

# **REGULAR BOARD MEETING MINUTES**

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

**July 16, 2024**

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

The meeting was called to order at 8:30 a.m. by MCISD President Dale DeSloover.

#### **MCISD BOARD**

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

#### **MCISD BOARD**

**MEMBERS ABSENT:** none

#### **MCISD**

**STAFF PRESENT:** Superintendent Steve McNew, Josh Dyer and Andrea Murphy

#### **MCISD**

**STAFF ABSENT:** Lisa Montrief and Rachel Kopke

**OTHERS PRESENT:** none

### **Pledge of Allegiance**

The Pledge of Allegiance was led by President DeSloover.

### **Organizational Matters**

#### **Temporary Chair**

Mr. DeSloover appointed Dr. McNew as temporary chairperson.

#### **Election of President**

Ms. Larzelere nominated Dale DeSloover for the office of President, Dr. Martin seconded. Since only one nomination was voiced, nominations were closed. Dale DeSloover was announced President.

President DeSloover assumed chairmanship of the meeting.

#### **Election of Vice President**

Mr. Bless nominated Ms. Larzelere for the office of Vice President, Dr. Martin seconded. Since only one nomination was voiced, nominations were closed. Renee Larzelere was announced Vice President.

## **Election of Secretary**

Ms. Larzelere nominated Mr. Miller for the office of Secretary, Dr. Martin seconded. Since only one nomination was voiced, nominations were closed. Paul Miller was announced Secretary.

## **Election of Treasurer**

Dr. Martin nominated Mr. Bless for the office of Treasurer, Mr. Miller seconded. Since only one nomination was voiced, nominations were closed. Russell Bless was announced Treasurer.

## **Appointment to MCABOE and MASB Legislative Relations Network**

President DeSloover appointed Ms. Larzelere as the representative to the Monroe County Association of Boards of Education Board of Directors and appointed Dale DeSloover will serve as the Michigan Association of School Boards' Legislative Relations Network liaison.

## **Motion to Approve Organizational Matters**

Mr. Bless made a motion, supported by Ms. Larzelere to approve the following organizational matters:

## **Designation of Depositories for District Funds**

- First Merchants Bank – This is the “GSS” account (Accounts Payable), including the general operating fund, the special education operating fund, technology enhancement funds, student activities fund, and the food service fund; capital projects, employee cash, and a zero-balance account for BASIC have separate accounts.
- 5/3 Bank –Investment account, managed by Mainstreet Advisors.
- Wells Fargo – This is a zero-balance account for the 403(b)/457 (b) program managed by TSA Consulting Group
- Flagstar Bank – potential bank account(s) for investing in CD/CDARS.

## **Designation of Authorized Signatures for District Funds**

Designate any two of the Treasurer, Superintendent or Assistant Superintendent for Business and Administrative Services as the authorized signatures for the General Operating Fund, the Special Education Operating Fund, the School Service Fund, the Payroll Fund; the Activity Accounts, the Capital Projects Fund, the Municipal Investment Account; and the Employee Cash Fund.

## **Designation of Authorized Signatures for Purchase Transactions**

Designate the Superintendent or Assistant Superintendent for Business and Administrative Services as the authorized signature for purchase order transactions up to the State bid limit without formal Board approval.

## **Designation of Authorized Signature for Contracts**

Designate the Superintendent as the authorized signature for all contracts.

## **Designation of Authorized Signatures for State and Federal Categorical Projects**

Designate the Superintendent or Assistant Superintendent for Business and Administrative Services as the authorized signature for using the MEGS grant system.

### **Designation of Legal Counsel for the District**

Designate legal counsel for the 2024-2025 school year as follows:

- The Thrun Law Firm for external general education and special education issues
- Assistant Superintendent for Human Resources & Legal Counsel for the Board of Education

### **Designation of District Auditors**

Designate Rehmann Robson as auditors for the 2024-2025 school year. The motion carried unanimously.

### **Determination of Board Member Compensation for 2024-2025**

Continue board member compensation at \$30 per meeting, subcommittee meeting, or other authorized duty and mileage reimbursement at the current Board approved rate.

### **Adoption of the Board By-Laws Including Meeting Dates**

- August 20, 2024 - 8:30 AM
- September 16, 2024 - 5:00 PM
- October 15, 2024 - 5:00 PM
- November 19, 2024 - 5:00 PM
- December 17, 2024 - 5:00 PM
- January 21, 2025 - 5:00 PM
- February 18, 2025 - 5:00 PM
- March 18, 2025 - 5:00 PM
- April 15, 2025 - 9:00 AM
- April 22, 2025 – 5:00 PM
- May 20, 2025 - 5:00 PM
- June 17, 2025 – 8:30 AM
- July 15, 2025 – 8:30 AM

### **Adoption of the Board Cooperative Purchasing Agreements**

In accordance with Policy 6440, payment of dues for membership into the following associations, the board establishes the agreement with these associations to follow all procedures and policies – REMC Association of Michigan, MiDeal, MiCTA, Hospital Purchasing Services (HPS), The Interlocal Purchasing System (TIPS), and PEPPM Cooperative Purchasing.

