

REGULAR BOARD MEETING MINUTES

MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT BOARD OF EDUCATION

February 20, 2023

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, Russell Bless and Barry Martin

MCISD BOARD

MEMBERS ABSENT: Paul Miller

MCISD

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

MCISD

STAFF ABSENT: none

OTHERS PRESENT: Nicholas Hay and Steve Foster

Pledge of Allegiance

The Pledge of Allegiance was led by President DeSloover.

Important Dates

- Feb 20 President's Day, MCISD Closed
- Feb 21 MCISD Board Meeting, 5:00 PM

Expressions from the Public

None.

Recommended Actions

Routine Matters

Ms. Larzelere made a motion, supported by Mr. Bless to approve the minutes of the January 17, 2023 meeting that were presented. The motion carried unanimously.

Financial Reports

	Special	Food		
General	Education	Service	Tech	Student

	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	Tax	Activities	CP	<u>Total</u>
<u>Check Registers</u>							
1/15-1/31/23	1,710,906.84	623,971.11	20,493.20	811,268.28	1,143.50	0	3,167,782.93
2/1-2/11/23	161,170.54	95,769.64	4,314.99	1,067,199.27	669.68	4,945.00	1,334,069.12

ACH Transactions

Gross Payroll	714,565.57	1,748,041.41	0	0	88.09	0	2,462,695.07
Student Activity Account Transfers	0	0	0	0	0	0	0

Early Head Start & Early Head Start

Year to Date as of January 31, 2023 \$1,856,647.63

Dr. Martin made a motion, supported by Mr. Bless, 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

Second Review and Approval of Board Policies of the 6000 Series

Ms. Larzelere made a motion, supported by Mr. Bless to approve the policies below.

Policy 6107	Authorization to Accept and Distribute Electronic Records and to Use Electronic Signatures
Policy 6108	Authorization to Use Electronic Fund Transfers and Automated Clearing House Arrangements
Policy 6110	Grant Funds
Policy 6111	Internal Controls
Policy 6112	Cash Management of Grants
Policy 6114	Cost Principles – Spending Federal Funds
Policy 6116	Time and Effort Reporting
Policy 6120	Safety Deposit Box
Policy 6143	ACH Arrangements and Electronic Transactions of Funds
Policy 6144	Investments
Policy 6145	Borrowing
Policy 6146	Post-Issuance Compliance for Tax-Exempt and Tax-Advantage Obligations
Policy 6152	student Fees, Fines, and Supplies
Policy 6210	Fiscal Planning
Policy 6220	Budget Preparation
Policy 6230	Purchasing
Policy 6321	New School Construction, Renovation
Policy 6324	Expenditures of Funds for ISDs
Policy 6325	Procurement – Federal Grants/Funds
Policy 6350	Prevailing Wage Coordinator
Policy 6420	Conflict on Interest – Legal Counsel, Advisor or Consultants
Policy 6440	Cooperative Purchasing
Policy 6450	Local Purchasing
Policy 6470	Payment of Claims
Policy 6510	Payroll Authorization/Procedures
Policy 6520	Payroll Authorization/Procedures
Policy 6605	Crowd Funding

Policy 6620	Petty Cash
Policy 6670	Trust Fund
Policy 6680	Recognition
Policy 6700	Fair Labor Standards Act (FLSA)
Policy 6800	System of Accounting
Policy 6830	Audits
Policy 6850	Public Disclosure of Reporting

Motion carried unanimously.

Approval of the Personnel Update

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

- Employment
 - o Reann Antoszewski, Behavior Coach, North Region
 - o Katie Bennett, Finance Applications Specialist
 - o Kristen Dunmeade, MoCI Teacher, Educational Center
 - o Angela Edwards, LBSE Teacher, Ritter Elementary
 - o Patrick Felder, Technology Support Coordinator
 - o Coryn Mifsud, Shared-Time Accounts Payable, Dundee/Summerfield
 - o Rebecca Roof, Payroll Supervisor
 - o Laura Sanders, Head Start Teacher, Orchard
 - o Adra Stevens, Shared Time Accountant, Summerfield
 - o Kim Worden, Shared Time Business Manager, Dundee
- Leaves of Absence
 - o Jennifer Allen, Instructional Aide, returning March 1, 2023
 - o Laura Close, HS Program Support Aide, returning January 1, 2023
 - o Loretta Harford, LBSE Teacher Aide, returned March 16, 2023
 - o Courtney Howell, Social Worker, returned March 24, 2023
- Resignations/Retirement
 - o Courtney Bannon, resigned
 - o Hannah Behm, resigned
 - o Laura Close, resigned
 - o Crystal Friess, resigned
 - o Marisa Harvey, resigned
 - o Wayne Huntsman, resigned
 - o Stephanie Thomas, resigned
 - o Sarah Welch, resigned
 - o Jennifer Yarbrough, resigned

The motion carried unanimously.

Request for New Position: Secondary CTE Teacher – Law Enforcement

Dr. Martin made a motion, supported by Mr. Bless to approve the establishment and posting of up to two (2) Secondary CTE Law Enforcement/Corrections teacher positions at the start of the 2023-2024 school year. The motion carried unanimously.

Request for New Position: ECSE Speech and Language Pathologist

Ms. Larzelere made a motion, supported by Dr. Martin to approve the establishment and posting of a Early Childhood Special Education Speech and Language Pathologist position effective immediately. The motion carried unanimously.

