs. In addition, to our wide-area network, the ISD also connects via P-T-P with two of our satellite programs, allowing again, significant improvement in the delivery of Internet and administrative resources.

General Fund Expenditures: No new equipment/software needed.

Special Education Fund Expenditures: No new equipment/software needed.

Career & Technical Education Fund Expenditures: No new equipment/software needed.

### 3. IRS 1099

Cost savings can often be realized by contracting with individuals for limited, specialized projects. For the calendar year 2008, the following projects and services were accomplished under contract that exceeded \$25,000: None for this year.

Name	Amount	Project(s)	Services
None to report			

### 4. Contracts

#### MOISD Guidelines for Competitive Bids:

Each year the State of Michigan Department of Education defines what expenditures for remodeling, procurement of supplies, materials, and equipment must be competitively bid by school districts. Sections 623a, 1267, and 1274 of the Revised School Code establish a base above which competitive bids must be obtained and provide for an increase in the base that corresponds with increases in the Consumer Price Index. For the 2008-09 fiscal year, all expenditures covered by Section 1267 that exceeded \$20,959 and all expenditures covered under Sections 623a and 1274 that exceeded \$20,488 were required to be competitively bid.

#### How Competitive Bids Work:

When an item is competitively bid, a Request for Proposal is created that includes detailed bid specifications and deadline to submit a proposal. Proposal request forms are available in the MOISD School District Business Office and the RFP is advertised in the local newspaper and posted on the MOISD and State of Michigan web site.

#### The MOISD administrative guideline for purchases under the limits set by the State of Michigan Department of Education is as follows:

For purchases expected to cost less than \$3,000, MOISD staff exercised diligence in attempting to locate the best available value. For purchases likely to fall over \$3,000, quotations were obtained from at least three vendors in accordance with Administrative Guideline #5120. Whenever possible, local vendors were given an opportunity to provide a price quotation.

The following Contracts were awarded and/or in existence during the 2007-08 fiscal year:

Subject Matter	Cost	Bid ?	Signed by	Position
Contracted Substitute Services	\$145,121.00	Yes	Curtis Finch	Superintendent
Contracted Personnel – Special Ed Administration, Tech Lit & Pupil Accounting/Title I	\$234,812.00	Yes	Stan DeVoir	Interim Superintendent
Contracted MSTC Instruction	\$112,051.00	No	Curtis Finch	Superintendent
Contracted Special Education Instruction, Job Shadowing, Voc Assessments, Transition Services	\$146,977.00	No	Lynette Suchner	Director of Special Education
Contracted Medicaid Billing Services	\$89,825.00	No	Lynette Suchner	Director of Special Education
Student Management Software	\$80,362.00	Yes	Curt Finch	Superintendent

Student Data & Assessment Warehouse	\$89,704	Yes	Stan DeVoir	Interim Superintendent
Contracted Wide-Area Network	\$210,000	Yes	Brian Pickett	Technology Director
Contracted Internet Provider	\$21,181	Yes	Brian Pickett	Technology Director

### Contract Modifications

During the 2008-09 fiscal year there were no modifications needed to the original contracts.

### 6. Motor Vehicles

The MOISD owns various mini van type vehicles which are used to transport preschool aged children, in addition to using them to transport handicapped students to and from various Community Based Instructional activities.

The MOISD owns a van to provide courier service between school buildings to save public schools on postage and handling charges.

The MOISD owns a pickup truck for maintenance purposes and to transport materials between the Educational Services Center, Mecosta-Osceola Career Center, Regional Math and Science Center, Transition Classrooms as well as the three adjudicated youth facilities.

The chart below lists the vehicles other than buses owned by the MOISD and their purposes:

Motor Vehicles			Purpose
1994 Chevrolet Lumina	2005 Chevrolet Venture	2006 Chevrolet Uplander	Transporting SE preschool children & students to CBI activities
1998 Dodge Caravan	1998 Ford Windstar (2)		Transporting SE preschool children & students to CBI activities
1999 Ford Windstar		2001 Chevrolet Astro	Transporting SE preschool children & students to CBI activities
2002 Chevrolet Astro	2003 Dodge Caravan	2005 Chrysler T & C (2)	Transporting SE preschool children & students to CBI activities
	1999 Mercury Villager	2006 Ford Econoline Van	Transporting CTE students to off campus work experience
2000 Ford F250			Transporting staff & Materials in connection w/CTE Bldg Trades
2000 Windstar	1991 Ford Econoline	1996 Dodge Van	Transporting mail, Early Childhood materials and Maint. Use
1999 Saturn SC1	1989 Toyota Camry	1989 Chevrolet Celebrity	Non Licensed Vehicles used for Auto Repair Instruction-CTE
1993 Oldsmobile Cutlass			Non Licensed Vehicles used for Auto Repair Instruction-CTE

