

# **REGULAR BOARD MEETING MINUTES**

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

**July 20, 2021**

### **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, Lisa Montrief, Betsy Taylor, Rachel Kopke and Andrea Murphy

#### **MCISD**

**STAFF ABSENT:** none

**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**

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

### **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, 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.
- JP Morgan Chase – This is a zero-balance account for the 403(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 2021-2022 school year as follows:

- The Thrun Law Firm for external general education and special education issues



## Transfers

### Early Head Start

Year to Date as of June 30, 2021                      \$363,264.64

### Head Start

Year to Date as of June 30, 2021                      \$2,683,854.21

Dr. Martin made a motion, supported by Mr. Miller, 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 – Furton, A.**

Mr. Bless made a motion, supported by Ms. Larzelere to approve the employment recommendation of Ashley Furton as a special education teacher at Ritter Elementary School, effective August 26, 2021. The motion carried unanimously.

### **Request for New Position – Special Education Teacher Consultant**

Dr. Martin made a motion, supported by Mr. Bless to approve the establishment and posting of a Special Education Teacher Consultant in the Southwest Region, effective with the start of the 2021-2022 school year. The motion carried unanimously.

### **Request for New Position – Special Education Teacher Consultant – NonPublic**

Ms. Larzelere made a motion, supported by Mr. Bless to approve the establishment and posting of a Special Education Teacher Consultant to service non-public schools in the county, effective with the start of the 2021-2022 school year. The motion carried unanimously.

### **Request for New Position – Special Education Teacher Consultant ECSE**

Mr. Miller made a motion, supported by Mr. Bless to approve the establishment and posting of an Early Childhood Special Education Teacher Consultant effective with the start of the 2021-2022 school year. The motion carried unanimously.

### **Request for New Position – School Social Worker**

Mr. Bless made a motion, supported by Ms. Larzelere to approve the establishment and posting of a School Social Worker position effective with the start of the 2021-2022 school year. The motion carried unanimously.

### **Request for Head Start COLA Increases**

Dr. Martin made a motion, supported by Mr. Bless to approve the 1.22% increase for staff employed under the Head Start and Early Head Start grants, retroactive to July 1, 2021. The motion carried unanimously.

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

Mr. Miller made a motion, supported by Mr. Bless to approve the 1.22% increase for staff employed under the GSRP grant, to align with the Head Start COLA increase, retroactive to July 1, 2021. The motion carried unanimously.

### **Additional Workdays – Early Literacy**

Ms. Larzelere made a motion, supported by Dr. Martin to approve two (2) additional workdays for Lynn Fleck to provide professional learning for Jefferson Schools on August 25 and 26, 2021. The motion carried unanimously.

### **Request for Rate Increase – Family Engagement Specialist**

Mr. Miller made a motion, supported by Dr. Martin to approve the 1.5% rate increase for Family Engagement Specialists Bridgette Holcomb and Gaye Wilt, staff under the Wilson Foundation Grant, retroactive to July 1, 2021. The motion carried unanimously.

### **Increased Working Hours – Early On**

Ms. Larzelere made a motion, supported by Mr. Bless to approve the increased working hours of Brandi Roe, Early On, from 7 hours per day to 7.5 hours per day, effective immediately. The motion carried unanimously.

### **Temporary SCI Teacher**

Dr. Martin made a motion, supported by Mr. Miller to approve Sarah Przybylski, Teacher Consultant, as a substitute SCT Teacher from August 9 through August 19, 2021. The motion carried unanimously.

### **Temporary Teacher**

Mr. Bless made a motion, supported by Ms. Larzelere to approve Jennifer Zunk as a temporary special education teacher in the Educational Center beginning September 7, 2021 for up to 47 days. The motion carried unanimously.

### **Temporary Speech Pathologist**

Dr. Martin made a motion, supported by Mr. Miller to approve the employment of Kari Lusky as a temporary Speech and Language Pathologist in the ESY Program effective June 30, 2021. The motion carried unanimously.

### **Head Start/Early Head Start Recruitment and Retention Incentives**

Ms. Larzelere made a motion, supported by Mr. Bless to approve the Head Start/Early Head Start recruitment and retention incentives as follows:

#### **Recruitment**

- Sign-on stipend of \$500
- Six month stipend of \$500

#### **Retention**

- 1-4 years of service completed as of November 1 - \$500
- 5-10 years of service completed as of November 1 - \$750
- 10+ years of service completed as of November 1 - \$1,000
- 1-4 years of service completed as of June 15 - \$500
- 5-10 years of service completed as of June 15 - \$750
- 10+ years of service completed as of June 15 - \$1,000

#### **Educational**

- \$100 per credit hour completed towards a bachelor's degree in Early Childhood, up to 12 credit hours per fiscal year
- \$50 per credit hour completed towards an associate's degree in Early Childhood, up to 12 credit hours per fiscal year

- \$1,000 stipend once employee has completed a bachelor's or associate's degree in Early Childhood and remains employed by the district for three additional years.
  - Staff will be required to sign a compliance agreement
- 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 and Russell Bless to attend the 2021 AESA Conference in Houston, TX from December 1-4, 2021. The motion carried unanimously.

