

REGULAR BOARD MEETING MINUTES

MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT BOARD OF EDUCATION

June 16, 2020

**Monroe County ISD
Held via Zoom due to COVID-19**

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, Renee Larzelere (departed at 10:00 AM), Paul Miller, Russell Bless and Barry Martin

MCISD BOARD

MEMBERS ABSENT: none

MCISD

STAFF PRESENT: Superintendent Steve McNew, Betsy Taylor, Josh Dyer, Lisa Montrief and Andrea Murphy

MCISD

STAFF ABSENT: none

OTHERS PRESENT: Via Zoom call, the following individuals were in attendance: Chris Wisinski, Jackie Maes-Gaines, Roberta Neckel, Nick Hay, Elise Hill, Nicole VanDaele, Michelle Williamson, Kellie Farmer, Grace Naseef, Caroline Ripple, Hope Cousino, Kerry Simmons, Kathy Anderson, Gina Watkins, Garth Brittenham, Lynsey Garrison, Bill Hite, Cortney Last, Crystal Willit, Katie Bourbina, Jill Morton, Shawna Landis, Amber Dietrich, Amiera Nash, Tara Hunley, Denise Miller and three others who were not identified on the call.

Pledge of Allegiance

The Pledge of Allegiance was led by President DeSloover.

Important Dates

- July 13 MCISD Special Board Meeting, 9:00 AM
- July 21 MCISD Board Meeting, 8:30 AM

Expressions from the Public

Roberta Neckel, Michelle Williamson and Grace Naseef addressed the board concerning the lack of response from the MCISD Board of Education regarding the social injustice and Black Lives Matter movement that is currently taking place. Dr. McNew and Dr. Kopke spoke in response as to what the MCISD is planning in response.

Recommended Actions

Routine Matters

Ms. Larzelere made a motion, supported by Dr. Martin to approve the minutes of the May 19, 2020 meeting that were presented. The motion carried unanimously.

Financial Reports

	General <u>Fund</u>	Special Education <u>Fund</u>	Food Service <u>Fund</u>	Student Activities	CP	<u>Total</u>
<u>Check Registers</u>						
5/11-5/31/2020	1,883,636.06	443,342.57	0	1,240.86	0	2,328,219.49
6/1-6/6/2020	267,552.30	150,899.20	579.00	0	0	419,030.50

ACH Transactions

Withholding & Sales

Taxes	562,510.00	0	0	0	0	562,510.00
Gross Payroll	611,423.34	1,586,295.12	0	0	0	2,197,718.46
Student Activity Account	0	0	0	0	0	0

Transfers

Early Head Start

Year to Date as of May 31, 2020 \$270,869.70

Head Start

Year to Date as of May 31, 2020 \$2,401,662.95

Mr. Bless 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

Approval of the 2019-2020 Budget Revisions

Mr. Dyer presented the requested revisions to the 2019-2020 budgets. There was a motion by Dr. Martin, supported by Ms. Larzelere, to approve revisions to the budgets as follows:

General Fund	Approved	Requested Revisions
Revenue	\$24,838,377	\$24,752,664
Expenditures	\$25,172,175	\$25,218,236
Special Education Fund	Approved	Requested Revisions
Revenue	\$41,877,863	\$41,630,258
Expenditures	\$42,354,540	\$42,317,128
Food Service Fund	Approved	Requested Revisions
Revenue	\$174,331	\$152,347
Expenditures	\$175,643	\$152,347

School Activity Fund	Approved	Requested Revisions
Revenue	\$76,000	\$45,000
Expenditures	\$76,000	\$45,000
Capital Projects Fund	Approved	Requested Revisions
Revenue	\$250,500	\$250,400
Expenditures	\$995,200	\$974,950

A roll call vote was taken:

Ayes: Bless, Larzelere, Miller, Martin and DeSloover

Nayes: none

The motion carried unanimously.

