

# **REGULAR BOARD MEETING MINUTES**

## **MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT BOARD OF EDUCATION**

**January 21, 2020**

**Monroe County ISD  
Professional Development Center  
1101 S. Raisinville Road  
Monroe, MI 48161**

### **Call to Order and Roll Call**

The meeting was called to order at 7:00 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, Elizabeth Taylor, Lisa Montrief, Rachel Kopke, Josh Dyer and Andrea Murphy

**MCISD STAFF  
ABSENT:**

None

**OTHERS PRESENT:** Crystal Willit

### **Pledge of Allegiance**

The Pledge of Allegiance was led by President DeSloover.

### **Important Dates**

- Jan 22-24 MASA MidWinter Conference
- Feb 17 President's Day, MCISD Closed
- Feb 18 MCISD Board Meeting, 5:00 PM
- Feb 27 PAC Parent Info Night, 5:00 PM

### **Expressions from the Public**

No expressions from the public.

## Recommended Actions

### Routine Matters

Dr. Martin made a motion, supported by Mr. Bless to approve the minutes of the December 16, 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>	Student Activities	CP	<u>Total</u>
<u>Check Registers</u>						
12/8-12/31/19	1,316,430.25	6,975,932.11	13,171.58	1,433.37	21,087.90	8,328,055.21
1/1-1/11/20	637,441.66	69,073.46	234.94	0	0	706,750.06
<u>ACH Transactions</u>						
Withholding & Sales						
Taxes	618,664.13	0	48.06	0	0	618,712.19
Gross Payroll	636,734.02	1,747,334.14	0	641.61	0	2,384,709.77
Student Activity Account Transfers	0	0	0	0	0	0
Early Head Start						
Year to Date as of December 31, 2019		\$149,427.03				
Head Start						
Year to Date as of December 31, 2019		\$1,081,402.02				

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

#### Employment Recommendation – Roof-Delben, T.

Ms. Larzelere made a motion, supported by Mr. Miller to approve the employment recommendation for Tigr Roof-Delben as a SCI special education teacher at the Educational Center, effective February 3, 2020. The motion carried unanimously.

#### Employee Tenure Recommendations

Mr. Miller made a motion, supported by Dr. Martin to approve the tenure employment status to Anthony DeNardis and Dianna Synowiec. The motion carried unanimously.

#### EHS & HS Self-Assessment Plan 2019-2020

Dr. Kopke reviewed the Early Head Start and Head Start Self-Assessment Plan for the 2019-2020 school year with the board. Mr. Bless made a motion, supported by Ms. Larzelere to approve the EHS and HS Self-Assessment Plan for the 2019-2020 school year as presented. The motion carried unanimously.

## **EHS & HS Selection Criteria**

Dr. Kopke reviewed the changes and components of the Early Head Start and Head Start Selection Criteria with the board. Ms. Larzelere made a motion, supported by Mr. Bless to approve the EHS & HS Selection Criteria as presented. The motion carried unanimously.

## **EHS & HS Selection and Acceptance Procedures**

Dr. Kopke reviewed the Early Head Start and Head Start Selection and Acceptance Procedures with the board. Ms. Larzelere made a motion, supported by Mr. Bless to approve the EHS & HS Selection and Acceptance Procedures as presented. The motion carried unanimously.

## **Summer Hours, 2020**

Dr. Martin made a motion, supported by Mr. Miller to approve the four-day 2020 summer work schedule. The motion carried unanimously.

## **Out of State Conference Request – Mental Health Services Team**

Mr. Bless made a motion, supported by Dr. Martin to approve the out of state conference for Jean Foster, Danielle Handler and Margot Lechlak to attend the Critical Incident Stress Management Training in Portland, Maine from September 15-20, 2020. All costs associated with this training are grant funded. The motion carried unanimously.

## **Request to Attend MASB Winter Institute and CBA Classes**

Ms. Larzelere made a motion, supported by Mr. Miller to attend the MASB Winter Institute and CBA classes in Lansing, MI from February 21-23, 2020. The motion carried unanimously.

