

REGULAR BOARD MEETING MINUTES

MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT BOARD OF EDUCATION

December 20, 2022

Call to Order and Roll Call

The meeting was called to order at 5:00 p.m. by MCISD President Dale DeSloover.

MCISD BOARD

MEMBERS PRESENT: Dale DeSloover, Renee Larzelere, Paul Miller, Russell Bless and Barry Martin

MCISD BOARD

MEMBERS ABSENT: none

MCISD

STAFF PRESENT: Superintendent Steve McNew, Josh Dyer, Lisa Montrief, Eric Feldman, Rachel Kopke, and Andrea Murphy

MCISD

STAFF ABSENT: none

OTHERS PRESENT: Crystal Willit, Carl Graves, Margot Lechlak and Rebecca Martin

Pledge of Allegiance

The Pledge of Allegiance was led by President DeSloover.

Educational Presentation

Margot Lechlak, MCISD Mental Health Coordinator, and Carl Graves, MCISD Outdoor Adventure Program Coordinator, updated the board on the Outdoor Adventure Program.

Important Dates

- Dec 21 Educational Center Holiday Concert, 5:00 PM
- Dec 23-Jan 2 MCISD Closed
- Jan 17 MCISD Board Meeting, 5:00 PM
- Feb 6 Joint Board Meeting @ Lenawee, 5:00 PM

Expressions from the Public

None.

Recommended Actions

Routine Matters

Ms. Larzelere made a motion, supported by Dr. Martin to approve the minutes of the November 15 and December 6, 2022 meetings that were presented. The motion carried unanimously.

Financial Reports

	General Fund	Special Education Fund	Food Service Fund	Tech Tax	Student Activities	CP	Total
<u>Check Registers</u>							
11/9-11/30/22	2,672,001.04	995,263.57	21,393.53	0	132.59	11,413.50	3,700,204.23
12/-12/10/22	197,785.34	96,737.63	3,709.74	0	231.38	675.00	299,139.09

ACH Transactions

Gross Payroll	764,762.61	1,804,337.55	0	0	84.96	0	2,569,185.12
Student Activity Account Transfers	0	0	0	0	0	0	0

Early Head Start & Early Head Start

Year to Date as of November 30, 2022 \$1,165,913.04

Dr. Martin made a motion, supported by Mr. Miller, to approve the data substantiation report, the balance sheets, and the combined check registers. The motion carried unanimously.

Old or New Business Requiring Board Action

Frist Reading of Board Policies of the 4000 Series

Eric Feldman reviewed the following Board Policies for the first review:

Policy 4120	Employment of Support Staff
Policy 4120.04	Employment of Substitutes
Policy 4121.01	Criminal Conviction
Policy 4122	Nondiscrimination and Equal Employment Opportunity
Policy 4122.01	Alcohol and Drug-free Workplace
Policy 4122.02	Nondiscrimination based on Genetic Information to the Employee
Policy 4123	Section 504/ADA Prohibition against Disability Discrimination in Employment
Policy 4139	Staff Discipline
Policy 4140	Termination and Resignation
Policy 4160	Physical Examination
Policy 4161	Unrequested Leaves of Absence/Fitness for Duty
Policy 4162	Controlled Substances and Alcohol Policy for CMV Drivers and Other Employees who Perform Safety-Sensitive Functions
Policy 4165	Temporary Head Start Vaccination Requirements
Policy 4170.01	Employee Assistance Program
Policy 4211	Whistleblower Protection
Policy 4213	Student Supervision and Welfare
Policy 4215	Use of Tobacco by Support Staff
Policy 4217	Weapons
Policy 4231	Outside Activities of Support Staff
Policy 4243	Staff Development Meetings
Policy 4310	Freedom of Speech in Noninstructional Settings
Policy 4362	Anti-Harassment
Policy 4362.01	Threatening Behavior Towards Staff Members
Policy 4362.02	Workplace Safety
Policy 4419	Group Health Plans
Policy 4419.01	Privacy Protections of Self-Funded Group Health Plans

Policy 4419.02	Privacy Protections of Fully Insured Group Health Plans
Policy 4419.03	Patient Protection and Affordable Care Act
Policy 4420	Benefits for Non-Represented Staff
Policy 4430.01	FMLA
Policy 4437.01	Military Leave
Policy 4440	Reimbursement of Job Related Expenses

No edits were made and these policies will be presented to the board next month for final approval.

Frist Reading of Board Policies 7530.01 & 7530.02

Eric Feldman reviewed the following Board Policies for first review:

Policy 7530.01	Board-Owned Personal Communication Devices
Policy 7530.02	Staff Use of Personal Communication Devices

No edits were made and these policies will be presented to the board next month for final approval.

Second Reading and Approval of Board Policies of the 2000 Series

Ms. Larzelere made a motion, supported by Dr. Martin to approve the second reading and adoption of the following board policies:

Policy 2105	Mission of the District
Policy 2112	Parent and Family Engagement
Policy 2210	Curriculum Development – Approved Courses
Policy 2221	Mandatory Courses
Policy 2260	Nondiscrimination and Access to Equal Educational Opportunity
Policy 2260.01	Section 504/ADA Prohibition Against Discrimination Based Disability
Policy 2261	Title 1 Services
Policy 2265	Child Care Center Staff and Volunteers
Policy 2266	Nondiscrimination on the Basis of Sex in Education Programs
Policy 2370.01	On-Line Learning Program
Policy 2410	Prohibition of Referral or Assistance
Policy 2412	Homebound Instruction Program
Policy 2414	Reproductive Health and Family Planning
Policy 2421	Career and Technical Education
Policy 2430	District-Sponsored Clubs and Activities
Policy 2440	Summer School
Policy 2531	Copyrighted Works
Policy 2623	Student Assessment

The motion carried unanimously.