2020-2021 Budget Hearing and Public Comment

Mr. Dyer presented the 2020-2021 budget projections. There was a motion by Mr. Bless, supported by Mr. Miller to approve the 2020-2021 budget as follows:

GENERAL APPROPRIATIONS ACT OF MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT

BE IT RESOLVED, that this resolution shall be the General Appropriations Act of Monroe County Intermediate School District for the fiscal year 2020-2021; AN ACT to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by Monroe County Intermediate School District. This budget will require a levy of 1.2763 mill for the General Fund (.2897 General Operating and .9866 Technology Enhancement) and 3.4778 mills for the Special Education Fund.

BE IT FURTHER RESOLVED, the total Revenues and Unappropriated fund balance estimated to be available for appropriations in the General Fund of Monroe County Intermediate School District for fiscal year 2020-2021 is as follows:

Revenue			
Local	8,069,670		
Intermediate	122,250		
State	6,874,605		
Federal	4,400,247		
Interdistrict Revenues	3,292,681		
Other – Transfers In	1,281,719		
Total Revenue		\$24,041,172	
Fund Balance July 1, 2020	\$8,365,971		
Fund Balance Available to Appropriate		\$8,365,971	
Total Available to Appropriate		\$32,407,143	

BE IT FURTHER RESOLVED, that \$24,836,045 of the total available to appropriate in the General Fund is hereby appropriated in the amounts and for the purpose set forth below:

Expenditures			
	Instruction		
	Basic Programs	5,778,613	
	Added Needs	10,000	
	Other	0	
	Support		
	Pupil	1,310,888	
	Instructional Staff	2,818,305	
	General Administration	543,739	
	School Administration	408,488	
	Business	1,263,292	
	Operation/Maintenance	501,984	
	Pupil Transportation	429,856	
	Central	2,305,981	
	Other	5,775	
	Community Service	876,243	
	Interdistrict Payments	8,084,150	
	Other – Transfers Out	498,731	
	Total Expenditures		<u>\$24,836,045</u>
	Projected June 30, 2021 Fund Balance		\$7,571,098

BE IT FURTHER RESOLVED, the total Revenues and Unappropriated fund balance estimated to be available for appropriations in the Special Education Fund of Monroe County Intermediate School District for fiscal year 2020-2021 is as follows:

Revenue			
	Local	23,033,311	
	Intermediate	1,600	
	State	10,957,435	
	Federal	11,155,996	
	Interdistrict Revenues	20,834	
	Other – Transfers In	398,731	
	Total Revenue		\$45,567,907
	Fund Balance July 1, 2020	\$15,172,074	
	Fund Balance Available to Appropriate		<u>\$15,172,074</u>
	Total Available to Appropriate		<u>\$60,739,981</u>

BE IT FURTHER RESOLVED, that \$48,262,961 of the total available to appropriate in the Special Education Fund is hereby appropriated in the amounts and for the purpose set forth below:

Expenditures			
	Instruction		
	Basic Programs	0	
	Added Needs	19,390,867	
	Other	0	
	Support		
	Pupil	14,322,390	
	Instructional Staff	2,295,277	
	General Administration	51,425	
	School Administration	414,220	
	Business	172,366	
	Operation/Maintenance	742,925	
	Pupil Transportation	1,137,595	
	Central	313,260	
	Other	0	
	Community Service	496,965	
	Interdistrict Payments	7,081,800	
	Other – Transfers Out	1,843,871	
	Total Expenditures		\$48,262,961
	Projected June 30, 2021 Fund Balance		\$12,477,020

BE IT FURTHER RESOLVED, the total Revenues and Unappropriated fund balance estimated to be available for appropriation in the Food Service Fund of Monroe County Intermediate School District for fiscal year 2020-2021 is as follows:

Revenue			
	Local	42,450	
	Intermediate	0	
	State	580	
	Federal	61,850	
	Interdistrict Revenues	0	
	Other – Transfers In	72,000	
	Total Revenue		\$176,880
	Fund Balance July 1, 2020	\$9,367	
	Fund Balance Available to Appropriate		\$9,367
	Total Available to Appropriate		\$186,247

