

REGULAR BOARD MEETING MINUTES

MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT BOARD OF EDUCATION

July 21, 2020

Meeting held via Zoom due to COVID-19 pandemic.

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: Kellie Farmer, Crystal Willit, Denise Miller, Virginia Cawood, Tammy Hemdal, Kriston Roman, Anissa Colton, Angie Ayers, Amber Hendzel, Roberta Neckel, Kerry Simmons, Melissa Price, Brenda Bredernitz, Deborah Burton, Wendy Lynn, Nancy Durkin, Jennifer Click

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. 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 serve as the Michigan Association of School Boards' Legislative Relations Network liaison.

Designation of Depositories for District Funds

- Designated Fifth Third Bank as depository for the general operating fund, special education operating fund, student activities fund, and the food service fund; capital projects, and a zero balance account for BASIC. Also, the investment account, managed by Fifth Third Mainstreet Advisors.
- Designate First Merchants Bank as the reserve account.
- Designated PNC for the MIF account, capital project, payroll cards, and employee cash.
- 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 2020-2021 school year as follows:

- The Thrun Law Firm for external general education and 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 2020-2021 school year. The motion carried unanimously.

Determination of Board Member Compensation for 2020-2021

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 18, 2020 - 8:30 AM
- September 15, 2020 - 5:00 PM
- October 20, 2020 - 5:00 PM
- November 17, 2020 - 5:00 PM
- December 15, 2020 - 5:00 PM
- January 19, 2021 - 5:00 PM
- February 16, 2021 - 5:00 PM
- March 16, 2021 - 5:00 PM
- April 27, 2021 - 5:00 PM
- May 18, 2021 - 5:00 PM
- June 15, 2021 – 8:30 AM
- July 20, 2021 – 8:30 AM

Important Dates

- August 18 MCISD Board Meeting, 8:30 AM

Expressions from the Public

None.

Recommended Actions

Routine Matters

Mr. Bless made a motion, supported by Dr. Martin to approve the minutes of the June 16, 2020 meeting that were presented. The motion carried unanimously.

Financial Reports

	General Fund	Special Education Fund	Food Service Fund	Student Activities	CP	Total
<u>Check Registers</u>						
6/7-6/30/20	1,174,894.82	1,221,962.78	0	6,312.62	0	2,403,170.22
7/1-7/12/20	255,149.39	277,058.16	0	0	0	535,207.55

ACH Transactions

Withholding & Sales

Taxes	586,671.26	0	0	0	0	586,671.26
Gross Payroll	626,383.69	1,636,075.20	0	566.04	0	2,263,024.93
Student Activity Account	0	0	0	0	0	0
Transfers						

Early Head Start

Year to Date as of June 30, 2020 \$293,947.58

Head Start

Year to Date as of June 30, 2020 \$2,624,600.90

Dr. Martin made a motion, supported by Ms. Larzelere, 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 – Trapp, C.

Mr. Miller made a motion, supported by Dr. Martin to approve the employment recommendation of Christine Trapp as a special education teacher at Custer Elementary, effective August 25, 2020. The motion carried unanimously.

Request for New Position – Family Engagement Specialist (2)

Ms. Larzelere made a motion, supported by Mr. Bless to approve the establishment and posting of two (2) County Family Engagement Specialists, effective July 1, 2020. The motion carried unanimously.

Request for Additional Head Start Positions

Dr. Martin made a motion, supported by Mr. Bless to approve the establishment and posting of eight (8) additional Program Support Aide positions. The motion carried unanimously.

Request for New Position – Full-Time Speech and Language Pathologist

Mr. Bless made a motion, supported by Ms. Larzelere to approve the establishment and posting of a Speech and Language Pathologist working half-time at Dundee Community Schools and half-time supporting the non-public schools and other speech services. The motion carried unanimously.

Request for Virtual Summer Services 2020

Mr. Miller made a motion, supported by Mr. Bless to approve the 2020 Virtual Summer Services for special education students as follows:

- Early On
- Extended School Year
 - Extended School Year Classroom
 - Hearing Impaired Program
 - Vision and Orientation & Mobility Specialist Services
- Education Center Severely Cognitively Impaired Program
 - IST Support – Ed Center
 - Music Therapist

- Summer Enrichment Opportunities
- Edgenunity/Credit Recovery
- Monroe County Youth Center

The motion carried unanimously.

Out of State Conference Request – AESA Board

Mr. Bless made a motion, supported by Dr. Martin to approve the out of state conference request for Dale DeSloover, Renee Larzelere, Paul Miller, Russell Bless and Barry Martin to attend the 2020 AESA Conference in Orlando, FL from December 2-5, 2020. The motion carried unanimously.

Out of State Conference Request – AESA McNew and Murphy

Ms. Larzelere made a motion, supported by dr. Martin to approve the out of state conference request for Steve McNew and Andrea Murphy to attend the 2020 AESA Conference in Orlando, FL from December 2-5, 2020. The motion carried unanimously.