### 7. PR, Polling, Lobbying, and Legal Expenses

The 57 intermediate school districts (ISDs) or regional educational service agencies (RESAs) were created by the legislature in 1962 to bring about quality and equitable educational opportunities to students and schools throughout the state. Because public education is funded and regulated by the state and federal government, it is necessary for ISDs to use some resources to fund activities that promote **public accountability, research, and government communications**. Because the MOISD is publicly funded, it is responsible for communicating its programs and services to the schools and community. The guiding principle for all activities of this nature is to advocate for the children we serve. In 2008-09, the MOISD spent \$35,339 on public relations, polling, lobbying, and legal services which is .166% of its total budget.

## 8. ISD Expenditures

### Administration

Every organization requires leadership. The MOISD and other ISDs within the State of Michigan have been charged by the Governor and the State of Michigan Department of Education to communicate, train, support, and lead educational initiatives defined by the state and federal government. Most recently these include but are not limited to the following: No Child Left Behind, newly formed high school graduation requirements, the Michigan School Improvement Framework, and the new Grade Level Content Expectations for the core subjects. ISDs are required by law to meet the individual and specialized needs of students within our region including the areas of Title I, Special Education, and Career and Technical Education.

In 2008-09, the MOISD spent \$1,156,024 on administration which is 5.43% of its total budget.

## 9. Travel Information

The MOISD mission to provide leadership, programs and services requires MOISD staff to seek out best practices, gain state and national educational perspectives, gather knowledge and skill levels that reflect the latest trends, innovations, and challenges. The MOISD staff members train and guide local experts-- teachers, principals, and other school staff who interact with the 10,299 students who attend our public and non-public school districts. This type of work requires more travel to conferences and trainings than a typical K-12 school district. Each job description outlines the travel expectations required for that specific job. Most leadership and consultant positions at the MOISD require travel, both within the area and throughout the state. The MOISD ensures accountability by requiring the school board to review and approve all out of state travel.

In 2008-09 the MOISD Superintendent and Director of General Education are the only positions which required work related travel that exceeded \$3,428 to accomplish job responsibilities:

<b>Mecosta-Osceola Intermediate School District (54000)</b>		
<b>Superintendent</b>		
FY09 Total cost of Air Fare		\$1,101.00
FY09 Total cost of Overnight Lodging		\$3,551.24
FY09 Total cost of Car Rental/Parking/Taxi		\$ 286.50
FY09 Total cost of Meals		\$ 479.26
<b>DATES:</b>	<b>PURPOSES:</b>	<b>LOCATIONS:</b>
Monthly	Northern Michigan Legislative Association	Cadillac, Michigan
Monthly	Central West Michigan Assoc. of Intermediate Administrators	Big Rapids, Michigan
Sept. 23-26, 2008	MASA Fall Conference	Traverse City, Michigan
Oct. 30-31, 2008	MAISA Fall Conference	Lansing, Michigan
Nov. 5, 2008	MASA Podcasting	Lansing, Michigan
Nov. 24, 2008	Legislative Update/WMISD	Cadillac, Michigan
Jan. 27 – 30, 2009	MASA Midwinter Conference	Kalamazoo, Michigan
Feb. 11, 2009	NMSLA	Lansing, Michigan
Feb. 18 – 22, 2009	AASA National Conference on Education	San Francisco, California
Feb. 24, 2009	MASA	Lansing, Michigan
March 2, 2009	Legislative Update/WMISD	Cadillac, Michigan
March 26, 2009	MAISA	Lansing, Michigan
Apr. 3 - 7, 2009	NSBA Conference	San Diego, California
June 16 – 19, 2009	MAISA Summer Conference	Traverse City, Michigan

<b>Director of General Education</b>		
FY09 Total cost of Air Fare		\$ 708.90
FY09 Total cost of Overnight Lodging		\$2,501.29
FY09 Total cost of Car Rental/Parking/Taxi		\$ 80.00
FY09 Total cost of Meals		\$ 278.22
<b>DATES:</b>	<b>PURPOSES:</b>	<b>LOCATIONS:</b>
Sept 25 – 26, 2008	MMSTLC Fall Meeting	Petoskey, Michigan
October 23 – 26, 2008	NCSSMST	Rochester, New York
December 8 – 10, 2008	MSCNM	Kalamazoo, Michigan
December 16, 2008	MDE School Improvement	Lansing, Michigan
January 28 – 29, 2009	MSIFN	Lansing, Michigan
February 22 – 25, 2009	MI School Testing Conference	Ann Arbor, Michigan
Mar 11 – 14, 2009	Prof. Conf. MCSSMST	Arlington, Virginia
April 19 – 24, 2009	Solution Tree Conference	Las Vegas, Nevada
May 13 – 14, 2009	MSCNM	Ludington, Michigan
May 17, 2009	MNSTLC	Gaylord, Michigan
June 9 – 11, 2009	MI School Improvement Facilitators	Traverse City, Michigan