BE IT FURTHER RESOLVED, that \$176,054 of the total available to appropriate in the Food Service Fund is hereby appropriated in the amounts and for the purpose set forth below:

Expenditures			
Support			
Business		0	
Other		176,054	
Other – Transfers Out		0	
Total Expenditures			<u>\$176,054</u>
Projected June 30, 2021 Fund Balance			\$10,193

BE IT FURTHER RESOLVED, the total Revenues and Unappropriated fund balance estimated to be available for appropriation in the School Activities Fund of Monroe County Intermediate School District for fiscal year 2020-2021 is as follows:

Revenue			
Local		76	
Total Revenue			\$76
Fund Balance July 1, 2020		\$60,956	
Fund Balance Available to Appropriate			<u>\$60,956</u>
Total Available to Appropriate			<u>\$61,032</u>

BE IT FURTHER RESOLVED, that \$76,000 of the total available to appropriate in the School Activities Fund is hereby appropriated in the amounts and for the purpose set forth below:

Expenditures			
Support			
Business		0	
Other		76,000	
Other – Transfers Out		0	
Total Expenditures			<u>\$76,000</u>
Projected June 30, 2021 Fund Balance			\$55,000

BE IT FURTHER RESOLVED, the total Revenues and Unappropriated fund balance estimated to be available for appropriation in the Capital Projects Fund of Monroe County Intermediate School District for fiscal year 2020-2021 is as follows:

Revenue			
	Local	500	
	Intermediate	0	
	State	0	
	Federal	0	
	Interdistrict Revenues	0	
	Other – Transfers In	250,000	
	Total Revenue		\$250,500
Fund Balance July 1, 2020		\$209,072	
Fund Balance Available to Appropriate			\$209,072
Total Available to Appropriate			\$459,572

BE IT FURTHER RESOLVED, that \$275,950 of the total available to appropriate in the Capital Projects Fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures			
	Support		
	Business	450	
	Capital Outlay	275,500	
	Total Expenditures		\$275,950
	Projected June 30, 2021 Fund Balance		\$183,622

BE IT FURTHER RESOLVED, that no Board of Education member or employee of the School District shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board. Changes in the amount appropriated by the Board shall require approval by the Board.

BE IT FURTHER RESOLVED, that the Superintendent is hereby charged with general supervision of the execution of the Budget adopted by the Board and shall hold the division and department heads responsible for performance of their responsibilities within the amounts appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto by the Board.

ROLL CALL:

Ayes: Bless, Miller, Martin and DeSloover

Nays: none

Absent: Larzelere

The motion carried unanimously.

Temporary Furlough – SCI Program Assistants

Mr. Miller made a motion, supported by Mr. Bless to adopt the following resolution:

RESOLUTION FOR FURLOUGH OF PERSONNEL

The following preamble and resolution was offered by Mr. Paul Miller and supported by Mr. Russell Bless:

WHEREAS:

The Board of Education, after considerable review, has determined that it will be necessary to temporarily furlough the following SCI Program Assistants due to the COVID-19 virus that has necessitated remote instruction for the summer SCI program in the months of July and August. Said Program Assistants will retain their medical, dental and vision benefits as provided.

NOW, THEREFORE BE IT RESOLVED:

That the following employees must be and are hereby furloughed at the end of the day on June 30, 2020.

Further, the Administration will notify the affected employees of the end of the furlough which is anticipated to be August 21, 2020; however, the furlough period maybe changed at the sole discretion of the district.

<u>Name</u>	<u>Position</u>
Julie Bunge	SCI Program Assistant
Alice Cotton	SCI Program Assistant
Jackie Maes-Gaines	SCI Program Assistant
Amiera Nash	SCI Program Assistant

The Board of Education hereby further resolves and directs the Superintendent to immediately notify in writing said employees affected by the resolution of furlough.

ROLL CALL:

Ayes: Bless, Miller, Martin and DeSloover

Nays: none

Absent: Larzelere

The motion carried unanimously.