Temporary Great Start Collaborative Facilitator

Mr. Bless made a motion, supported by Ms. Larzelere to approve Bridgette Holcomb to work as a Great Start Collaborative Facilitator through at least February 2023. The motion carried unanimously.

PAC Recommendation – Henderson, J.

Dr. Martin made a motion, supported by Mr. Bless to approve Jennifer Henderson to a two-year term on the MCISD PAC to represent Ida Public Schools beginning February 2023. The motion carried.

PAC Recommendation – Sadoski, S.

Mr. Bless made a motion, supported by Ms. Larzelere to approve Shana Sadoski as the PAC representative from the Summerfield School District, for a two-year term beginning February 2023. The motion carried unanimously.

Out of State Conference Request- Bourbina, K. & Kopke, R.

Ms. Larzelere made a motion, supported by Dr. Martin to approve the out of state conference for Katie Bourbina and Rachel Kopke to attend the AASA Authentic Family Engagement Summit in New Orleans, LA from April 20-22, 2023. The motion carried unanimously.

Out of State Conference Request – Kopke, R.

Dr. Martin made a motion, supported by Mr. Bless to approve the out of state conference request for Rachel Kopke to attend the K-12 Alliance of Michigan – Special Education Symposium in Washington, DC from March 21-23, 2023. The motion carried unanimously.

Out of State Conference Request – Dyer, J.

Mr. Bless made a motion, supported by Ms. Larzelere to approve Josh Dyer's attendance at the SNUG President's Site Selection Conference in Atlanta, GA from January 18-20, 2023. The motion carried unanimously.

Reports from the Superintendent and Administrative Staff

Business and Administrative Services – Josh Dyer

- Informed the board of staffing changes in the Business Office.
- Discussed the changes in positions throughout the local district business offices.
- Informed the board that eFinance will be upgraded in the next few weeks.
- Next month will have an abbreviated budget amendment.

Human Resources and Legal Counsel – Eric Feldman

- Discussed employee insurance changes that are being discussed at HR conferences.
- Discussed the MCABOE meeting that was held on February 8, 2023.

Curriculum and Instruction – Lisa Montrief

- Announced that the MCCC will hold the CTE Electrical Program will take place next school year.
Quiz Bowl will take place next week.

Special Education and Early Childhood Services – Rachel Kopke

Current Enrollment Report-January 2023 Program	Total Enrollment/Funded Enrollment (total enrollment should equal funded enrollment)	Over Income Enrollment CP#2004 (130% FPL+: under 10%) (101-130% FPL: under 35%)	Disabilities Enrollment (over 10%)
EHS/HS Combined	Enrolled: 302 Reserved (not to exceed 9):6 Vacant less than 30 days: 7 Total Enrollment: 315/315-100%	130% FPL+: 20/315=6% 101-130% FPL: 16/315=5%	52/315=17%
Head Start	Enrolled: 255 Reserved (not to exceed 8): 6 Vacant less than 30 days: 6 Total Enrollment: 267/267-100%	130% FPL+: 19/267=7% 101-130% FPL: 12/267=4%	37/267=14%
Early Head Start	Enrolled: 47 Reserved (not to exceed 1): 0 Vacant less than 30 days: 1 Total Enrollment: 48/48-100%	130% FPL+: 1/48=2% 101-130% FPL: 4/48=8%	15/48=31%

Current Waitlist Report-As of 2/17/23 Program	Income Eligible	Over Income 101-130% FPL	Over Income 130+% FPL
Early Head Start	2	0	2
Head Start	33 (Some students below may be counted twice if they have more than 1 site preference)	2 (Some students below may be counted twice if they have more than 1 site preference)	37 (Some students below may be counted twice if they have more than 1 site preference)
Airport-Niedermeier Elementary 33 slots	8	0	8
Bedford-Smith Rd Elementary 33 Slots	9	1	13
Dundee-Dundee Elementary 17 Slots	1	0	12
Ida-Ida Elementary 16 Slots	1	0	10
Monroe-AWS Elementary 83 slots	7	0	9
Monroe-MCCC Elementary 18 Slots	5	1	15
Monroe-Orchard Elementary 34 Slots	7	0	7
Monroe-Riverside Elementary 16 Slots	2	0	1
Monroe-YMCA Elementary 17 Slots	9	1	16

Head Start Participation Reports January 2023 Site	Attendance Percentage
In Person Arborwood	84.48%
In Person Dundee	94.96%
In Person Ida	89.67%
In Person MCCC	88.89%
In Person Niedermeier	87.56%
In Person Orchard	80.32%
In Person Riverside	84.82%
In Person SRE	88.48%
In Person YMCA	85.47%
In Person Program Attendance Total	86.33%

Office of Head Start Communication Type	New Postings	Links to Postings
Information Memorandums	NONE	Information Memoranda ECLKC (hhs.gov)
Program Instructions	ACF-PI-HS-23-01	Program Instructions ECLKC (hhs.gov)

Superintendent – Steve McNew

- Continue to work with David Arthur Consultants on the Holiday Camp Lodge roof.

Adjourn

At 6:42 p.m. Ms. Larzelere made a motion, supported by Mr. Bless, to adjourn the meeting. The motion carried unanimously.

Respectfully submitted,

Paul Miller
Secretary