## 10. Salary Information

All employees of the MOISD are categorized by classification of position held. All classifications are established according to demands of the position, level of responsibility, job functions performed, credentials and skills required, etc. Each classification falls into at least one established salary schedule, which takes into account such factors as seniority in position or in similar positions, comparison to similar jobs elsewhere in community, cost of living factors, etc. Those employed by the MOISD who have compensation packages including reimbursed expenses information within the top 3% of the organization, make up the leadership team. They are responsible for the operation of a \$22 million organization which operates four facilities, and employs 240 staff members.

List of 10 job titles hyperlinked to pdf of job description and salary compensation and reimbursement expenses

[Superintendent](#)

[Assistant Superintendent](#)

[Director of General Education Services](#)

[Director of Special Education](#)

[Director of Career & Technical Education](#)

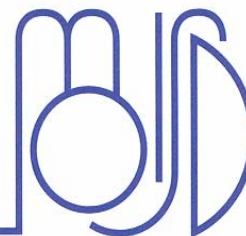
[Director of Technology](#)

[Director of Finance](#)

[Supervisor of Special Education – Education Center Programs](#)

[Supervisor of Special Education – Satellite Classroom Programs](#)

[Supervisor of Special Education – Adjudicated Youth Programs](#)



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## **JOB DESCRIPTION**

**TITLE:** Superintendent

### **QUALIFICATIONS:**

The Superintendent must possess a Master's degree or better in school administration, a Michigan teaching certificate (currently valid or expired), have appropriate maintenance of administrative continuing education requirements, at least five years experience in school administration, and possess any other additional qualifications as may be deemed necessary by the Board of Education.

**REPORTS TO:** Board of Education of the Mecosta-Osceola Intermediate School District

**JOB GOALS:** The Superintendent ensures the implementation of Board policy and oversees the entire scope of operations of the MOISD. S/he provides the leadership necessary to ensure the provision of the best possible educational opportunities for all students within the MOISD's service area.

### **PERFORMANCE RESPONSIBILITIES:**

1. Prepares and submits to the Board reports and recommendations relevant to matters requiring Board action. Ensures that the Board receives information required to allow the Board to make informed decisions in all areas of District business.
2. Attends and participates in all meetings of the Board and its committees, with the exception of those dealing specifically with the Superintendent's employment status or salary.
3. Advises the Board of the need for new or revised policies or administrative guidelines, and ensures that all such enacted policies are implemented.
4. Presents the Board with annual operating budget recommendations. Ensures the implementation of Board approved budgets.
5. Keeps the Board informed and up-to-date regarding the programs, services, practices, problems, and general operations of the District.
6. Ensures the implementation of all applicable constitutional or statutory laws, rules, regulations, etc. pertinent to the operations of the District.
7. Interprets for staff all laws, rules, regulations, and Board policies necessary to fulfill the mission of the District.
8. Recommends for employment the most qualified and most capable individuals to fill the personnel requirements of the District.
9. Assigns and/or transfers employees to best serve the interests of the District.

10. Delegates authorities and/or duties to other staff of the District, while retaining full responsibility for any action taken under such delegation.
11. Develops and implements instructions and regulations pertaining to the use and care of District facilities and properties.
12. Represents the District before the general public. Develops and utilizes such a program of public relations and publicity as may be required to keep the public aware of the activities, needs, and success of the District and its constituents.
13. Ensures the maintenance of such personnel, pupil accounting, business, and other records required by laws, rules, regulations, or Board policy.
14. Represents the District in its dealings with other school systems, agencies, and community organizations.
15. Exercises authority and discretion in acting upon matters not covered by Board policy or guidelines.
16. Observes and remains aware of the methods of classroom instruction, supervision, and administration being utilized in the constituent districts. Deals appropriately with problem areas or non-compliance.
17. Supervises, directly or via delegation, all activities and operations of the District.
18. Performs such other tasks and assumes such other responsibilities as may be assigned by the Board.

**TERMS OF EMPLOYMENT:**

- Superintendent's Salary .....\$132,469
- Expense Account .....\$6,000
- Reimbursed Expenses .....\$ 0
- Supplemental Compensation .....\$4,235