Renewal of Supervisory Contracts

Dr. Martin made a motion, supported by Mr. Bless to approve the following supervisory contract extensions:

2020-2021	
Name	Days
Andrew Shilling, Regional Director	230
OPEN, Supervisor	215
Melissa Morton, Supervisor	215
Robert Krueger, Supervisor/Principal	230
2021-2022	
Name	Days

Kathryn Bourbina, ECSE Director	240
Shawna Dippman, Supervisor	230
Amy Hammons, Regional Director	230
William Hite, Supervisor/Principal	235
Shawna Landis, Regional Director	230
Steven Pfeffer, Supervisor	215
Matthew Prange, Director of Instructional Tech	240
Sarah Yu, Supervisor	215

ROLL CALL:

Ayes: Bless, Miller, Martin and DeSloover

Nays: none

Absent: Larzelere

The motion carried.

Renewal of Administrative/Support Staff Contracts

Mr. Miller made a motion, supported by Dr. Martin to approve the following administrative/support staff contract extensions for the 2020-2021 contract year:

- Chad Baas – Shared-Time Business Manager, Ida
- Kathy Berry- Director of Research, Evaluation and Assessment (220 day Contract)
- Matthew Dandron – Network Manager
- Crysti Esper- Graphic and Design Specialist
- Janel Faber- Administrative Assistant for Human Resources
- Jean Foster – Mental Health Crisis Coordinator (220 day)
- Nicholas Hay- Director of Information Services
- Eric Hoogendoorn- Director of Transportation, Buildings and Grounds
- James Keck- Technology Support Coordinator
- Seth Liaros – Accountant/Child Accounting Auditor
- Cortney Last- GSRP Director
- Christopher Male-Technology Support Coordinator
- Rafe McIntire- Transportation Coordinator
- Cara Morrison – YOP Coordinator (up to 240 days, depending on grant)
- Andrea Murphy - Administrative Assistant to the Superintendent and District Communications Coordinator
- OPEN- Dean of Students, MCMC (208 day contract)
- Elizabeth Rothrock – CASA Director
- Renee Rymanowicz – Accounting Supervisor
- Nicole Shaughnessy, Director, Knabusch Math & Science Center (220 day contract)
- Christopher Slat -Instructional Technology Specialist (220 day contract)
- Nicole Speer – Finance Applications and Payroll Support Specialist
- Adra Stevens – Payroll Accountant
- Denise Teague – CTE Director
- Sandy Whitcomb - Student Information Application Specialist
- Elizabeth Winter – Instructional Technology Specialist (220 day contract)
- Kimberly Worden- Shared-Time Accountant, Summerfield
- Amy Zarend- Director Great Start Collaborative

ROLL CALL:

Ayes: Bless, Miller, Martin and DeSloover

Nays: none

Absent: Larzelere

The motion carried.

Renewal of Administrative Support Contracts – Head Start

Mr. Bless made a motion, supported by Dr. Martin to approve the following Head Start non-affiliated administrative contracts:

- Nicole VanDaele – Director (260 days)
- Kristin Shappee – Assistant Director (237 days)
- Kari Hoffman – Accountant (260 days)
- Kim Reynolds – Education Coordinator (215 days)
- Sophia Bruck – Mental Health Coordinator (208 days)
- Jeanette Polin – Mental Health Consultant (208 days)
- Sasha Turner – Health Services Coordinator (220 days)
- Holly Miller – Site Leader (208 days)
- Kim Minner – Site Leader (208 days)
- Carol Rife – Site Leader (208 days)
- Jennifer O’Shay – Site Leader (208 days)

ROLL CALL:

Ayes: Bless, Miller, Martin and DeSloover

Nays: none

Absent: Larzelere

The motion carried.