Request to Attend MASB Summer Institute (Virtual)

Mr. Bless made a motion, supported by Dr. Martin to approve the conference request for Renee Larzelere to attend six (6) virtual CBA classes at the MASB Summer Institute from August 14-16, 2020. The motion carried unanimously.

Resolution to Support the MCLS Millage Renewal

Mr. Bless made a motion, supported by Dr. Martin to approve a resolution to support the Monroe County Library System millage renewal. The motion carried unanimously.

MCISD Social Equity Statement

Mr. Miller made a motion, supported by Dr. Martin to approve a resolution stating the MCISD's stance on social equity. The motion carried unanimously.

Request to Schedule Special Board Meeting

Mr. Bless made a motion, supported by Mr. Miller to schedule a special board of education meeting on Monday, August 3, 2020 at 3:30 PM via Zoom to review the districts Preparedness and Response Plan. The motion carried unanimously.

Reports from the Superintendent and Administrative Staff

Business and Administrative Services – Josh Dyer

- No further comments

Human Resources and Legal Counsel – Betsy Taylor

- No further comments

Curriculum and Instruction – Lisa Montrief

- MCMC Graduation is scheduled for Monday, August 3rd.

Special Education and Early Childhood Services – Michelle Brahaney

Current Enrollment Report- June 2020

Program	Total Enrollment/Funded Enrollment (total enrollment should equal funded enrollment)	Over Income Enrollment (under 10%)	Disabilities Enrollment (over 10%)
Head Start	Enrolled: 136 Reserved (not to exceed 8):0 Vacant less than 30 days: 0 Total Enrollment: 136/267 <small>*8 classrooms ended the year in May. 8 classrooms ended the year on June 12th. This accounts for the reduced enrollment.</small>	14/267=5%	39/267=15%
Early Head Start	Enrolled: 48 Reserved (not to exceed 1): 0 Vacant less than 30 days: 0 Total Enrollment: 48/48	2/48=4%	17/48=35%

Current Waitlist Report- June 2020

Program	Income Eligible	Over Income
Head Start	58	60
Early Head Start	3	4

Head Start Participation Reports June 2020 (Remote Learning)

Site	Attendance Percentage
Arborwood	25/68=37%
Dundee	23/34=67%
Ida	30/32=94%
MCCC	26/34=76%
Niedermeier	0/0=0%
Orchard	64/102=63%
Riverside	0/0=0%
SRE	0/0=0%
Sodt	0/0=0%
Program Attendance Total	168/270=62%

- **Numbers include the number of contacts/numbers of possible contacts. Numbers at each location vary due to the number of funded enrollment at each location being different. Additionally, some locations ended the school year in May, therefore their attendance totals are 0%.**

Early Head Start Participation Reports- June 2020 (Remote Learning)

Site	Attendance Percentage
HV 1	36/48 HV attended=75%
HV 2	46/48 HV attended=96%
HV 3	44/48 HV attended=92%
HV 4	24/28 HV attended=86% %
Program Attendance Total	/172 HV attended=87%

Office of Head Start Communication

Communication Type	Number of new postings (found on the MCISD website)
Information	1

Memorandums	
Program Instructions	0

<http://www.monroeisd.us/departments/specialedecse/educational-opportunities/>

Program Updates

- 1) During fall of 2019, Jefferson Public Schools notified the MCISD that the Head Start program would be required to move from their current classroom at Sodt Elementary to a classroom within Sodt that is shared with 3 other GSRP classrooms at the start of the 20-21 school year. Although the program was thankful to continue to have classroom space available, the Head Start program has recently been offered the opportunity to partner with the YMCA of Monroe. The area near the YMCA (Riverside) currently houses the largest part of the Head Start waitlist. Additionally, the physical space being offered at the YMCA is compatible with a childcare licensing rules and regulations and is a desirable early childhood space. The program plans to move forward with this partnership and open a classroom at this location at the start of the 2020-2021 school year.
- 2) The MCISD was awarded the proposed 2020-2021 continuation grant for Head Start in the amount of \$3,113,989 for program operations and \$33,009 for training and technical assistance. This budget includes the addition of 8 float positions to allow for three staff members per classroom.
- 3) The MCISD was awarded the proposed baseline grant for Early Head Start for a five-year project period in the amount of \$331,149 for program operations and \$10,000 for training and technical assistance.
- 4) The proposed cost-of-living and quality improvement grants for both the MCISD EHS/HS programs have not yet been approved, however the program expects approvals prior to the end of August.

Superintendent – Stephen McNew

- In the process of preparing the districts Preparedness and Response Plan for board approval on August 3rd.
- Meeting with Central Office staff to prepare the district for reopening.
- School of Choice appeals are starting to be filed. Working through these plans with superintendents.

Adjourn

At 9:50 a.m. Ms. Larzelere made a motion, supported by Mr. Bless, to adjourn the meeting. The motion carried unanimously.

Respectfully submitted,

Paul Miller
Secretary