

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

**Rescheduled Meeting
Tuesday, July 18, 2017
7:30 a.m.**

**MCISD
1101 S. Raisinville Road
Monroe, Michigan 48161**

The meeting was called to order at 7:30 a.m. by President DeSloover. Other board members present were Paul Miller, Renee Larzelere, Linda Stiegel and Russell Bless. Staff members present were Steve McNew, Josh Dyer, Michelle Brahaney and Andrea Murphy. Betsy Taylor and Lisa Montrief were absent.

**CALL TO ORDER
AND ROLL CALL**

Mr. DeSloover led the group in the Pledge of Allegiance.

**PLEDGE OF
ALLEGIANCE**

Dr. McNew administered the Oath of Office to Russell Bless and Dale DeSloover.

OATH OF OFFICE

Dr. DeSloover appointed Dr. McNew as temporary chairperson.

TEMP CHAIR

Ms. Larzelere 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.

**ELECTION OF
PRESIDENT**

President DeSloover assumed chairmanship of the meeting.

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

**ELECTION OF
VICE PRESIDENT**

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

**ELECTION OF
SECRETARY**

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

**ELECTION OF
TREASURER**

Mr. Miller made a motion, supported by Mr. Bless, that Ms. Larzelere be appointed 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. The motion carried unanimously.

**APPOINTMENT
TO MCABOE AND
MASB LEGIS.
RELATIONS
NETWORK**

**DESIGNATION OF
DEPOSITORIES
AND SIGNATURES**

Ms. Larzelere made a motion, supported by Mr. Bless to

- 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.
- 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.
- 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.
- Designate the Superintendent as the authorized signature for all contracts.
- Designate the Superintendent or Assistant Superintendent for Business and Administrative Services as the authorized signature for using the MEGS grant system.
- Designate legal counsel for the 2017-2018 school year as follows:
 - The Thrun Law Firm for external general education issues
 - LaPointe and Associates for external special education issues

LEGAL COUNSEL

**LEGAL COUNSEL
CONT'D**

- Mrs. Elizabeth Taylor as internal legal counsel for the Board of Education
- Designate Rehmann Robson as auditors for the 2017-2018 school year. The motion carried unanimously.
- Continue board member compensation at \$30 per meeting, subcommittee meeting, or other authorized duty and mileage reimbursement at the current Board approved rate.
- Approve the continuation of the current Board Bylaws for the 2017-18 school year and holding the regular board meetings at 6:00 p.m. or 7:00 p.m. on the third Tuesday of each month, with the exception of September 18, 2017 meeting (Monday). All board meetings will be held at the MCISD Administration Building, 1101 South Raisinville Road, Monroe, Michigan. As well as designated the Superintendent as the person responsible for posting and serving appropriate notice of meetings. The motion carried unanimously.

**DISTRICT
AUDITORS**

**BOARD MEMBER
COMPENSATION**

**MEETING DATES/
POSTINGS**

Mr. McNew noted the following important dates:

- July 30-Aug 5 Monroe County Fair
- August 15 MCISD Board Meeting – 7:30 AM
- Aug 30 Opening Day for Staff

**IMPORTANT
DATES**

Ms. Larzelere made a motion, supported by Mr. Miller to approve the minutes of the June 19th meeting minutes. The motion carried unanimously.

**APPROVAL OF
MINUTES**

Mr. Dyer reviewed the financial reports. Expenditure figures are as follows:

**FINANCIAL
REPORTS**

	General <u>Fund</u>	Special Education <u>Fund</u>	School Services <u>Fund</u>	<u>Total</u>
<u>Check Registers</u>				
6/30/2017	1,205,778.79	417,463.87	273.70	1,623,516.36
7/8/2017	66,584.35	121,304.84	--	187,889.19
<u>ACH Transactions</u>				
Withholding & Sales				
Taxes	694,546.92	--	53.83	694,600.75
Postage	843.24	156.76	--	1,000.00
Retirement	852,563.99	--	--	852,563.99

Gross Payroll	388,802.55	1,296,803.04	--	1,685,605.59
Capital Projects				
Expenditures	1,066.00	2,829.50	--	3,895.50
Student Activity Account	4,520.99	--	--	4,520.99
Expenditures				

Early Head Start

Year to Date as of June 30, 2017 \$298,535.60

Head Start

Year to Date as of June 30, 2017 \$1,972,206.92

**FINANCIAL
REPORTS**

Ms. Larzelere made a motion, supported by Mr. Bless to approve the second reading and adoption for policies 5600 Student Discipline and 5630.01 Emergency Use of Seclusion and Restraint. The motion carried unanimously.

**2ND READING AND
ADOPTION 5600 &
5630.01**

Mr. Bless made a motion, supported by Ms. Stiegel to approve the employment recommendation for Stephanie Bailiff as the Head Start mentor teacher effective August 28, 2017. The motion carried unanimously.

**EMPLOY S.
BAILIFF**

Ms. Larzelere made a motion, supported by Mr. Bless to approve the employment recommendation for Sarah Carmody as a school psychologist in the Southwest region effective August 24, 2017. The motion carried unanimously.