Approval of the Personnel Update

Dr. Martin made a motion, supported by Mr. Miller to approve the following personnel update:

- Employment
 - o Emily Adams, Teacher Consultant, East Region
 - o Floyd Martin, Literacy Coach
 - o Samantha Tomaszewski, School Psychologist, East Region
- Leaves of Absence
 - o Adrienne Bross, Secretary
 - o Katie Chinchak, ECSE Program Assistant
 - o Tammy Hakeos, Head Start Teacher
 - o Kathy Maniaci, ECSE Bus Driver

- Amy Opfermann, School Nurse
- Debra Turner, Program Assistant
- Resignations/Retirement
 - Taylor Howard, resigned
 - Alyssa Rosser, resigned
 - Sherri Smith, resigned

The motion carried unanimously.

Request for Medical Leave of Absence – Stotz, C.

Mr. Miller made a motion, supported by Dr. Martin to approve the medical leave of absence request for Crystal Stotz from April 3, 2023 through June 15, 2023. The motion carried unanimously.

CASA Increase Request

Ms. Larzelere made a motion, supported by Mr. Bless to approve the rate increase request for Jerica Sharp, CASA Director, of \$500 plus 1.5% increase, effective October 1, 2022. The motion carried unanimously.

Temporary Certified Occupational Therapy Assistant – DeSloover, J.

Mr. Bless made a motion, supported by Dr. Martin to approve Julie DeSloover as a full-time temporary Certified Occupational Therapy Assistant through the 2022-2023 school year. Dale DeSloover abstained from the vote. The motion carried.

Student Activity Fund Recognition

Dr. Martin made a motion, supported by Mr. Bless to establish the Knabusch Center Student Activity Fund. The motion carried unanimously.

Shared Time Position with Dundee Schools

Mr. Bless made a motion, supported by Ms. Larzelere to approve the establishment and posting of a Shared-Time Business Manager and Accounts Payable and Payroll Specialist; and increase the contracts of the Accounting Supervisor and Administrative Assistant for HR and Legal Counsel by \$5,000, effective January 1, 2023. The motion carried unanimously.

Reports from the Superintendent and Administrative Staff

Business and Administrative Services – Josh Dyer

- Informed the board that bids will be forthcoming for the Holiday Camp Roofing Project

Human Resources and Legal Counsel – Eric Feldman

- Discussed Red Rover and Grow Your Own Campaign with the board.
- Updated the board on the School Resource Officer and CASA grants.

Curriculum and Instruction – Lisa Montrief

- Informed the board at the MCMC 2023-2024 application process will begin in January.

Special Education and Early Childhood Services – Rachel Kopke

Current Enrollment Report-November 2022

Program	Total Enrollment/Funded Enrollment (total enrollment should equal	Over Income Enrollment CP#2004 (130% FPL+: under 10%)	Disabilities Enrollment (over 10%)

	funded enrollment)	(101-130% FPL: under 35%)	
EHS/HS Combined	Enrolled: 288/315 Reserved (not to exceed 1):7 Vacant less than 30 days: 7 Total Enrollment: 302/315-96%	130% FPL+: 18/315=6% 101-130% FPL: 15/315=5%	40/315=13%
Head Start	Enrolled: 243 Reserved (not to exceed 8): 8 Vacant less than 30 days: 11 Total Enrollment: 262/267-98%	130% FPL+: 19/262=7% 101-130% FPL: 11/262=4%	29/267=11%
Early Head Start	Enrolled: 44 Reserved (not to exceed 1): 0 Vacant less than 30 days: 3 Total Enrollment: 48/48-100%	130% FPL+: 1/48=2% 101-130% FPL: 4/48=8%	15/48=31%

Current Waitlist Report-As of 12/15/22

Program	Income Eligible	Over Income 101-130% FPL	Over Income 130+% FPL
Head Start	33 17 did begin at Orchard 11/7/22 17 projected to begin at AWS January 2023	3	36
Early Head Start	5	0	1

Head Start Participation Reports October 2022

Site	Attendance Percentage
In Person Arborwood	77.96%
In Person Dundee	94.51%
In Person Ida	80.71%
In Person MCCC	81.29%
In Person Niedermeier	84.42%
In Person Orchard	75.58%
In Person Riverside	79.56%
In Person SRE	85.98%
In Person YMCA	84.93%
In Person Program Attendance Total	81.86%

Early Head Start Participation Reports-September 2022

Site	Attendance Percentage
HV 1	65%
HV 2	51%
HV 3	88%
HV 4	60%
Program Attendance Total	65.68%

Communication Type	New Postings	Links to Postings
Information Memorandums	NONE	Information Memoranda ECLKC (hhs.gov)
Program Instructions	NONE	Program Instructions ECLKC (hhs.gov)

Program Updates

- **The EHS/HS programs are currently 1 position away from being fully staffed!**
 - Program is still seeking a qualified applicant for a Head Start Float at AWS.
- All Licensing inspections have been completed to open the AWS classroom. We are waiting on Licensing to complete a final report in order to identify a final open date.

Superintendent – Steve McNew

- Discussed the upcoming 50th Anniversary of the MCISD Educational Center

Adjourn

At 6:40 p.m. Ms. Larzelere made a motion, supported by Dr. Martin, to adjourn the meeting. The motion carried unanimously.

Respectfully submitted,

Paul Miller
Secretary