**Out of State Conference Request – AESA McNew and Murphy**

Mr. Bless made a motion, supported by Dr. Martin to approve the out of state conference request for Steve McNew and Andrea Murphy to attend the 2021 AESA Conference in Houston, TX from December 1-4, 2021. The motion carried unanimously.

**Out of State Conference Request – VanDaele, N.**

Dr. Martin made a motion, supported by Mr. Miller to approve the out of state conference request for Nicole VanDaele to attend the 2021 National Head Start Association Institute in Washington DC from September 19 through September 23, 2021. The motion carried unanimously.

**Bus and Vehicle Fleet Maintenance Service Bid**

Mr. Bless made a motion, supported by Dr. Martin to award the Bus and Vehicle Fleet Maintenance Bid to First Vehicle Services, Cincinnati, Ohio. The motion carried unanimously.

**Special Education Center Furniture and Equipment Bid**

Ms. Larzelere made a motion, supported by Mr. Miller to award the furniture and equipment bid to American Interiors and Staples, not to exceed \$190,000, for the Educational Center. The motion carried unanimously.

**Reports from the Superintendent and Administrative Staff**

**Business and Administrative Services – Josh Dyer**

- Informed the board that the MCISD and Summerfield yearly audits are scheduled for August.

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

- Informed the board that the MCISD is holding open interviews July 21, 22 and August 3<sup>rd</sup>.

**Curriculum and Instruction – Lisa Montrief**

- Informed the board that the student information system integration is moving along; Bedford Schools is live and staff are being trained.

**Special Education and Early Childhood Services – Rachel Kopke**

**Current Enrollment Report- June 2021**

<b>Program</b>	<b>Total Enrollment/Funded Enrollment</b>	<b>Over Income Enrollment CP#2004</b>	<b>Disabilities Enrollment</b>
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	<b>(total enrollment should equal funded enrollment)</b>	<b>(130% FPL+: under 10%) (101-130% FPL: under 35%)</b>	<b>(over 10%)</b>
Head Start	Enrolled: 225 Reserved (not to exceed 8):6 Vacant less than 30 days: 7 <b>Total Enrollment: 238/267</b>	130% FPL+: 17/238 (7%) 101-130% FPL: 19/238 (8%)	47/238=18%
Early Head Start	Enrolled: 43 Reserved (not to exceed 1): 1 Vacant less than 30 days: 1 <b>Total Enrollment: 45/48</b>	130% FPL+: 3/46 (7%) 101-130% FPL: 6/46 (13%)	13/46=28%

### Current Waitlist Report- July 2021

Program	Income Eligible	Over Income
Head Start	NA	NA
Early Head Start	2	2

**All Income eligible and those over income that are on the waitlist and were able to be placed have been offered a slot and have denied it for one or more reasons.**

### Head Start Participation Reports June 2021

Site	Attendance Percentage
In Person Arborwood	87.78%
In Person Dundee	92.59%
In Person Ida	95.83%
In Person MCCC	100%
In Person Niedermeier	92.86%
In Person Orchard	78.57%
In Person Riverside	95%
In Person SRE	93.68%
In Person YMCA	88.89%
<b>In Person Program Attendance Total</b>	<b>88.89%</b>

### Early Head Start Participation Reports- June 2021 (Remote/In-Person Learning)

Site	Attendance Percentage
HV 1	80%
HV 2	73%
HV 3	76%
HV 4	78%
<b>Program Attendance Total</b>	<b>78%</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 Focus Area 2 Federal Review Results have been returned and are attached. The results show 0 Opportunities for Continuous Improvement, 0 Areas of Concern, 0 Areas of Noncompliance, and 0 deficiencies.
- The annual continuation grants have been approved and returned. The grant includes approvals for the following:
  - EHS/HS Consolidation
  - 1.22% Cost-of-Living increase for all EHS/HS staff
- Utilizing the American Families Plan funding that was awarded to the EHS/HS programs, the program has worked to develop staff recruitment and retainment procedures to maintain currently employed staff and recruit new hires for the currently 23 vacant positions, most of which include float, driver and bus aide supports.

### **Projected Enrollment: Head Start 2021-2022**

Site	Total Accepted	Total Slots Available	% Accepted	Total Still Needed
Arborwood South	32	66	48%	34
Dundee	12	17	71%	5
Ida	10	16	63%	6
MCCC	9	18	50%	9
Niedermeier	28	33	85%	5
Orchard	16	51	31%	35
Riverside	1	16	6%	15
Smith Road	15	33	45%	18
YMCA	7	17	41%	10
<b>TOTALS</b>	<b>130</b>	<b>267</b>	<b>49%</b>	<b>137</b>

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%)
Head Start	Total Accepted: 130/267-49%	130% FPL+: 11/267 (4%) 101-130% FPL: 12/267 (4%)	19/267=7%

### **Superintendent – Stephen McNew**

- School of Choice appeals are starting to be filed. Working through these plans with superintendents.
- Meeting with Summerfield Superintendent Scott Salow on August 19th
- Holding a superintendents retreat on August 24th

### **Adjourn**

At 9:56 a.m. Ms. Larzelere made a motion, supported by Mr. Bless, to adjourn the meeting. The motion carried unanimously.



Respectfully submitted,

Paul Miller  
Secretary