

Mason-Lake ISD Annual Web Report

Introduction

Mason-Lake ISD welcomes this opportunity to communicate to the communities we serve how we utilize the resources provided to us. To a large extent, the nature of our expenditures is determined by the needs of the local school districts, public school academy and the nonpublic schools we serve. Our mission is to *align resources, provide leadership, and deliver efficient, high quality services to help area schools help students achieve.*

A prime example of *aligning resources* is that, beginning in fiscal year 2006, Mason-Lake ISD entered into an agreement with Oceana ISD, a neighboring ISD, to share our Superintendent. The objective was to reduce administrative costs thus allowing more resources to be directed at providing cost effective professional development and school improvement practices to our constituent districts as well as the five constituent schools served by Oceana ISD. This collaborative effort has had a direct and positive impact on area students. During FY 2008, the two intermediate school districts formed a school business cooperative. The intent was to save dollars by working cooperatively and sharing business office resources. Now, all districts within the two intermediate districts have purchased and implemented the same student management software package. In 2009, these districts committed to using the same financial software package. In addition to advantages gained by sharing a common software platform, districts saved money due to the cooperative purchase of the software. These savings can be directed to instructional programs.

As you review this web report, you will see the diverse nature of the services we provide to area schools over a three county area. However, to enhance your understanding of our ISD, we encourage you to view other areas of our website: [Instructional Services](#), [Business Office](#), [Special Education](#), and [Career Technical Education](#). If you have further questions, comments, or would like to arrange a visit, please contact us.

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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 31st of each year.

The information is broken into the following categories:

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4. Contracts
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6. Motor Vehicles
7. Public Relations, Polling, Lobbying & Legal Services
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1. General Information

The MLISD serves as a service provider for all public, charter and non-public schools that operate within Mason and Lake Counties (as well as one district in Oceana County). There are 57 ISDs or Regional Education Service Agencies (RESAs) in the state of Michigan. No two are exactly alike. Each bases its service effort 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 services.

The MLISD operates the following:

1. ISD Developmental Center
2. Technical Preparation Partnership
3. Mason-Lake, Oceana Math/Science Center
4. Instructional Services/Professional Development Center

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General Information Data

Pupil FTEs (Full-Time Equivalents)

Total pupils Served: 5,285.16

Constituent Districts, Public School Academies, Nonpublic Schools

Most of the students served by Mason-Lake ISD attend six constituent public school districts. In addition there are two nonpublic schools located within the ISD.

ISD Employees

The majority of Mason-Lake ISD employees work in the following programs and locations:

- Teachers, aides, bus drivers, other support staff, and administrators are located in the ISD Developmental Center
- In addition, itinerant service providers consisting of: therapists, psychologists, social workers, speech pathologists, teacher consultants, and other specialists are based at the ISD Developmental Center.
- Teachers, substitute teachers, instructional assistants, career and technical education guidance counselors, and administrators working within the Tech Prep Partnership Program are located on the campus of West Shore Community College.
- General education professional development and Math/Science specialists are also located in the ISD Developmental Center.
- Special Education teachers and aides are also located on the campuses of several of the local school districts we serve.

Total Employees: **127**

2008-2009 Revenues

Revenues sources consist of local property taxes, charges for services, state aid, miscellaneous revenue, federal and state grants, and transfers from other entities.

