

# **REGULAR BOARD MEETING MINUTES**

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

**July 18, 2023**

### **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, Eric Feldman, 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.

### **Oath of Office**

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

### **Organizational Matters**

#### **Temporary Chair**

Mr. DeSloover appointed Dr. McNew as temporary chairperson.

#### **Election of President**

Mr. Bless nominated Dale DeSloover for the office of President. 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. Miller nominated Ms. Larzelere for the office of Vice President. 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. Since only one nomination was voiced, nominations were closed. Paul Miller was announced Secretary.

## **Election of Treasurer**

Ms. Larzelere nominated Mr. Bless for the office of Treasurer. 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 Russell Bless will serve as the Michigan Association of School Boards' Legislative Relations Network liaison.

## **Motion to Approve Organizational Matters**

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

### **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 2023-2024 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 2023-2024 school year. The motion carried unanimously.

**Determination of Board Member Compensation for 2023-2024**

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 15, 2023 - 8:30 AM
- September 26, 2023 - 5:00 PM
- October 17, 2023 - 5:00 PM
- November 21, 2023 - 5:00 PM
- December 19, 2023 - 5:00 PM
- January 16, 2024 - 5:00 PM
- February 20, 2024 - 5:00 PM
- March 19, 2024 - 5:00 PM
- April 16, 2024 - 5:00 PM
- May 21, 2024 - 5:00 PM
- June 18, 2024 – 8:30 AM
- July 16, 2024 – 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 and Hospital Purchasing Services (HPS).

**Important Dates**

- August 15 MCISD Board Meeting, 8:30 AM

**Expressions from the Public**

None.

**Recommended Actions**

**Routine Matters**

Ms. Larzelere made a motion, supported by Dr. Martin to approve the minutes of the June 20, 2023 meeting that were presented. The motion carried unanimously.

**Financial Reports**

	Special	Food				
General	Education	Service	Tech	Student		
<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	Tax	Activities	CP	<u>Total</u>

### Check Registers

6/10-6/30/23	1,620,124.48	799,229.05	12,666.26	6,321.77	5,247.20	58,672.43	2,502,261.19
7/1-7/9/23	935,375.39	265,117.07	0	0	0	655.80	1,201,148.26

### ACH Transactions

Gross Payroll	833,284.53	1,899,988.50	0	0	668.73	0	2,733,941.762
Student Activity Account Transfers	0	0	0	0	0	0	0

Early Head Start & Early Head Start

Year to Date as of June 30, 2023                      \$3,523,355.43

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**

### **1<sup>st</sup> Review Board Policy 7000 Series**

Eric Feldman reviewed the Board Policies 7000 series with the board. No edits were suggested.

### **2<sup>nd</sup> Reading and Approval of Policy 5330.02**

Ms. Larzelere made a motion, supported by Mr. Bless to approve Board Policy 5330.02 – Opioid Antagonists. The motion carried unanimously.

### **Approval of the Personnel Update**

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

- Employment
  - o Taylor Benner, Help Desk Technician
  - o Maria Brown-Jimenez, Teacher Consultant, North Region
  - o Erica Crlencic, Social Worker, East Region
  - o Emily Durkin, Head Start Teacher, Arborwood South
  - o Nicholas Hemwall, MCMC Teacher
  - o Brittany Kleinow, Behavior Coach, East Region
  - o Alicia LaZette, Teacher, Transition Center
  - o Emily Thompson, Literacy Coach
- Leaves of Absence
  - o none
- Resignations
  - o Aubrey Banning, resigned
  - o Madeline Bowersox, resigned
  - o Samantha Howard, resigned

The motion carried unanimously.

### **Request for New Position – Early Head Start/Head Start Education Coordinator**

Ms. Larzelere made a motion, supported by Mr. Bless to approve the establishment and posting of an Early Head Start/Head Start Education Coordinator, effective with the start of the 2023-2024 school year. The motion carried unanimously.

### **Request for New Position – Speech and Language Pathologist (2)**

Mr. Bless made a motion, supported by Dr. Martin to approve the establishment and posting of two Speech and Language Pathologist positions, effective with the start of the 2023-2024 school year. The motion carried unanimously.

### **Request for New Position- Desktop Support Technician**

Mr. Miller made a motion, supported by Ms. Larzelere to approve the establishment and posting of a Desktop Support Technician, effective immediately. The motion carried unanimously.

### **Request for Head Start COLA Increase**

Dr. Martin made a motion, supported by Mr. Bless to approve the COLA rate increase of 5.6% for Early Head Start and Head Start staff, retroactive to July 1, 2023. The motion carried unanimously.

### **Request for GSRP Rate Increase**

Mr. Bless made a motion, supported by Ms. Larzelere to approve the COLA rate increase of 5.6% for GSRP staff, retroactive to July 1, 2023. The motion carried unanimously.

### **Request for Early On Rate Increase**

Ms. Larzelere made a motion, supported by Dr. Martin to approve the rate increase of 1.5% for Angela Ratliff and Brandi Roe, retroactive to July 1, 2023. The motion carried unanimously.

