



# Tuscola Intermediate School

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

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To: Mayville Community Schools Board of Education  
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From: Tuscola Intermediate School District  
Gene Pierce, Superintendent   
Jeanne Day, Chief Financial Officer 

Date: September 28, 2016

Re: Administrative Review Implementation Status Update

The following recommendations were issued to the district upon completion of the initial administrative review process:

1. Achieve a minimum 10% fund balance as per board policy.
2. Downsize staff to appropriate levels in response to declining enrollment levels.
3. Have a formal survey done with the parents of students leaving the district or have left the district to determine why they are leaving. Is it programs? Is it academics? What can the district do in response to the migration patterns?
4. Perform monthly review of general ledger to determine that transactions have been recorded appropriately.
5. Tighten up budgeting process to accurately reflect how funds are being spent.
6. Consider privatizing custodial staff.
7. The district has 3 buildings with several empty classrooms. Consolidating down to two buildings with classrooms would provide considerable savings.
8. Renegotiate applicable contract language to change the paid leave policy to specified sick and vacation banks.

## Recommendations Acted Upon as of August 2016

- Teaching staff has been down sized for fiscal year 2017. One teacher quit, two teaching positions have been laid off, and one teaching position was reduced to 4/7.
- Custodial staff will be privatized effective September, 2016. The district took action on this at the special board meeting held on June 28, 2016.
- MCS has contracted with TISD to provide budgeting services and oversight of its general ledger for fiscal year 2017. The district took action on this at its regular board meeting held on June 14, 2016.

## **District Actions as of September 2016**

Initial pupil estimates appear to be positive for the District. The official pupil count day is October 5, 2016. Once the count is finalized, the impact on the budget can be calculated.

Prior to the start of the 2016-17 school year, a middle school/high school teacher resigned who had salary placement at MA step 6. The teacher was also functioning as the Dean of Students. Instead of replacing this position, the teacher who was reduced to 4/7 as of August received full time status, and an additional hour was assigned to another teacher. The responsibility for Dean of Students is currently being absorbed by the Superintendent. This will result in \$35,000 in savings that was not included in the original 2016-17 budget.

The next update is due December 31, 2016.