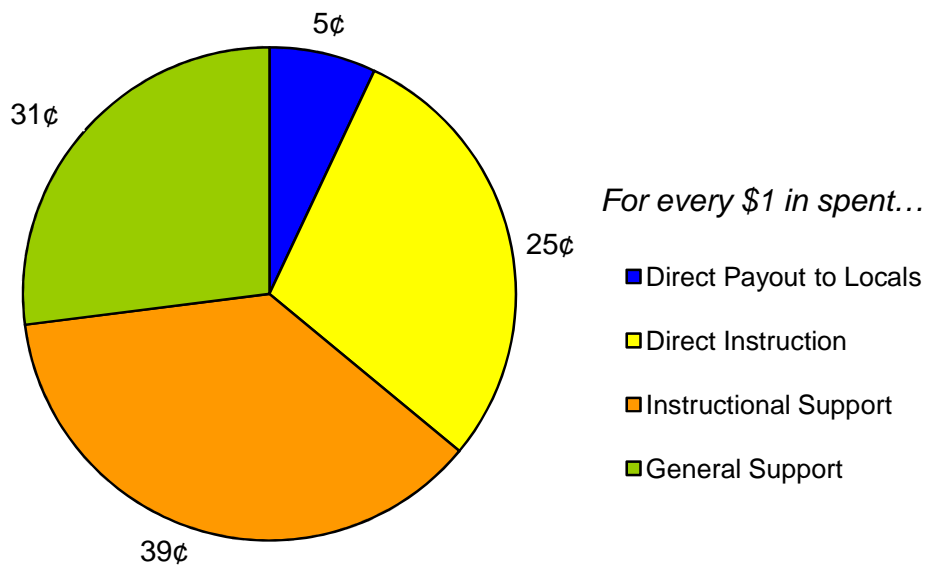
2008-2009 Revenue: \$12,994,025

2008-2009 Expenditures

Expenditures include direct pass-through of funds to local public school districts, direct instructional services, instructional support, and instructional staff efforts. General support includes general administrative expense, the cost of the ISD-wide special education transportation program, community service programs, and other supporting service expense such as business services.

2008-2009 Expenditures: \$13,112,462

Expenditures & Outgoing Transfers - All Governmental Funds



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2. Fiber Optic and Cable Equipment

Mason-Lake ISD does not own or operate Fiber Optic or Cable Equipment Networks. Internet connectivity is purchased from a vendor. During the 2008-2009 fiscal year, there were no fiber optic or cable equipment purchases.

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3. IRS 1099

Cost savings can often be realized by contracting with individuals for limited, specialized projects. For the calendar year 2009, the following projects and services were accomplished under contract that exceeded \$25,000:

Project:	Network Administration/Website Maintenance
Vendor:	Apex Networking Group
Amount:	\$43,700.00
Services:	This contractor provides network administration service.

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4. Contracts

Mason-Lake ISD follows (per Board Policy 3660-R) competitive bid guidelines issued each year by the State of Michigan's Department of Education. For FY 2008-2009, competitive bids were required to be obtained if the base cost of the purchase exceeded the following amounts:

- \$20,959 – For construction of new buildings or the building of additions to, or repair or renovation of existing buildings.
- \$20,488 – For procurement of supplies, materials, and equipment.

The above base thresholds may be adjusted annually to correspond with increases in the Consumer Price Index.

Contract Information of FY 2008-2009:

Subject Matter	Cost	Bid?	Signed by	Position
Computer Network Admin. & Website Maintenance	\$ 47,400	NO (1)	Bradley Shoemaker	Business Director
Window & Vestibule Project	\$154,800	YES	Lawrence D. Lloyd	Superintendent
Graphic Arts 3D Printer	\$25,800	NO (1)	Linda Steigenga	CTE Director
(1) This vendor is a single source service provider.				

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5. Contract Modifications

There were no contract modifications in excess of \$25,000 for the 2008-09 school year.

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6. Motor Vehicles

Mason-Lake ISD owns a 2000 Dodge Caravan van that is used to transport special education students to community-based instructional activities.

The Tech Prep Partnership's Building Trades program owns a 2008 Chevrolet pickup truck that is used for carrying tools and for plowing snow at the building site. This same program also uses a 2001 Chevrolet Express van for carrying tools and building materials.

The ISD provides media courier services to local school districts. A 2008 Chevrolet Express Van is used for this purpose.

The ISD owns a 1996 Chevrolet Astro van that is used by the traveling Hands-On Science instructor to carry instructional materials.

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7. Public Relations, Polling, Lobbying, and Legal Services

For the 2008-2009 school year, Mason-Lake ISD incurred no expenditures relative to public relations, polling, or lobbying efforts.

The ISD did incur legal expense in the course of operations as follows:

Vendor	Services	Amount
Thrun Law Firm, P.C.	General legal services	\$14,310
LaPointe & Butler, P.C.	Special Education retainer & in service	\$ 1,274
Warner, Norcross & Judd, LLP	Fringe Benefit Consulting	\$ 9,875

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8. Certain ISD Expenditures

Administration

General administration of the district consists of those activities concerned with the development and execution of district policies through staff at all levels. Staff at this level includes superintendent, associate or assistant superintendent and executive level support staff. The Board of Education is also included in this category

In 2008-09, Mason-Lake ISD spent \$389,750 on administration which is 2.97% of its total budget.

Public Relations, Polling, Lobbying, and Legal Services

For the 2008-2009 school year, Mason-Lake ISD incurred no expenditures relative to public relations, polling, or lobbying efforts.

Expenditures were incurred for legal services received in the normal course of ISD operations.

In 2008-2009, Mason-Lake ISD spent \$25,459 on legal services which is .2% of its total budget.

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9. Travel Information

The Mason-Lake ISD mission of aligning resources, providing leadership, and delivering high quality services requires ISD 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. Mason-Lake ISD also provides training to teachers, principals, and other staff who interact with 5,285 students who attend our public and non-public school districts. This requires more travel to conferences and training than you would typically experience in a K-12 school district. We ensure accountability by requiring our school board to review and approve all out-of-state or overnight travel.