### **Important Dates**

- August 20 MCISD Board Meeting, 8:30 AM

### **Expressions from the Public**

None.

### **Recommended Actions**

### **Routine Matters**

Dr. Martin made a motion, supported by Mr. Miller to approve the minutes of the June 18, 2024 meeting 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>							
6/10-6/30/24	3,433,166.35	837,939.04	22,078.43	22,418.81	6,114.16	5,642.50	4,332,359.29
7/1-7/9/24	257,792.41	390,224.40	0	0	0	0	648,016.81

### ACH Transactions

Gross Payroll	868,337.67	1,948,079.80	0	0	958.85	0	2,817,376.32
Student Activity Account Transfers	0	0	0	0	0	0	0

Early Head Start & Early Head Start

Year to Date as of June 30, 2024 \$3,662,889.03

Mr. Miller 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

### Approval of the Personnel Update

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

- Employment
  - o Sue Jones, Teacher, MCMC
  - o Mary Beth Malolepszy, School Psychologist
  - o Steve Murphy, Behavior Coach
- Leaves of Absence
  - o none
- Resignations
  - o Vicki Holycross, resigned
  - o Stephanie Sieler, resigned

The motion carried unanimously.

### Request for New Position: Behavior Coach

Ms. Larzelere made a motion, supported by Mr. Bless to approve the establishment and posting of a Behavior Coach at Jefferson Middle School at the start of the 2024-2025 school year. The motion carried unanimously.

### Temporary Orientation and Mobility Specialist - Wright

Mr. Bless made a motion, supported by Ms. Larzelere to approve Adonna Wright as a Temporary Orientation and Mobility Specialist through the 2024-2025 school, working up to five (5) days per week. The motion carried unanimously.

### Out of State Conference Request – Knoblauch, R.

Ms. Larzelere made a motion, supported by Mr. Bless to approve the out of state conference request for Ryan Knoblauch to attend the ATIA Conference in Orlando, FL from January 29 through February 1, 2025. The motion carried unanimously.

### **Out of State Conference Request – Dippman, S.**

Dr. Martin made a motion, supported by Mr. Miller to approve the out of state conference request for Shawna Dippman to attend the National Alliance for Medicaid in Education Conference in Denver, CO from October 13-19, 2024. The motion carried unanimously.

### **Out of State Conference Request – Aherne, B.**

Mr. Bless made a motion, supported by Ms. Larzelere to approve the out of state conference request for Barry Aherne to attend the ATIA Conference in Orlando, FL from January 29 through February 1, 2025. The motion carried unanimously.

### **Out of State Conference Request – AESA Board**

Ms. Larzelere made a motion, supported by Mr. Bless to approve the out of state conference request for Dale DeSloover, Paul Miller and Russell Bless to attend the 2024 AESA Conference in Orlando, FL from December 3-6, 2024. The motion carried unanimously.

### **Out of State Conference Request – AESA McNew, Montrief and Murphy**

Dr. Martin made a motion, supported by Mr. Bless to approve the out of state conference request for Steve McNew, Lisa Montrief and Andrea Murphy to attend the 2024 AESA Conference in Orlando, FL from December 3-6, 2024. The motion carried unanimously.

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

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

- Discussed the 2024-2025 Governor’s Budget and it’s effect on the school aid funds
- Discussed the business office operations at Jefferson Schools
- Informed the board that TRANE will be giving a facility update at the next meeting.

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

- Not in attendance (conference)

### **Special Education and Early Childhood Services**

- Not in attendance (conference)

### **Current Enrollment Report-June 2024**

<b>Program</b>	<b>Total Enrollment/Funded Enrollment (total enrollment should equal funded enrollment)</b>	<b>Over Income Enrollment CP#2004 (130% FPL+: under 10%) (101- 130% FPL: under 35%)</b>	<b>Disabilities Enrollment (Over 10%)</b>	<b>Students Enrolled Receiving Tiered Intervention Services/In Process of SE Evaluation</b>
Head Start	Enrolled: 239 Reserved (not to exceed 7): 1	130% FPL+: 17/240=7%	53/240=22%	34/240=14%

	Vacant less than 30 days: 0 <b>Total Enrollment: 240/240-100%</b>	101-130% FPL: 5/240=2%		
Early Head Start	Enrolled: 48 Reserved (not to exceed 1): 0 Vacant less than 30 days: 0 <b>Total Enrollment: 48/48-100%</b>	130% FPL+: 2/48=4% 101-130% FPL: 2/48=4%	12/48=25%	9/48=19%

