

# **REGULAR BOARD MEETING MINUTES**

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

**July 17, 2018**

**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 7:30 a.m. by MCISD President Dale DeSloover.

#### **MCISD BOARD**

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

#### **MCISD BOARD**

**MEMBERS ABSENT:** Renee Larzelere

#### **MCISD**

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

#### **MCISD**

**STAFF ABSENT:** Betsy Taylor and Lisa Montrief

**OTHERS PRESENT:** Roberta Neckel

### **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**

Mr. Miller nominated Dale DeSloover for the office of President. Mr. Miller made a motion, supported by Mr. Bless, to close nominations and elect Mr. DeSloover as President. The motion carried unanimously.

President DeSloover assumed chairmanship of the meeting.

### **Election of Vice President**

Mr. Bless nominated Ms. Larzelere for the office of Vice President. Mr. Bless made a motion, supported by Mr. Miller, to close nominations and elect Ms. Larzelere as Vice President. The motion carried unanimously.

### **Election of Secretary**

Mr. Bless nominated Mr. Miller for the office of Secretary. Mr. Bless made a motion, supported by Dr. Martin, to close nominations and elect Mr. Miller as Secretary. The motion carried unanimously.

### **Election of Treasurer**

Mr. Miller nominated Mr. Bless for the office of Treasurer. Mr. Miller made a motion, supported by Dr. Martin, to close nominations and elect Mr. Bless as Treasurer. The motion carried unanimously.

### **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 Mr. DeSloover serve as the Michigan Association of School Boards' Legislative Relations Network liaison.

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

- Designate Fifth Third Bank as the depository for the General Operating Fund, the Special Education Operating Fund, the School Service Fund, Municipal Investment Fund, accounts payable, student activities, capital projects, employee cash, reserve fund and a zero balance account for EduStaff, and a zero balance account for BASIC.
- Designate Monroe Bank & Trust as the reserve account.
- Designate PNC as the MIF account, student activities, capital projects, employee cash, and zero balance accounts for BASIC.
- Designate JP Morgan Chase as the depository for the 403(b) program. This is a zero balance account.

### **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 2018-2019 school year as follows:

- The Thrun Law Firm for external general education issues
- LaPointe and Associates for external special education issues
- Mrs. Elizabeth Taylor as internal legal counsel for the Board of Education

### **Designation of District Auditors**

Designate Rehmann Robson as auditors for the 2018-2019 school year. The motion carried unanimously.

### **Determination of Board Member Compensation for 2018-2019**

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 21, 2018 - 7:30 AM
- September 17, 2018 - 6:00 PM
- October 16, 2018 - 6:00 PM
- November 20, 2018 - 6:00 PM
- December 18, 2018 - 6:00 PM
- January 15, 2019 - 6:00 PM
- February 19, 2019 - 6:00 PM
- March 19, 2019 - 6:00 PM
- April 16, 2019 - 6:00 PM
- May 21, 2019 - 7:00 PM
- June 18, 2019 - 7:00 PM
- July 16, 2019 - 7:00 PM

### **Important Dates**

- July 17            MCISD Board Meeting, 7:30 AM
- August 21        MCISD Board Meeting, 7:30 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 19, 2018 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>				
6/10-6/30/2018	1,031,849.62	314,147.78	32,159.43	1,378,156.83
7/1-7/7/2018	218,304.68	267,745.01	9,548.89	495,598.58

### ACH Transactions

#### Withholding & Sales

Taxes	704,609.94	0	207.86	704,817.80
Postage	0	0	0	0
Retirement	904,605.27	0	0	904,605.27
Gross Payroll	502,144.51	1,327,076.95	0	1,829,221.46
Capital Projects				
Expenditures	4,595.00	0	0	4,595.00
Student Activity Account Expenditures	9,546.55	0	0	9,546.55

#### Early Head Start

Year to Date as of June 30, 2018 \$307,264.33

#### Head Start

Year to Date as of June 30, 2018 \$2,109,688.16

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

### Request for Medical Leave of Absence

Mr. Miller made a motion, supported by Dr. Martin to approve the medical leave of absence request for Cynthia Janisko to begin on June 8, 2018. Her return date is currently unknown. The motion carried unanimously.