**EMPLOY S.
CARMODY**

Ms. Stiegel made a motion, supported by Mr. Miller to approve the employment recommendation for Amber Dietrich as a local based special education teacher at Monroe High School effective August 24, 2017. The motion carried unanimously.

**EMPLOY A.
DIETRICH**

Mr. Miller made a motion, supported by Ms. Larzelere to approve the employment recommendation for Jannicka Martinsen as an SCI teacher at the Educational Center effective August 24, 2017. The motion carried unanimously.

**EMPLOY J.
MARTINSEN**

Ms. Stiegel made a motion, supported by Mr. Miller to approve Rori Meyerink as the Special Education Supervisor in the East Region effective August 15, 2017. The motion carried unanimously.

**EMPLOY R.
MEYERINK**

Mr. Bless made a motion, supported by Ms. Larzelere to approve the establishment and posting of a teacher aide position in the Transition Center effective with the start of the 2017-2018 school year. The motion carried unanimously.

**EST. & POST
TEACHER AIDE**

Ms. Larzelere made a motion, supported by Ms. Stiegel to approve the additional program assistant for an additional ½ day and teacher consultant for up to four days for the Extended School Year Program. The motion carried unanimously.

**EST. & POST
ADDTL EYS
POSITIONS**

The following preamble and resolution were offered by Member Stiegel and supported by Member Miller:

**RECALL STAFF
MEMBER**

WHEREAS: The Board of Education, after review of current staffing and the grant budget, has determined that it will be necessary to recall Steve Madrid, Youth Opportunity Program Specialist for the 2017-2018 school year;

NOW, THEREFORE, BE IT RESOLVED: that the below listed employee is to be recalled for the below listed position, effective July 10, 2017.

Name	Position
Steven Madrid	YOP Specialist (.5 FTE)

The Board of Education hereby further resolves and directs the Superintendent to immediately notify in writing said employee affected by this recall.

Roll call:

Ayes: Stiegel, Miller, Bless, Larzelere, DeSloover

Nayes: none

The motion carried unanimously.

Mr. Bless made a motion, supported by Ms. Larzelere to approve the employment of Sarah Vaughn as an ECSE teacher effective August 24, 2017. The motion carried unanimously.

**EMPLOY S.
VAUGHN**

Ms. Stiegel made a motion, supported by Ms. Larzelere to approve the employment of Jacqueline Rooks as the teacher consultant for ECSE effective July 24, 2017. The motion carried unanimously.

EMPLOY J. ROOKS

Ms. Larzelere made a motion, supported by Ms. Stiegel to approve the out of state conference request for Michelle Brahaney and Nicole VanDaele to attend the 2017 Head Start Region V Leadership and Professional Development Conference in Chicago, IL from October 24-27, 2017. This conference is grant funded. The motion carried unanimously.

**OUT OF STATE
CONF. VANDAELE
AND BRAHANEY**

Mr. Miller made a motion, supported by Ms. Stiegel to approve the out of state conference request for Lisa Montrief and Sandy Whitcomb to attend the 2017 Sungard National Users Group Conference in Alexandria, Virginia from October 9-13, 2017. A portion of this conference will be funded through the Lenawee/Monroe Technology Consortium. The motion carried unanimously.

**OUT OF STATE
CONFERENCE
MONTRIEF AND
WHITCOMB**

Ms. Larzelere made a motion, supported by Mr. Bless to approve the out of state conference request for Dale DeSloover, Renee Larzelere, Paul Miller, Russ Bless and Linda Stiegel to attend the AESA Annual Conference in San Antonio, TX from November 29-December 3, 2017. The motion carried unanimously.

**OUT OF STATE
CONF. BOARD –
AESA**

Ms. Stiegel made a motion, supported by Mr. Bless to approve the out of state conference request for Steve McNew to attend the AESA Annual Conference in San Antonio, TX from November 29 – December 3, 2017. The motion carried unanimously.

**OUT OF STATE
CONF. MCNEW –
AESA**

Administrative Staff Reports:

**ADMIN STAFF
REPORTS**

Business and Administrative Services – Josh Dyer

1. No further comments.

Head Start and Early Head Start Report – Michelle Brahaney

1. Reviewed the Head Start and Early Head Start report with the board.
2. Currently working with the Information Services Department to place the technology order for the 2017-2018 school year.
3. Informed the board that all grants have been submitted; deadline of July 30th.
4. Informed the board that the MCISD will be holding countywide seclusion & restraint and McGrath training to local district staff.
5. Informed the board that a special education administrator retreat is planned for August.
6. Coordinating an administrator's academy for new local district administrators.

Curriculum and Instruction – Lisa Montrief

1. Not in attendance

Human Resources – Betsy Taylor

1. Not in attendance

Superintendent – Steve McNew

**ADMIN STAFF
REPORTS**

1. Informed the board that the superintendent's retreat is planned July 24 & 25
2. Informed the board of the summer renovation projects that are taking place before school starts.

At 8:23 a.m. Mr. Bless made a motion, supported by Ms. Larzelere, to adjourn the meeting. The motion carried unanimously.

ADJOURN

Respectfully Submitted,

Paul Miller