

REGULAR BOARD MEETING MINUTES

MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT BOARD OF EDUCATION

February 19, 2019

**Monroe County ISD
Administration Building
1101 S. Raisinville Road
Monroe, MI 48161**

Call to Order and Roll Call

The meeting was called to order at 6:00 p.m. by MCISD President Dale DeSloover.

MCISD BOARD

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

MCISD BOARD

MEMBERS ABSENT: None

MCISD

STAFF PRESENT: Superintendent Steve McNew, Lisa Monrief, Elizabeth Taylor, Rachel Kopke, Josh Dyer and Andrea Murphy

MCISD STAFF

ABSENT: Kerry Simmons, Megan Turner, Heather Blankenship and daughter Mia, Sarah Yu, Roberta Neckel, Eric Hoogendoorn, Crystal Willit and granddaughter Amaya

OTHERS PRESENT: Jim Jacobs and Jeannette Mars, from Jim Jacobs Architect, LLC

Pledge of Allegiance

The Pledge of Allegiance was led by President DeSloover.

Educational Presentation – Unified Schools

Megan Turner, Kerry Simmons and Heather Blankenship, special education teachers and Unified Team leaders in Mason Consolidated Schools and Monroe Public Schools, gave the board an overview of the program and offered leadership in expanding Unified Schools throughout the county.

Important Dates

- Feb 18 President's Day, MCISD Closed
- Feb 19 MCISD Board meeting
- Feb 26 Classroom Visit – Dundee High School, 8:30 AM
- Mar 7 Chamber of Commerce Koffee Klub, Quality Inn, 7:45 AM
- Mar 19 MCISD Board Meeting, 6:00 PM
- Mar 20 MCABOE General Membership, Knabusch Center, 6:00 PM

Expressions from the Public

None

Recommended Actions

Routine Matters

Dr. Martin made a motion, supported by Mr. Miller to approve the minutes of the January 15, 2019 meeting that were presented. The motion carried unanimously.

Financial Reports

	General <u>Fund</u>	Special Education <u>Fund</u>	School Services <u>Fund</u>	<u>Total</u>
<u>Check Registers</u>				
1/6-31/19	3,149,876.25	497,243.75	11,615.08	3,658,735.08
2/1-2/9/19	502,029.89	51,740.50	1,931.55	555,701.94

ACH Transactions

Withholding & Sales

Taxes	517,135.31	0	31.87	517,167.18
Gross Payroll	569,569.64	1,502,507.06	0	2,072,076.70

Capital Projects

Expenditures	0	0	0	0
Student Activity Account Expenditures	1,300.57	0	0	1,300.57

Early Head Start

Year as of January 31, 2019 \$166,643.34

Head Start

Year as of January 31, 2019 \$1,129,223.31

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

2018-2019 Budget Amendment #2

Mr. Bless, supported by Ms. Larzelere, to approve the following revisions, as the 2nd amendment, to the 2018-2019 General Fund and Special Education Fund budget:

	<u>Approved Budget (Nov 2018)</u>	<u>Requested Revision</u>
<u>General Fund</u>		
Revenue	\$23,091,901	\$23,105,525
Expenditures	\$23,550,735	\$23,444,873
<u>Special Education Fund</u>		
Revenue	\$38,410,950	\$38,066,630
Expenditures	\$40,210,672	\$39,836,130

School Service Fund

Revenue	\$169,475	\$170,508
Expenditures	\$173,875	\$174,516

Capital Projects Fund

Revenue	\$200,020	\$250,020
Expenditures	\$197,900	\$197,900

This amendment included a Head Start budget amendment up to the amount of \$124,000 for the purchase of two (2) Head Start buses. The motion carried unanimously.

Request for Maternity Leave of Absence – Retli, R.

Mr. Miller made a motion, supported by Dr. Martin to approve the maternity leave of absence request for Renee Retli to begin on or about May 10, 2019 and continue through the remainder of the 2018-2019 school year. The motion carried unanimously.

Request for Maternity Leave of Absence – Stahl, S.

Ms. Larzelere made a motion, supported by Mr. Bless to approve the maternity leave of absence request for Sara Stahl to begin on or about May 28, 2019 and continue through June 6, 2019. The motion carried unanimously.