### Employment Recommendation – Blanchard, K.

Mr. Bless made a motion, supported by Dr. Martin to approve the employment recommendation for Krista Blanchard as a social worker in the North Region effective August 23, 2018. The motion carried unanimously.

### Employment Recommendation – Brooks, R.

Dr. Martin made a motion, supported by Mr. Bless to approve the employment recommendation for Rebecca Brooks as a special education teacher at Arborwood South Elementary School effective August 23, 2018. The motion carried unanimously.

### Employment Recommendation – Burger, J.

Mr. Miller made a motion, supported by Dr. Martin to approve the employment recommendation for Julie Burger as a physical therapist at the Educational Center effective August 7, 2018. The motion carried unanimously.

### **Employment Recommendation – Carter, K.**

Mr. Bless made a motion, supported by Dr. Martin to approve the employment recommendation for Katie Carter as a school social worker in the North Region effective August 23, 2018. The motion carried unanimously.

### **Employment Recommendation – Fiedler, R.**

Dr. Martin made a motion, supported by Mr. Miller to approve the employment recommendation of Rachel Fiedler as a special education teacher at Wagar Middle School effective August 23, 2018. The motion carried unanimously.

### **Employment Recommendation – Geddes, L.**

Mr. Miller made a motion, supported by Dr. Martin to approve the employment recommendation of Lauren Geddes as a social worker in the East Region effective August 23, 2018. The motion carried unanimously.

### **Employment Recommendation – Glab, J.**

Mr. Bless made a motion, supported by Mr. Miller to approve the employment recommendation for Jenna Glab as a teacher consultant in the Southwest Region effective August 23, 2018. The motion carried unanimously.

### **Employment Recommendation – Gratowski, T.**

Dr. Martin made a motion, supported by Mr. Bless to approve the employment recommendation for Teresa Gratowski as a special education teacher at Raisinville Elementary School effective August 23, 2018. The motion carried unanimously.

### **Employment Recommendation – Hueston, J.**

Mr. Miller made a motion, supported by Dr. Martin to approve the employment recommendation for Jennifer Hueston as a teacher consultant in the Southwest Region effective August 23, 2018. The motion carried unanimously.

### **Employment Recommendation – LaRoy, A.**

Mr. Bless made a motion, supported by Mr. Miller to approve the employment recommendation for Amanda LaRoy as a social worker in the Southwest Region effective August 23, 2018. The motion carried unanimously.

### **Employment Recommendation – Lott, K.**

Dr. Martin made a motion, supported by Mr. Miller to approve the employment recommendation for Katherine Lott as a Regional Director in the East Region effective August 1, 2018. The motion carried unanimously.

### **Employment Recommendation – McGuire, M.**

Mr. Bless made a motion, supported by Dr. Martin to approve the employment recommendation for Marcee McGuire as a special education teacher at Custer Elementary School effective August 23, 2018. The motion carried unanimously.

### **Employment Recommendation – Stahl, S.**

Dr. Martin made a motion, supported by Mr. Bless to approve the employment recommendation for Sara Stahl as a GSRP teacher at Sodt Elementary School effective August 27, 2018. The motion carried unanimously.

### **Temporary ECSE Teacher**

Mr. Miller made a motion, supported by Dr. Martin to approve the temporary employment of Marsha Laskey for up to sixty (60) days from September 4, 2018 through November 22, 2018 at Arborwood Elementary School. The motion carried unanimously.

### **MASB Annual Leadership Conference – DeSloover, Miller, Bless**

Dr. Martin made a motion, supported by Mr. Miller to approve the attendance of Dale DeSloover, Paul Miller and Russell Bless to attend the MASB Annual Conference and CBA Classes in Grand Rapids, MI from November 1-4, 2018. The motion carried unanimously.

