

REGULAR BOARD MEETING MINUTES

MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT BOARD OF EDUCATION

January 17, 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, 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: Amber Dietrich and Kathy Hernandez

Pledge of Allegiance

The Pledge of Allegiance was led by President DeSloover.

Important Dates

- Jan 16 MLK Day, No Students
- Jan 17 MCISD Board Meeting, 5:00 PM
- Feb 6 Joint Board Meeting @ Lenawee, 5:00 PM
- 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 Dr. Martin to approve the minutes of the December 20, 2022 meeting that were presented. The motion carried unanimously.

Financial Reports

Special Food

	General Fund	Education Fund	Service Fund	Tech Tax	Student Activities	CP	Total
<u>Check Registers</u>							
12/11-12/31/22	2,258,003.98	5,026,443.61	12,658.52	0	0	0	7,297,106.11
12/-12/10/22	1,099,674.06	173,543.84	1,300.25	939,408.22	1,157.26	110,777.54	2,325,861.17

ACH Transactions

Gross Payroll	830,430.52	1,952,251.72	0	0	29.55	0	2,782,711.79
Student Activity Account Transfers	0	0	0	0	0	0	0

Early Head Start & Early Head Start

Year to Date as of December 31, 2022 \$1,541,402.20

Mr. Miller 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

First Review of Board Policies of the 6000 Series

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

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	Crowdfunding
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

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

First Reading and Approval of Board Policy 8315

Eric Feldman reviewed board policy 8315 Information Management. Ms. Larzelere made a motion, supported by Mr. Bless to approve Board Policy 8315 Information Management. The motion carried unanimously.

Second Reading and Approval of Board Policies of the 4000 Series

Mr. Miller made a motion, supported by Dr. Martin to approve the following board policies of the 4000 Series. The motion carried unanimously.

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

Second Reading of Board Policies 7530.01 & 7530.02

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

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

The motion carried unanimously.

Approval of the Personnel Update

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

- Employment
 - o Riley Payment, Head Start Teacher, Ida Elementary School
- Leaves of Absence
 - o Samantha Gluck, Instructional Aide, returning August 28, 2023
 - o Alyssa Maldonado, ECSE Teacher, returning May 18, 2023
 - o Amy Zarend, GSC Director, returning January 24, 2023
- Resignations/Retirement
 - o Tina Geiner, resigned
 - o Pamela Handegan, resigned
 - o Tracy Setzler, resigned
 - o Emily Smith, resigned
 - o Samantha Smith, resigned

The motion carried unanimously.

Temp. Early Childhood Special Education Teacher - Cole

Dr. Martin made a motion, supported by Ms. Larzelere to approve Jordan Cole as a Temporary Early Childhood Special Education Teacher at Smith Road Elementary from February 13, 2023, for a period of 12 weeks. The motion carried unanimously.

Temporary Secretary B – Human Resources

Mr. Bless made a motion, supported by Ms. Larzelere to approve the temporary employment of JJ Dively to work up to 25 days effective January 9, 2023 through June 30, 2023.

Temporary Employment Extension – Thompson, N.

Ms. Bless made a motion, supported by Ms. Larzelere to approve the extension of the temporary employment of Nancy Thompson through September 2023. The motion carried unanimously.

Request for New Position – Local Based Program Assistant

Dr. Martin made a motion, supported by Mr. Miller to approve the establishment and posting of a local based special education program assistant, at Sodt Elementary, effective immediately. The motion carried.

Increased Work Schedule – Social Worker

Mr. Miller made a motion, supported by Ms. Larzelere to approve the increased work schedule for the Educational Center School Social Worker by 20 days, effective with the 2023-2024 school year. The motion carried unanimously.

Proposed Common Calendar

Mr. Bless made a motion, supported by Ms. Larzelere to approve the winter and spring breaks for the 2026-2027 school year. The motion carried unanimously.

PAC Recommendation – Adams, M.

Ms. Larzelere made a motion, supported by Mr. Bless to approve Monica Adams as the PAC representative from the Whiteford School District, for a two-year term. The motion carried unanimously.

PAC Recommendation – Dobbertin, K.

Mr. Miller made a motion, supported by Dr. Martin to approve Katie Dobbertin as the PAC representative from the Airport School District, for a two-year term. The motion carried unanimously.

PAC Recommendation – Theisen, K.

Dr. Martin made a motion, supported by Ms. Larzelere to approve Karla Theisen as the PAC representative from the Monroe Public School District, for a two-year term. The motion carried unanimously.

Out of State Conference Request- Rosen-Weatherford, L.