Request for Maternity Leave of Absence – Todd, K.

Ms. Larzelere made a motion, supported by Mr. Bless to approve the maternity leave of absence request for Katelyn Todd to begin on or about June 12, 2019 and continue through December 2, 2019. The motion carried unanimously.

Work Days for Special Education Support – Clark, T.

Dr. Martin made a motion, supported by Mr. Miller to approve up to 255 hours from February 11, 2019 through June 10, 2019 for Toni Clark to provide special education filing support. The motion carried unanimously.

Employment Recommendation – McGinnis, Kelly

Mr. Bless made a motion, supported by Dr. Martin to approve the employment recommendation for Kelly McGinnis as a Teacher Consultant for the Visually Impaired, effective February 20, 2019. The motion carried unanimously.

Employment Recommendation – Ortiz, K.

Mr. Miller made a motion, supported by Ms. Larzelere to approve the employment recommendation for Kate Ortiz as a Teacher Consultant, effective February 25, 2019. The motion carried unanimously.

Winter Break Closure

Mr. Bless made a motion, supported by Dr. Martin to approve the closure of the MCISD beginning December 23 through January 1, 2020. Staff return to work on January 2, 2020. The motion carried unanimously.

Summer 2019 Four Day Work Week

Ms. Larzelere made a motion, supported by Mr. Miller to approve the four-day summer work week beginning June 17, 2019 through Friday, August 16, 2019. The motion carried unanimously.

Award Bid for MCISD Special Education Services Center Remodel

Jim Jacobs and Jeannette Mars from Jim Jacobs Architect, LLC, reviewed the Special Education Services Center remodel project. Ms. Larzelere made a motion, supported by Mr. Bless to award the Special Education Services Center Remodel Project bid to The Spieker Company, Perrysburg, OH. The motion carried unanimously.

Award Bid for MCISD Special Education Services Center Interior Furnishings

Dr. Martin made a motion, supported by Mr. Miller to award the Interior Furnishings Project bid to NBS Commercial Interiors, Toledo, OH. The motion carried unanimously.

Designate School Safety Liaison

Mr. Bless made a motion, supported by Ms. Larzelere to approve a resolution naming Elizabeth Taylor as the School Safety Liaison for the Monroe County ISD. This designation is outlined in PA 548 School Safety Legislation: 2018. The motion carried unanimously.

MASB Board of Directors Election

Information was previously forwarded to the group regarding the two candidates. After a brief discussion, Mr. Miller made a motion to vote for Jack Temsey as the MASB Region 7 Board of Directors representative. Ms. Larzelere supported this motion. The motion carried unanimously.

Request to Attend CBA 101 at the MCISD

Mr. Bless made a motion, supported by Ms. Larzelere to approve the attendance of Barry Martin at the February 23, 2019 CBA 101 class held at the MCISD. The motion carried unanimously.

Note: Due to lack of registrants, this class was cancelled on February 20, 2019.

Acceptance of Donation – First Robotics

Dr. Martin made a motion, supported by Mr. Miller to accept a donation in the amount of \$500.00 from Diamond Alternative, LLC to support the First Robotics Team. The motion carried unanimously.

Acceptance of Donation – ProMedica's See the Person

Mr. Bless made a motion, supported by Dr. Martin to accept a donation in the amount of \$6,831.00 from ProMedica's See the Person event. Despite this event being cancelled, the donating agencies elected to proceed with distributing the funds to the cause. The motion carried unanimously.

Acceptance of Donation – CASA Program

Ms. Larzelere made a motion, supported by Mr. Bless to accept a donation in the amount of \$2,000 from Barnhart Crane & Rigging Co. to support the CASA program. The motion carried unanimously.

Head Start Policy Council By-Laws Amendment

Mr. Bless made a motion, supported by Ms. Larzelere to approve the following Head Start Policy Council By-Laws Amendment regarding the option to hold votes electronically:

“In the event that the Policy Council needs to conduct business electronically between regularly scheduled meetings, they may do so utilizing an email vote. If an email vote is required, the Chairperson will entertain a motion via email with an opportunity for response/discussion for a minimum of 24 hours. In order for an email vote to pass, fifty-one percent (51%) of the elected/seated voting members of the Policy Council must approve the proposed motion via email.”