Certified Employee Status Recommendations 2020-2021 School Year

Dr. Martin made a motion, supported by Mr. Miller to approve the following certified employee status recommendations:

Continuation of First Year Probationary Status

Brandy Bowen, Teacher

Deanna Devore, Teacher Consultant

Laurissa Horvatinovich, Teacher

Carissa LaPointe, Teacher

Second Year Probationary Status

Cassie Bless, Teacher

Kaitlin Boston, Teacher

Nicholas Cousino, Teacher

Jaquelyn Crane, Teacher

Stephanie Iacoangeli, Teacher

Nicole Knott, Teacher

Jessica Ostrowski, Teacher

Ashley Langenderfer, Teacher

Laura Marckel, Teacher

Carrie Roberts, Teacher

Jordyn Spotts, Teacher

Continuation of Second Year Probationary Status

Kelly McGinnis, Teacher Consultant

Kate Ortiz, Teacher Consultant

Lauren Rhoades, Teacher

Third Year Probationary Status

Rachel Fiedler, Teacher

Tara Farley, Teacher

Teresa Gratowski, Teacher

Fourth Year Probationary Status

Amber Dietrich, Teacher

Amanda Fowler, Teacher

Paulette Jones, Teacher

Jannicka Martinsen, Teacher

Ashley Powers, Teacher

Kriston Roman, Teacher

Jacqueline Rooks, Teacher

Candice Schroeder, Teacher

Sarah Vaughn, Teacher

Fifth Year Probationary Status

Jessica Burton, Teacher

Traci Fackelman, Teacher

Catherine Miles, Teacher

Elizabeth Weyher, Teacher

Tenure Status

Lynsey Garrison, Teacher

Jenna Glab, Teacher Consultant

Jennifer Hueston, Teacher Consultant

Dawn Stanish, Teacher Consultant

ROLL CALL:

Ayes: Miller, Martin and DeSloover

Nays: none

Abstained: Bless

Absent: Larzelere

The motion carried.

Request for Summer Custodial Positions

Mr. Miller made a motion, supported by Mr. Bless to approve the establishment and posting of four (4) summer custodial positions effective June 15, 2020 through July 24, 2020.

ROLL CALL:

Ayes: Bless, Miller, Martin and DeSloover

Nays: none

Absent: Larzelere

The motion carried.

Employment Recommendation – Denniss, S.

Mr. Bless made a motion, supported by Dr. Martin to approve the employment recommendation for Sierra Denniss as a SCI teacher in the Educational Center, effective July 13, 2020.

ROLL CALL:

Ayes: Bless, Miller, Martin and DeSloover
Nays: none
Absent: Larzelere
The motion carried.

Employment Recommendation – Hickey, M.

Mr. Bless made a motion, supported by Mr. Miller to approve the employment recommendation for Megan Hickey as the Dean of Students at the Monroe County Middle College, effective August 1, 2020.

ROLL CALL:

Ayes: Bless, Miller, Martin and DeSloover
Nays: none
Absent: Larzelere
The motion carried.

Proposed Calendars for the 2020-2021 School Year

Dr. Martin made a motion, supported by Mr. Bless to approve the 2020-2021 calendars for the Educational Center, Transition Center, Youth Center, Middle College and SCI programs.

ROLL CALL:

Ayes: Bless, Miller, Martin and DeSloover
Nays: none
Absent: Larzelere
The motion carried.

Proposed Calendars for the 2020-2021 School Year

Mr. Bless made a motion, supported by Dr. Martin to approve the 2020-2021 calendars for the Early Childhood Special Education, GSRP and Head Start programs.

ROLL CALL:

Ayes: Bless, Miller, Martin and DeSloover
Nays: none
Absent: Larzelere
The motion carried.

Employment Recommendation – Iffland, C.

Dr. Martin made a motion, supported by Mr. Bless to approve the employment recommendation for Chelsea Iffland as the Special Education Supervisor in the East Region, effective August 17, 2020.

ROLL CALL:

Ayes: Bless, Miller, Martin and DeSloover
Nays: none
Absent: Larzelere
The motion carried.

Resolution: Funding to Preserve Educational Resources for Children

Mr. Bless made a motion, supported by Dr. Martin to adopt the State of Michigan resolution regarding funding to preserve educational services for children.