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 Region of the American Music Therapy Conference in Fort Wayne, IN from March 16 to March 19, 2023. The motion carried unanimously.

Out of State Conference Request – Kaercher, P.

Mr. Miller made a motion, supported by Mr. Bless to approve the out of state conference request for Peyton Kaercher in attend the Great Lakes Region of the American Music Therapy Conference in Fort Wayne, IN from March 16 to March 19, 2023. The motion carried unanimously.

Out of State Conference Request – Onesian, J.

Dr. Martin made a motion, supported by Ms. Larzelere to approve the out of state conference request for John Onesian to attend the Great Lakes Region of the American Music Therapy Conference in Fort Wayne, IN from March 16 to March 19, 2023. The motion carried unanimously.

Request to Enter Executive Session

At 5:48 PM, Mr. Miller made a motion, supported by Dr. Martin to enter into executive session for the purpose of discussing attorney client privileges. The motion carried unanimously.

Reconvene

At 6:15 PM, Ms. Larzelere made a motion, supported by Mr. Bless to reconvene the meeting.

Reports from the Superintendent and Administrative Staff

Business and Administrative Services – Josh Dyer

- Informed the board of staffing changes in the Business Office.

Human Resources and Legal Counsel – Eric Feldman

- Informed the board the MCISD was awarded the SRO grant from the state.

Curriculum and Instruction – Lisa Monrief

- Informed the board of C & I events that are upcoming.
- In the process of starting a law enforcement CTE course

Special Education and Early Childhood Services – Rachel Kopke

Current Enrollment Report-December 2022

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: 287/315 Reserved (not to exceed 9):8 Vacant less than 30 days: 5 Total Enrollment: 300/315-95%	130% FPL+: 20/300=7% 101-130% FPL: 16/300=5%	50/300=17%
Head Start	Enrolled: 241 Reserved (not to exceed 8): 8 Vacant less than 30 days: 3 Total Enrollment: 252/267-94%	130% FPL+: 19/252=8% 101-130% FPL: 12/252=5%	33/267=13%
Early Head Start	Enrolled: 46 Reserved (not to exceed 1): 0 Vacant less than 30 days: 2 Total Enrollment: 48/48-100%	130% FPL+: 1/48=2% 101-130% FPL: 4/48=8%	17/48=35%

Current Waitlist Report-As of 1/16/23

Program	Income Eligible	Over Income 101-130% FPL	Over Income 130+% FPL
Early Head Start	5	0	1
Head Start	29 (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	8	1	13
Dundee-Dundee Elementary 17 Slots	1	0	12
Ida-Ida Elementary 16 Slots	1	0	10

Monroe-AWS Elementary 83 slots	6	0	9
Monroe-MCCC Elementary 18 Slots	3	1	15
Monroe-Orchard Elementary 34 Slots	4	0	7
Monroe-Riverside Elementary 16 Slots	2	0	1
Monroe-YMCA Elementary 17 Slots	7	1	16

Head Start Participation Reports December 2022

Site	Attendance Percentage
In Person Arborwood	73.22%
In Person Dundee	87.82%
In Person Ida	81.25%
In Person MCCC	68.38%
In Person Niedermeier	80.61%
In Person Orchard	66.58%
In Person Riverside	77.40%
In Person SRE	78.55%
In Person YMCA	85.07%
In Person Program Attendance Total	76.37%

Early Head Start Participation Reports-December 2022

Site	Attendance Percentage
HV 1	63%
HV 2	67%
HV 3	75%
HV 4	63%
Program Attendance Total	66.87%

Office of Head Start Communication

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)

Program Updates

- All 16 Head Start classrooms are open as of 1/17/23.
- Active Supervision and Positive Guidance Training for all Head Start and GSRP staff was completed on 1/6/23.
- Revised Active Supervision Training for pilot classrooms was completed on 1/6/23 with implementation that started 1/9/23.
- Credentialed Orchard Bright Start staffing continues to be a program concern. With the recent resignation of 1 of the 2 classroom teachers (effective 1/27/23), the program administration has developed the following plans to ensure adequate student/staff ratios can support the enrolled students in this location until a credentialed classroom teacher can be secured.

- Program administration worked families to identify an alternate classroom that both meets their child and family's needs in an effort to reduce the number of students enrolled in this classroom. 7/15 families agreed to move their child into a Head Start or GSRP classroom.
- Refrain from accepting additional students into this classroom until a credentialed teacher can be secured for this classroom.

Superintendent – Steve McNew

- Working with David Arthur Consultant for some upgrades to the Lodge at Holiday Camp
- School Board Recognition

Adjourn

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

Respectfully submitted,

Paul Miller
Secretary