### Current Waitlist Report-As of final day of school

Program	Income Eligible	Over Income 101-130% FPL	Over Income 130+% FPL
<b>Early Head Start</b>	<b>7</b>	<b>1</b>	<b>0</b>
<b>Head Start</b>	<b>21</b> (can be counted in more than 1 location)	<b>4</b> (can be counted in more than 1 location)	<b>15</b> (can be counted in more than 1 location)
Airport-Niedermeier Elementary 31 slots	2	1	6
Bedford-Smith Rd Elementary 31 Slots	3	0	4
Dundee-Dundee Elementary 15 Slots	3	0	0
Ida-Ida Elementary 15 Slots	0	0	0
Monroe-AWS Elementary 77 slots	3	3	5
Monroe-MCCC Elementary 15 Slots	0	2	5
Monroe-Orchard Elementary 25 Slots	6	3	2
Monroe-Riverside Elementary 16 Slots	1	0	0
Monroe-YMCA Elementary 15 Slots	2	2	6

### Head Start Attendance Reports-June 2024

Site	Attendance Percentage
In Person Arborwood	70.35%
In Person Dundee	86.67%
In Person Ida	78.57%
In Person MCCC	96.67%

In Person Niedermeier	72.04%
In Person Orchard	75.33%
In Person Riverside	96.88%
In Person SRE	89.78%
In Person YMCA	92.13%
<b>In Person Program Attendance Total</b>	<b>79.76%</b>

### Early Head Start Attendance Reports-June 2024

Site	Attendance Percentage
HV 1	73%
HV 2	46%
HV 3	75%
HV 4	50%
<b>Program Attendance Total</b>	<b>61%</b>

### 2024-2025 Projections-# accepted as of 7/8/24

Site	Total Number of Slots Available	# Accepted	Number of slots remaining	101-130% Over Income (must be <85)	130%+ Over Income (must be <24)	Number of students with disabilities (10%+)
AWS	77	37	40	0	3	11
Dundee	15	10	5	0	1	4
Ida	15	9	6	0	2	2
Niedermeier	31	31	0	0	1	5
Riverside	71	55	16	1	1	8
SRE	31	28	3	0	0	3
<b>TOTALS</b>	<b>240-100%</b>	<b>170-71%</b>	<b>70-29%</b>	<b>1-&lt;1%</b>	<b>8-3%</b>	<b>33-14%</b>

### Office of Head Start Communication

Communication Type	New Postings	Links to Postings
Information Memorandums	<a href="#">ACF-OHS-IM-24-02</a>	<a href="#">Information Memoranda   ECLKC (hhs.gov)</a>
Program Instructions	NONE	<a href="#">Program Instructions   ECLKC (hhs.gov)</a>

### Program Updates

- 2024-2025 Program Update
  - The YMCA, Orchard and MCCC licenses have been closed in the State's CHHIRP system by program administration.
  - Dundee modification has been approved.
  - Riverside
    - An initial fire inspection was completed with a follow up inspection required following issues that need addressed.
    - An initial environmental inspection is scheduled.
    - A past lead inspection was submitted with the modification request.
    - Building moves from initial locations into Riverside are scheduled to be completed by mid-July.

- OHS Monitoring Review: Riverside Incident from 11/7/24
  - [Updated Corrective Action Plan \(CAP\) Draft](#)
- Proposed/DRAFT Michigan childcare licensing rules and regulation revisions have been posted and feedback is requested. See updated rules and regulations [HERE](#). See [HERE](#) for a summary of proposed rules and regulations. Some of the proposed changes would impact our current practices, and those processes impacted are identified below:
  - Guidelines outlined regarding testing drinking water faucets for lead.
  - Elimination of TB Requirement upon hire.
  - Within 1 year of hire, all staff must have a Miregistry account and within 90 days, all required health and safety trainings are completed.
  - Additional clarification on appropriate discipline and prohibited means of punishment.
  - Fire Safety Regulations for new and modified licenses not in functioning elementary school buildings.
  - Although Head Start Program Performance Standards currently do not allow for bus routes to exceed 1 hour unless there is no shorter route available or any alternative route shorter is either unsafe or impractical ([1303.73\(b\)\(1\)](#)), childcare licensing proposes to allow a transportation route to last up to 1.5 hours; therefore there would be more flexibility available for bus runs that have the potential of going over 1 hour by a few minutes.
  - Although childcare licensing proposed that ISD employees (Speech, OT, PT, TC, etc.) and other independent service providers who provide therapeutic services to children are no longer required to complete a comprehensive background check to have unsupervised contact with students; Head Start Program Performance Standards currently require this to continue ([1302.90\(b\)](#)).

### **Superintendent – Stephen McNew**

- Discussed the USAA Conference he recently attended
- Informed the board that he recently met with Amy Gee, Jefferson Superintendent regarding School of Choice
- Discussed the MASB Training Session on August 1<sup>st</sup>.

### **Adjourn**

At 10:04 a.m. Mr. Bless made a motion, supported by Ms. Larzelere, to adjourn the meeting. The motion carried unanimously.

Respectfully submitted,

Paul Miller  
Secretary