## **Request to Reschedule the April 2020 Board Meeting**

Mr. Miller made a motion, supported by Dr. Martin to reschedule the April 21, 2020 board meeting to take place on April 28, 2020 at 5:00 PM. The motion carried unanimously.

## **Out of State Conference Request – Mental Health Services Team**

Mr. Miller made a motion, supported by Ms. Larzelere to approve the out of state conference request for Jean Foster, Danielle Handler and Margot Lechlak to attend the Mental Health First Aid Summit in Austin, TX from April 3-7, 2020. All costs associated with this training are grant funded. The motion carried unanimously.

## **Reports from the Superintendent and Administrative Staff**

### **Business and Administrative Services – Josh Dyer**

- Informed the board that the vacancy created by Shirley Wyatt's retirement will begin this week. In the process of interviewing for the secretary position in the Business Office.

### **Human Resources and Legal Counsel – Betsy Taylor**

- No further comments

### **Curriculum and Instruction – Lisa Montrief**

- Informed the board that the DNR has contacted Nicole Shaughnessy at the Kanbusch Center to discuss restoration of the land around the Center.

## Special Education and Early Childhood Services – Rachel Kopke

- Informed the board that START training recently took place at the MCISD for countywide staff members.
- Invited the board members to a Student Recognition Assembly of Friday, Jan. 24<sup>th</sup>.

### Current Enrollment Report- December 2019

Program	Total Enrollment/Funded Enrollment (total enrollment should equal funded enrollment)	Over Income Enrollment (under 10%)	Disabilities Enrollment (over 10%)
Head Start	Enrolled: 264 Reserved (not to exceed 8): 3 Vacant less than 30 days: 0 <b>Total Enrollment: 267/267</b>	<b>17-6%</b>	<b>36-13%</b>
Early Head Start	Enrolled: 47 Reserved (not to exceed 1): 0 Vacant less than 30 days: 1 <b>Total Enrollment: 48/48</b>	<b>2/48-4%</b>	<b>16/48-33%</b>

### Current Waitlist Report- December 2019

Program	Income Eligible	Over Income
Head Start	54	51
Early Head Start	4	4

### Head Start Attendance Reports December 2019

Site	Attendance Percentage
Arborwood	81.08%
Dundee	92.76%
Ida	85.23%
MCCC	88.04%
Niedermeier	81.82%
Orchard	74.12%
Riverside	82.69%
SRE	85.78%
Sodt	82.81%
Program Attendance Total	<b>82.16% (Over 85%)</b>

### Early Head Start Attendance Reports- December 2019

Site	Attendance Percentage
HV 1	90%
HV 2	67%
HV 3	73%
HV 4	88%
Program Attendance Total	<b>80% (Over 50%)</b>

### Office of Head Start Communication

Communication Type	Number of new postings (found on the MCISD website)
Information Memorandums	0
Program Instructions	1

<http://www.monroeisd.us/departments/specialedecse/educational-opportunities/>

### Program Updates

- 1) Please note that the enrollment report has been changed slightly. The Office of Head Start is requiring programs to report our enrollment using 3 separate categories: enrolled, reserved and vacant less than 30 days. All three categories added together should meet our total funded enrollment.

**Enrolled Definition:** Number of students on the last day of the month actually enrolled.

**Reserved Definition:** Number of children the program is reserving a slot for a homeless/foster care child, not to exceed 30 days before becoming vacant. Number of slots able to be reserved is not to exceed 3% of funded enrollment (8 in Head Start and 1 in Early Head Start).

**Vacant less than 30 days Definition:** Number of slots vacant due to a child dropping the program, but it has not yet been 30 days on the last day of the month.

- 2) The EHS and HS Funding Guidance Letters for 2020-2021 school year have arrived. A copy of the letters are included with your reports.

### Superintendent – Stephen McNew

- Recognized the board members for their dedication and service to the children and families of Monroe County on behalf of the Administration and MCIEA. Crystal Willit, president of the MEA Support Personnel, also recognized the board members for this service.
- Discussed the format of the budget presentation to the local districts in April.

### Adjourn

At 7:55 p.m. Dr. Martin made a motion, supported by Mr. Bless to adjourn the meeting. The motion carried unanimously.

Respectfully submitted,

Paul Miller  
Secretary