The motion carried unanimously.

Out of State Conference Request

Mr. Bless made a motion, supported by Dr. Martin to approve the out of state conference request for Laurel Rosen-Weatherford to attend the Great Lakes American Music Therapy Association 2019 Conference in Cincinnati, OH from March 13-16, 2019. The motion carried unanimously.

Reports from the Superintendent and Administrative Staff

Business and Administrative Services – Josh Dyer

- Informed the board that local district business managers will meet in the near future to wrap up the State of Michigan retirement reimbursements to employees.
- Discussed Winter Count Day being rescheduled due to inclement weather days. Also working with local districts on forgiven inclement weather day applications with the state.

Human Resources and Legal Counsel – Betsy Taylor

- Continue to have open positions; interviews are being held as applicants apply.
- Informed the board that MCISD employees are starting to announce retirements.

Curriculum and Instruction – Lisa Monrief

- Informed the board that the PSAT is now required for all 9th and 10th grade students.
- Announced that the 2019 Young Author’s Conference was rescheduled to February 21 (originally February 20) due to inclement weather.

Special Education and Early Childhood Services – Rachel Kopke

- Informed the board that the special education team is reviewing and finalizing guidelines.
- Announced that the next Mental Health Roundtable is March 26th.

Enrollment – January 2019

Enrolled: 267/267

Head Start Over Income: 19-7%

Head Start Disabilities %: 36-13%

Early Head Start Enrolled: 72/72

Early Head Start Over Income: 7-10%

Early Head Start Disabilities: 25-35%

Current Waitlist

Head Start Income Eligible: 22

Head Start Over Income: 34

Early Head Start Income Eligible: 1

Early Head Start Over Income: 3

Head Start Attendance

Arborwood: 84.18%

Ida: 90.91%

MCCC: 90.50%

Orchard: 72.60%

Riverside: 85.80%

SRE: 87.26%

Sodt: 80.78%

Program Total: 82.35 (over 85%)

Early Head Start Attendance

HV1: 48%

HV2: 53%

HV3: 43%

HV4: 79%

HV5: 53%

HV6: 86%

Program Total: 60% (over 50%)

Office of Head Start Communication Memorandums: 0

Office of Head Start Communication Program Instruction: 0

- Program-wide attendance continues to be closely monitored by the Early Head Start and Head Start administrative team. Early Head Start had an increased number of absences in January due to weather related closures. In the Head Start program, the Orchard classrooms continue to have the lowest average daily attendance, with student illness being the highest absence reporting reason. Head Start administration is working closely with Monroe Public Schools (MPS) custodial services to respond to these concerns in the following ways:
 1. MPS custodial services will increase cleaning throughout the day in the crucial areas of the classroom to reduce the risk of transmitting contagious illnesses via surfaces.
 2. In Head Start classrooms with higher attendance rates, there are functional handwashing sinks available within the classrooms. When a functional handwashing sink is available within the classroom, children have opportunities to wash their hands more frequently which is strongly correlated with less illness/higher attendance rates. At the Orchard center, children currently leave the classroom when they need to wash their hands due to a “hot water” only handle available. Although the water temperature in the classroom sink is within allowable ranges per childcare licensing regulations, it is too hot for children to wash their hands comfortably. To assist with increasing opportunities for handwashing in classroom sinks at the Orchard

center, MPS has agreed to decrease the water temperature, and will be pursuing the possibility of a “cold water” handle as well.

Additionally, program staff continue to reinforce the importance of school attendance with all families.

- Winter home visits are scheduled for all Head Start locations this month. Families will be given updates on their child’s progress and will have the opportunity to develop new child development goals with their classroom teacher.

Superintendent – Stephen McNew

- Looking to schedule a Board Retreat in April.
- Announced a Special Superintendent Meeting with legislators will take place on Friday, February 22, 2019.
- Informed the board that no information has been received from DTE regarding the Plant re-evaluation.

Adjourn

At 7:53 p.m. Mr. Bless made a motion, supported by Ms. Larzelere, to adjourn the meeting. The motion carried unanimously.

Respectfully submitted,

Paul Miller
Secretary