

REGULAR BOARD MEETING MINUTES

MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT BOARD OF EDUCATION

July 22, 2019

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 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: Roberta Neckel

Pledge of Allegiance

The Pledge of Allegiance was led by President DeSloover.

Oath of Office

Dr. McNew administered the Oath of Office to Mr. Paul Miller and Dr. Barry Martin.

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. Ms. Larzelere 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 Dr. Martin, to close nominations and elect Ms. Larzelere as Vice President. The motion carried unanimously.

Election of Secretary

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

Election of Treasurer

Ms. Larzelere nominated Mr. Bless for the office of Treasurer. Ms. Larzelere 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 2019-2020 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 2019-2020 school year. The motion carried unanimously.

Determination of Board Member Compensation for 2019-2020

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 20, 2019 - 8:30 AM
- September 16, 2019 - 5:00 PM
- October 15, 2019 - 5:00 PM
- November 19, 2019 - 5:00 PM
- December 17, 2019 - 5:00 PM
- January 21, 2020 - 5:00 PM
- February 18, 2020 - 5:00 PM
- March 17, 2020 - 5:00 PM
- April 21, 2020 - 5:00 PM
- May 19, 2020 - 5:00 PM
- June 16, 2020 – 8:30 AM
- July 21, 2020 – 8:30 AM

Important Dates

- August 20 MCISD Board Meeting, 8:30 AM

Expressions from the Public

None.

Recommended Actions

Routine Matters

Mr. Miller made a motion, supported by Dr. Martin to approve the minutes of the June 18, 2019 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>				
6/9-6/30/2019	1,399,760.72	709,039.79	11,311.09	2,120,111.60
7/1-7/6/2019	178,217.49	202,401.40	0	380,618.89
<u>ACH Transactions</u>				
Withholding & Sales				
Taxes	543,140.93	0	53.00	543,193.93
Gross Payroll	591,783.68	1,555,225.23	0	2,147,008.91
Capital Projects				
Expenditures	0	0	0	0
Student Activity Account Expenditures	3,751.26	0	0	3,751.26
Early Head Start				
Year to Date as of June 30, 2019			\$296,230.99	
Head Start				
Year to Date as of June 30, 2019			\$2,301,249.51	

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

Request for Head Start Rate COLA Increase

Dr. Martin made a motion, supported by Mr. Bless to approve a 1.77% COLA increase to their hourly or contractual rate effective July 1, 2019. The motion carried unanimously.

Employment Recommendation – Henderson, D.

Mr. Bless made a motion, supported by Dr. Martin to approve the employment recommendation for Dawn Henderson as a Speech and Language Pathologist at the Educational Center effective August 22, 2019. The motion carried unanimously.

Employment Recommendation – Knoblauch, R.

Ms. Larzelere made a motion, supported by Mr. Bless to approve the employment recommendation for Ryan Knoblauch as the Augmentative and Alternative Communication/Assistive Technology Consultant effective August 26, 2019. The motion carried unanimously.

Employment Recommendation – Kuzara, J.

Dr. Martin made a motion, supported by Ms. Larzelere to approve the employment recommendation for Jessica Kuzara as a local based special education teacher at North Elementary effective August 22, 2019. The motion carried unanimously.

Employment Recommendation – Lechlak, M.

Mr. Miller made a motion, supported by Dr. Martin to approve the employment recommendation for Margot Lechlak as the Mental Health Consultant effective August 22, 2019. The motion carried unanimously.

Employment Recommendation – Maldonado, A.

Mr. Bless made a motion, supported by Ms. Larzelere to approve the employment recommendation of Alyssa Maldonado as a temporary Early Childhood Special Education Teacher as Arborwood North Elementary, effective August 22, 2019, for one school year. The motion carried unanimously.

Employment Recommendation – Mann, G.

Dr. Martin made a motion, supported by Mr. Miller to approve the employment recommendation of Gina Mann as a speech and language pathologist position to support the private and parochial schools effective August 22, 2019. The motion carried unanimously.

Employment Recommendation – Menard, M.

Mr. Bless made a motion, supported by Mr. Miller to approve the employment recommendation for Melanie Menard as a Head Start Mental Health Coordinator effective August 26, 2019. The motion carried unanimously.

Employment Recommendation – Marckel, L.

Ms. Larzelere made a motion, supported by Dr. Martin to approve the employment recommendation for Laura Marckel as a special education teacher at Smith Road Elementary effective August 26, 2019. The motion carried unanimously.

Employment Recommendation – Yu, S.

Dr. Martin made a motion, supported by Ms. Larzelere to approve the employment recommendation for Sarah Yu as the Assistant Principal at the Educational Center effective August 15, 2019. The motion carried unanimously.

Request for New Position – EHS Family Partnership Specialist

Mr. Bless made a motion, supported by Ms. Larzelere to approve the establishment and posting of an Early Head Start Family Partnership Specialist effective August 26, 2019. The motion carried unanimously.

MiExcel Summer Work

Mr. Miller made a motion, supported by Dr. Martin to approve 12 additional days for Chris Todd to complete the MiExcel Focus. The motion carried unanimously.

Additional Work Days – Early Literacy

Mr. Bless made a motion, supported by Ms. Larzelere to approve two additional days for Lynn Preston to provide training and support to local districts on August 13 and August 22, 2019. The motion carried unanimously.

Request for FY19 Head Start Carryover

Dr. Martin made a motion, supported by Ms. Larzelere to approve the carry-over from the 2018-2019 budget as follows: \$75,832 (federal) and \$18,958 (non-federal) The motion carried unanimously.

Out of State Conference Request – AESA Board

Mr. Bless made a motion, supported by Ms. Larzelere to approve the out of state conference request for Dale DeSloover, Renee Larzelere, Paul Miller, Russell Bless and Barry Martin to attend the 2019 AESA Conference in Phoenix, AZ from December 4-8, 2019. The motion carried unanimously.

Out of State Conference Request – AESA McNew and Murphy

Ms. Larzelere made a motion, supported by Mr. Bless to approve the out of state conference request for Steve McNew and Andrea Murphy to attend the 2019 AESA Conference in Phoenix, AZ from December 4-8, 2019. 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

- Continue to hire and interview staff.

Curriculum and Instruction – Lisa Montrief

- STEM Summer Camps are completing their second week.

Special Education and Early Childhood Services – Michelle Brahaney

- Informed the board that the Monroe Autism Collaborative is running a sensory tent on Kids' Day at the Monroe County Fair.

Enrollment – June 2019

Head Start Enrollment: 265/267

Head Start Over Income Enrollment (under 10%): 19-7%

Head Start Disabilities Enrollment (under 10%): 41-15%

Early Head Start Enrollment: 56/72

Early Head Start Over Income Enrollment (under 10%): 7-10%

Early Head Start Disabilities Enrollment (under 10%): 23-32%

Current Waitlist 2019-2020

Head Start Income Eligible: 11

Head Start Over Income: 20

Current Waitlist 2019-2020

Early Head Start Income Eligible: 8

Early Head Start Over Income: 3

Head Start Attendance - June 2019 – not in session

Arborwood:

Ida:

MCCC:

Riverside:

SRE:

Sodt:

Program Total:

Early Head Start Attendance

HV1: %

HV2: %

HV3: %

HV4: %

HV5: %

HV6: %

Program Total: %

Office of Head Start Communication Memorandums: N/A

Superintendent – Stephen McNew

- The board toured the remodel project

Adjourn

At 9:18 a.m. Ms. Larzelere made a motion, supported by Mr. Bless, to adjourn the meeting. The motion carried unanimously.

Respectfully submitted,

Paul Miller
Secretary