In 2008-09, no Mason-Lake ISD administrator or board member incurred work-related travel expense in excess of the \$3,428 reporting limit.

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10. Salary, Expense Account, and Supplemental Compensation Information

All employees of Mason-Lake ISD 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. Salary levels take into account such factors as seniority in position or in similar positions, comparison to similar jobs elsewhere in the school community, cost of living factors, etc. Those employed by Mason-Lake ISD who have compensation packages, including reimbursed expenses, within the top 3% of the organization, make up the administrative team.

Salary, supplemental compensation, and reimbursed expense information is provided for the following administrators:

Director of Business Services
Director of Special Education
Director of Instructional Services
Career & Technical Education Supervisor

MASON-LAKE INTERMEDIATE SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Director of Business Services

QUALIFICATIONS:

1. Bachelor's Degree in Business (a Master's degree or CPA certificate preferred).
2. A minimum of 5 years successful experience in the administration of school finance.
3. Appropriate maintenance of chief business official continuing education requirements.
4. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO:

Superintendent

JOB SUMMARY:

Responsible for overall financial operations of the District including development and maintenance of annual budget and long range financial projections. Provides oversight of building and grounds, transportation, and food service departments and provides financial and procedural expertise to constituent districts. Serves as a member of Superintendent's Team with a central role in school district planning, and analysis of current programs, support systems and expenditures.

ESSENTIAL JOB FUNCTIONS:

1. Responsible for budget development, administration and long range financial planning for the District.
2. Establishes and maintains an acceptable system of accounting for the District.
3. Participates on the Superintendent's Team.
4. Assist the Superintendent and staff to analyze financial and educational problems and develop solutions to problems which ultimately improve daily operations.
5. Prepares and oversees the preparation of District financial reports; including the annual audit and pupil membership audits. Ensures the report formats meet all State, local, and in-district reporting requirements.

6. Provides consultation, financial expertise, and other business related resources to constituent districts.
7. Acquires and maintains a thorough knowledge of all laws, rules, regulations, and policies pertaining to the financial affairs of the District; including the interpretation of such information for the Board, administration, and constituent districts.
8. Stays abreast of current financial planning, investment, property management and other business related technologies to ensure that District operations are efficient as possible.
9. Prepares and submits tax resolutions for the Board. Prepares documents and information related to school millage elections, bonding, and other financial issues.
10. Serves on the District's labor union negotiation team.
11. Manages all property, vehicle, liability, and other forms of insurance required for district operations.
12. Manages the care, maintenance, and utilization of District buildings and grounds. Provides oversight of transportation and food service departments.
13. Serves in the absence of the Superintendent as the interim chief administrative officer of the District.
14. Performs such other tasks and assumes such other responsibilities as assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Per Administrative Contract of Employment

Annual Salary =\$107,285

Expense Account =None

Reimbursed Expenses =None

Supplemental Compensation =\$13,976

MASON-LAKE INTERMEDIATE SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Director of Special Education

QUALIFICATIONS:

1. MA Degree
2. Full approval as Director of Special Education
3. Three Years Experience as a Supervisor of Special Education Programs and Services
4. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO:

Superintendent

JOB SUMMARY:

The Director of Special Education is responsible for the development of an ISD-wide plan for the delivery of special education services and for the administration of centralized special education programs and support services required for students from the constituent districts.

The Director of Special Education supervises Special Education staff.

To provide leadership in the development, implementation, interpretation and coordination of quality instructional services.

ESSENTIAL JOB FUNCTIONS:

1. Acquires and maintains a thorough knowledge of all laws, rules, regulations, and policies pertinent to the conduct of special education programs. Interprets such information for the Board, Administration, staff, and the constituent districts.
2. Administers all facets of the centralized special education programs and services operated directly by the Mason-Lake Intermediate School District.
3. Works with the Director of Business Services to develop annual departmental budgets. Manages those budgets and makes revisions, when necessary.
4. Researches and develops supplemental funding sources for special education programs.