### **Staff Laptop Purchase**

Dr. Martin made a motion, supported by Mr. Bless to approve the purchase of 67 Dell 5440 laptops for MCISD staff members. The motion carried unanimously.

### **Acceptance of Donation – Educational Center**

Mr. Miller made a motion, supported by Dr. Martin to approve the donation from Melissa Clay of a Trailmate Double Joyrider Quadcycle valued at \$1,000. 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, Renee Larzelere, Paul Miller, Barry Martin and Russell Bless to attend the 2023 AESA Conference in Anaheim, CA from November 28 -December 1, 2023. The motion carried unanimously.

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

Mr. Bless made a motion, supported by Ms. Larzelere to approve the out of state conference request for Steve McNew, Lisa Montrief and Andrea Murphy to attend the 2023 AESA Conference in Anaheim, CA from November 28 - December 1, 2023. The motion carried unanimously.

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

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

- Informed the board that the MCISD vendor listing will be sent to the board for review. Please notify Mr. Dyer if you have any affiliations.

## Human Resources and Legal Counsel – Eric Feldman

- Michigan State Police fingerprinting audit is currently taking place.
- Discussed the Red Rover implementation with the board.

## Curriculum and Instruction – Lisa Monrief

- Not in attendance

## Special Education and Early Childhood Services

- Not in attendance

### Current Enrollment Report-June 2023

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: 300 Reserved (not to exceed 9): 8 Vacant less than 30 days: 1 <b>Total Enrollment: 309/315-98%</b>	130% FPL+: 23/309=7% 101-130% FPL: 36/309=12%	59/309=19%
Head Start	Enrolled: 253 Reserved (not to exceed 8): 8 Vacant less than 30 days: 0 <b>Total Enrollment: 261/267-98%</b>	130% FPL+: 18/261=7% 101-130% FPL: 11/261=4%	46/261=18%
Early Head Start	Enrolled: 48 Reserved (not to exceed 1): 0 Vacant less than 30 days: 1 <b>Total Enrollment: 48/48-100%</b>	130% FPL+: 1/48=2% 101-130% FPL: 4/48=8%	15/48=31%

### Current Waitlist Report-As of 7/10/23

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

15 Slots			
Monroe-Orchard Elementary 25 Slots	2	0	1
Monroe-Riverside Elementary 16 Slots	0	0	2
Monroe-YMCA Elementary 15 Slots	0	0	0

### Head Start Currently Accepted 23-24-As of 7/10/23

Program	Income Eligible	Over Income 101-130% FPL	Over Income 130+% FPL	Slots Remaining	# With a Known Disability
Airport-Niedermeier Elementary 31 slots	25	0	0	6	3
Bedford-Smith Rd Elementary 31 Slots	26	0	1	5	8
Dundee-Dundee Elementary 15 Slots	5	0	0	10	3
Ida-Ida Elementary 15 Slots	4	0	0	11	1
Monroe-AWS Elementary 77 slots	43	0	2	34	9
Monroe-MCCC Elementary 15 Slots	13	0	0	2	0
Monroe-Orchard Elementary 25 Slots	22	0	0	3	5
Monroe-Riverside Elementary 16 Slots	16-FULL	0	0	0	1
Monroe-YMCA Elementary 15 Slots	6	0	0	9	1
<b>TOTALS</b>	160	0	3	80	31

### Head Start Attendance Reports June 2023

Site	Attendance Percentage
In Person Arborwood	85.07%
In Person Dundee	92.94%
In Person Ida	96.00%
In Person MCCC	87.78%
In Person Niedermeier	94.63%
In Person Orchard	87.79%
In Person Riverside	87.69%
In Person SRE	91.52%
In Person YMCA	84.71%
<b>In Person Program Attendance Total</b>	<b>88.85%</b>

### Early Head Start Attendance Reports-June 2023

Site	Attendance Percentage
HV 1	73%
HV 2	27%-On Medical Leave
HV 3	69%
HV 4	60%
<b>Program Attendance Total</b>	<b>58.2%</b>

### Office of Head Start Communication

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

### Program Updates

- The EHS/HS 5-year baseline grant, 5.6% COLA increase and Quality Improvement Funding, and the Head Start Enrollment Reduction from 267 to 240 was approved 6/20/23 as proposed in March of 2023.
- The program currently is experiencing lower than usual vacancies as outlined below. During the summer of 2022, the program had 20 vacancies (28%). Currently, the program has 3 vacancies (4%).

Position	Number of possible employees	Number of vacancies
Coordinator	7	0
Site Lead	5	0
Family Partnership Specialist	6	0
Teacher	16	0
Teacher Assistant	16	1
Float	16	2
Bus Driver	1	0
Bus Aide	1	0
Home Visitor	4	0
<b>Total Employees</b>	<b>72</b>	<b>3</b>

### Superintendent – Stephen McNew

- Discussed the 2023 Superintendents Retreat
- Updated the board on Talent Together

### Adjourn

At 10:12 a.m. Ms. Larzelere made a motion, supported by Mr. Bless, to adjourn the meeting. The motion carried unanimously.

Respectfully submitted,

Paul Miller  
Secretary