ROLL CALL:

Ayes: Bless, Miller, Martin and DeSloover

Nays: none

Absent: Larzelere

The motion carried.

Adoption of MCMC Textbooks

Mr. Bless made a motion, supported by Dr. Martin to approve the purchase of textbooks and materials for US History and World History for the Monroe County Middle College.

ROLL CALL:

Ayes: Bless, Miller, Martin and DeSloover

Nays: none

Absent: Larzelere

The motion carried.

Computing Devices Purchase

Mr. Bless made a motion, supported by Dr. Martin to approve the purchase of student and staff computing devices through the REMC bid.

ROLL CALL:

Ayes: Bless, Miller, Martin and DeSloover

Nays: none

Absent: Larzelere

The motion carried.

Request to Schedule Special Board Meeting

Mr. Bless made a motion, supported by Dr. Martin to schedule a special board of education meeting on Monday, July 13, 2020 at 9:00 AM at the MCISD.

ROLL CALL:

Ayes: Bless, Miller, Martin and DeSloover

Nays: none

Absent: Larzelere

The motion carried.

Reports from the Superintendent and Administrative Staff

Business and Administrative Services – Josh Dyer

- Moving forward with ScriptApp – a program that allows for digital signatures from parents and employees.

Human Resources and Legal Counsel – Betsy Taylor

- Continuing to interview and hire new staff.

Curriculum and Instruction – Lisa Montrief

- Waiting on information from the Monroe County Community College regarding classroom and office space for the Monroe County Middle College

Special Education and Early Childhood Services – Rachel Kopke

Current Enrollment Report- May 2020

Program	Total Enrollment/Funded Enrollment (total enrollment should equal funded enrollment)	Over Income Enrollment (under 10%)	Disabilities Enrollment (over 10%)
Head Start	Enrolled: 265 Reserved (not to exceed 8):2 Vacant less than 30 days: 0 Total Enrollment: 267/267	16/267=6%	48/267=18%
Early Head Start	Enrolled: 47 Reserved (not to exceed 1): 1 Vacant less than 30 days: 0 Total Enrollment: 48/48	2/48=4%	17/48=35%

Current Waitlist Report- May 2020

Program	Income Eligible	Over Income
Head Start	59	59
Early Head Start	9	4

Head Start Participation Reports May 2020 (Remote Learning)

Site	Attendance Percentage
Arborwood	119/267=45%
Dundee	39/51=76%
Ida	45/48=94%
MCCC	52/68=76%
Niedermeier	90/99=91%
Orchard	141/204=69%
Riverside	42/56=75%
SRE	88/99=89%
Sodt	37/51=73%
Program Attendance Total	653/943=69%

- 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.

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

Site	Attendance Percentage
HV 1	37/48 HV attended=77%
HV 2	41/48 HV attended=85%
HV 3	35/46 HV attended=76%
HV 4	18/39HV attended=46% %
Program Attendance Total	131/181 HV attended=72%

- HV 4 is in transition from a retired HV to a new HV.

Office of Head Start Communication

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

Information Memorandums	0
Program Instructions	0

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

Program Updates

- 1) A Focus Area 1 Federal Review was conducted in February of 2020 for both the MCISD Early Head Start and Head Start programs. Attached is a copy of the results of the review. The report includes program highlights in the areas of program design and management, quality education and child development, health, family and community engagement, enrollment/recruitment/selection/eligibility/attendance (ERSEA), and fiscal infrastructure. Additionally, there were 0 opportunities for continuous improvement, 0 areas of concern, 0 areas of noncompliance, and 0 deficiencies outlined in the report.

Superintendent – Stephen McNew

- Gave the board an update on the MiSafe Start Plan and the Governor’s Council meetings.

Adjourn

At 11:11 a.m. Mr. Bless made a motion, supported by Dr. Martin, to adjourn the meeting. The motion carried unanimously.

Respectfully submitted,

Paul Miller
Secretary