5. Provides leadership to all special education programs and staff across the ISD, including local district programs and services.
6. Prepares and submits, in cooperation with the Director of Business Services, all required State and Federal reports, including, but not limited to, special education counts, cost reports, membership reports, etc.
7. Ensures the implementation of the ISD Special Education Plan and develops revisions to the plan, as required.
8. Ensures that all special education programs and services comply with existing laws, rules, and regulations.
9. Attends meetings of the Board of Education and provides information to the Board on matters involving special education.
10. Recommends for employment, to the Board, the best qualified and most competent special education personnel available.
11. Serves as a consultant to the Parent Advisory Committee.
12. Maintains an active role in local and regional committees conceived to serve special education programs.
13. Keeps local Superintendents and Principals apprised of recent legislation, policy, and other information pertinent to special education.
14. Oversees the process of all informal and formal complaints and hearings relative to special education.
15. Evaluates special education staff according to Board policy.
16. Performs such other tasks and assumes such other responsibilities as assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Per Administrative Contract of Employment

Annual Salary =\$107,285

Expense Account =None

Reimbursed Expenses =None

Supplemental Compensation =\$11,267

MASON-LAKE INTERMEDIATE SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Director of Instructional Services

QUALIFICATIONS:

1. The Director of Instructional Services must possess a Master's degree or better in education and have a minimum of three years successful experience in an administrative or supervisory position in education.
2. A demonstrated ability in administration, budget management, curriculum development, grant preparation, and school improvement activities is required.
3. Appropriate maintenance of administrative continuing education requirements is necessary.
4. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO:

Superintendent

JOB SUMMARY:

The Director of Instructional Services administers the Instructional Services Department and the Mason-Lake Career and Technological Center.

The Director of Instructional Services provides leadership and direction to departmental staff in the areas of curriculum development, school improvement, and school restructuring, instructional improvement, legislative initiatives, and specific content/programmatic areas.

The Director of Instructional Services supervises consultant, specialist, and clerical staff comprising the Instructional Services Department and supervises Career Technical Education administrative, instructional, paraprofessional and clerical staff comprising the Mason-Lake ISD.

To provide leadership in the development, implementation, interpretation and coordination of quality instructional services.

ESSENTIAL JOB FUNCTIONS:

1. Acquires and maintains a thorough knowledge of all laws, rules, regulations, and policies pertinent to the conduct of instructional programs and services. Acquires and maintains a thorough knowledge of all laws, rules, regulations, and policies pertinent to Career Technical Education. Interprets such information for the Board, administration, staff, and the constituent districts.
2. Administers all facets of the Instructional Services Departmental activities. Provides leadership for promotion, organization, coordination, supervision and evaluation of the total Mason-Lake Intermediate School District.
3. Supervises and evaluates departmental staff according to Board policy.
4. Formulates and oversees the implementation of professional development activities for teachers and administrators from the constituent districts.
5. Researches and develops supplemental funding sources for instructional services and programs and career technical education.
6. Works with the Director of Business Services to develop annual departmental budgets. Manages the utilization of those budgets and makes revisions, when necessary.
7. Provides leadership and coordination for Intermediate School District initiatives, such as school restructuring, curriculum development, etc.
8. Maintains an active role in local and regional committees and professional organizations related to instructional services matters and career and technical education.
9. Attends meetings of the Board of Education and provides information to the Board on matters involving instructional services and career and technical education.
10. Performs such other tasks and assumes such other responsibilities as the Superintendent may assign.
11. Performs such other tasks and assumes such other responsibilities as assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Per Administrative Contract of Employment

Annual Salary =\$107,285

Expense Account =None

Reimbursed Expenses =None

Supplemental Compensation =\$12,102

MASON-LAKE INTERMEDIATE SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Career & Technical Education (CTE) Supervisor

QUALIFICATIONS:

1. Masters Degree
2. Valid Michigan teaching certificate.
3. Educational administrative experience and/or experience in the area of CTE preferred.
4. Excellent oral and written communication skills.
5. Leadership and interpersonal skills to facilitate working with educational staff, students and parents.
6. Such alternatives to the above qualifications as the Director of Instructional Services may find appropriate and acceptable.

REPORTS TO:

Director of Instructional Services

JOB SUMMARY:

Provide leadership in the development, implementation, interpretation and coordination of quality Career & Technical Education (CTE) instructional services.

ESSENTIAL JOB FUNCTIONS:

1. Supervise and evaluate all CTE professional and paraprofessional staff.
2. Act as the liaison between the ISD and West Shore Community College; between CTE and local school districts.
3. Provide for coordination of CTE curriculum development, implementation and assessment.
4. Advise the director on budgetary matters pertaining to CTE programs and operations.
5. Monitors budgets and ensures that purchasing and other established financial procedures are followed.
6. Provide support for State and Federal reporting requirements.
7. Attend appropriate meetings and conferences/workshops.

8. Other duties as deemed necessary and appropriate.

TERMS OF EMPLOYMENT:

Per Administrative Contract of Employment

Annual Salary =\$86,390

Expense Account =None

Reimbursed Expenses =None

Supplemental Compensation =\$5,077