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

Mr. Miller made a motion, supported by Dr. Martin to approve the out of state conference request for the MCISD Board to attend the 2018 AESA Conference in Colorado Springs, CO from November 28 through December 1, 2018. The motion carried unanimously.

### **Out of State Conference Request – McNew, S. & Murphy, A.**

Dr. Martin made a motion, supported by Mr. Miller to approve the out of state conference request for Steve McNew and Andrea Murphy to attend the 2018 AESA Conference in Colorado Springs, CO from November 28 through December 1, 2018. The motion carried unanimously.

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

Mr. Bless made a motion, supported by Dr. Martin to approve the out of state conference request for Sandy Whitcomb to attend the 2018 Sungard National User Group Conference in Tucson, AZ from October 8-11, 2018. The motion carried unanimously.

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

Dr. Martin made a motion, supported by Mr. Bless to approve the out of state conference request for Shawna Dippman to attend the 16<sup>th</sup> Annual National Alliance for Medicaid in Education (NAME) Conference in Baltimore, Maryland from October 13-19, 2018. The motion carried unanimously.

### **Amended Out of State Conference Request – Guiliano, K.**

Mr. Miller made a motion, supported by Dr. Martin to approve the amended request for Kerry Guiliano's attendance at the ISTE 2018 Conference from June 24-27, 2018. The amended amount was to correct the lodging fee that was originally requested from \$981.46 to \$1,146.76, which was to reflect the room cost at the time of booking. The motion carried unanimously.

### **Acceptance of Donation – Hearing Impairments**

Dr. Martin made a motion, supported by Mr. Bless to accept a donation in the amount of \$1,000 from the Bedford Lions Club to support students with hearing impairments. The motion carried unanimously.

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

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

- Informed the board that the audits for the MCISD, Summerfield and Ida will all begin in August/September.

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

- Not in attendance.

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

- Not in attendance.

## **Special Education and Early Childhood Services – Michelle Brahaney**

- Preparing for openings week; finalizing the PD sessions that will be offered to staff.
- Working with local district administration to finalize classroom moves.
- Informed the board that all grants have been completed and submitted.
- Noted that the MCISD has yet to receive the GSRP allocation for the 2018-2019 school year from the Department of Ed.

### **Enrollment – June 2018**

Head Start Enrollment: not in session

Head Start Over Income Enrollment (under 10%):

Head Start Disabilities Enrollment (under 10%):

Early Head Start Enrollment: 72/72

Early Head Start Over Income Enrollment (under 10%): 6-8%

Early Head Start Disabilities Enrollment (under 10%): 25-35%

### **Current Waitlist 2017-2018**

Head Start Income Eligible: 43

Head Start Over Income: 60

### **Current Waitlist 2018-2019**

Head Start Income Eligible: 8

Head Start Over Income: 16

Early Head Start Income Eligible: 3

Early Head Start Over Income: 2

### **Head Start Attendance - June 2018 – not in session**

Arborwood:

Ida:

MCCC:

Riverside:

SRE:

Sodt:

Program Total:

### **Early Head Start Attendance**

HV1: 53%

HV2: 56%

HV3: 66%

HV4: 65%

HV5: 75%

HV6: 47%

Program Total: 60%

Office of Head Start Communication Memorandums: N/A

**Program Updates:**

- Grants for FY19 for EHS and HS have been approved
- COLA rates for EHS and HS were submitted on June 13, 2018; pending approval.
- Continuing the licensing process at Orchard.

**Superintendent – Stephen McNew**

- Updated the board on the DTE Plant Valuation
- Informed the board that the MCISD administration is working with an architect on the Special Education maze remodel project.
- Announced that Opening Day is August 29<sup>th</sup>.

**Adjourn**

At 8:39 a.m. Mr. Bless made a motion, supported by Dr.Martin, to adjourn the meeting. The motion carried unanimously.

Respectfully submitted,

Paul Miller  
Secretary