

REGULAR BOARD MEETING MINUTES

MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT BOARD OF EDUCATION

June 18, 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, Renee Larzelere, 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: Katie Bourbina, Amy Hammons, Shauna Landis, Kathy Lott, Steve Pfeffer, Sarah Yu, Andrew Shilling, Bill Hite, Kerry Simmons

OTHERS PRESENT: none

Pledge of Allegiance

The Pledge of Allegiance was led by President DeSloover.

Important Dates

- June 20 Holiday Camp Lunch, 11:00 AM
- June 26-28 MAISA Conference, Midland
- July 4 MCISD Closed
- July 22 MCISD Board Meeting, 8:30 AM

Expressions from the Public

None.

Recommended Actions

Routine Matters

Mr. Bless made a motion, supported by Ms. Larzelere to approve the minutes of the May 21, 2019 (regular), and June 3, 2019 (special) meetings 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>				
5/12-5/31/2019	1,206,759.87	506,971.49	4,076.46	1,717,807.82
6/1-6/8/2019	205,803.86	107,664.93	9,302.10	619,770.89

ACH Transactions

Withholding & Sales

Taxes	528,410.61	0	199.73	528,610.34
Gross Payroll	579,541.95	1,534,187.59	0	2,113,729.54

Capital Projects

Expenditures	0	0	0	0
Student Activity Account Expenditures	9,686.69	0	0	9,686.69

Early Head Start

Year to Date as of May 31, 2019 \$273,313.22

Head Start

Year to Date as of May 31, 2018 \$2,068,934.48

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

Approval of the 2018-2019 Budget Revisions

Mr. Dyer presented the requested revisions to the 2018-19 budgets. There was a motion by Ms. Larzelere, supported by Mr. Bless, to approve revisions to the budgets as follows:

General Fund	Approved	Requested Revisions
Revenue	\$23,105,525	\$23,481,254
Expenditures	\$23,444,873	\$23,753,440
Special Education Fund	Approved	Requested Revisions
Revenue	\$38,066,630	\$39,463,275
Expenditures	\$39,836,130	\$39,086,325
School Service Fund	Approved	Requested Revisions
Revenue	\$170,508	\$186,775

Expenditures	\$174,516	\$187,910
Capital Projects Fund	Approved	Requested Revisions
Revenue	\$250,020	\$250,300
Expenditures	\$197,900	\$446,000

The motion carried unanimously.

2018-2019 Budget Hearing and Public Comment

Mr. Dyer presented the 2019-2020 budget projections. There was a motion by Mr. Bless, supported by Dr. Martin to approve the 2019-2020 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 2019-2020; 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 2019-2020 is as follows:

Revenue			
Local	7,785,150		
Intermediate	122,250		
State	6,382,220		
Federal	4,111,054		
Interdistrict Revenues	3,247,785		
Other – Transfers In	1,208,923		
Total Revenue		\$22,857,382	
Fund Balance July 1, 2019	\$8,166,284		
Fund Balance Available to Appropriate		\$8,166,284	
Total Available to Appropriate		\$31,023,666	

BE IT FURTHER RESOLVED, that \$23,811,438 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	5,175,684	
		Added Needs	13,093	
		Other	0	
	Support			
		Pupil	1,110,491	
		Instructional Staff	2,597,771	
		General Administration	521,095	
		School Administration	358,892	
		Business	1,226,359	
		Operation/Maintenance	537,847	
		Pupil Transportation	460,726	
		Central	2,431,492	
		Other	4,886	
		Community Service	938,788	
		Interdistrict Payments	7,935,583	
		Other – Transfers Out	498,731	
		Total Expenditures		\$23,811,438
		Projected June 30, 2020 Fund Balance		\$7,212,228

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 2019-2020 is as follows:

Revenue			
	Local	22,387,465	
	Intermediate	50,034	
	State	10,453,537	
	Federal	6,363,991	
	Interdistrict Revenues	20,834	
	Other – Transfers In	398,731	
	Total Revenue		\$39,674,592
	Fund Balance July 1, 2019	\$15,041,899	
	Fund Balance Available to Appropriate		\$15,041,899
	Total Available to Appropriate		\$54,716,491

BE IT FURTHER RESOLVED, that \$41,525,876 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	14,721,133	
		Other	0	
	Support			
		Pupil	13,151,396	
		Instructional Staff	2,363,230	
		General Administration	51,425	
		School Administration	245,258	
		Business	192,091	
		Operation/Maintenance	763,823	
		Pupil Transportation	1,180,273	
		Central	258,481	
		Other	0	
		Community Service	298,911	
		Interdistrict Payments	6,841,800	
		Other – Transfers Out	1,458,055	
		Total Expenditures		\$41,525,876
		Projected June 30, 2020 Fund Balance		\$13,190,615

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 2019-2020 is as follows:

Revenue				
	Local	41,450		
	Intermediate	0		
	State	531		
	Federal	60,600		
	Interdistrict Revenues	0		
	Other – Transfers In	72,000		
	Total Revenue		\$174,581	
	Fund Balance July 1, 2019	\$9,266		
	Fund Balance Available to Appropriate		\$9,266	
	Total Available to Appropriate		\$183,847	

BE IT FURTHER RESOLVED, that \$174,516 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	174,516	
		Other – Transfers Out	0	
		Total Expenditures		<u>\$174,516</u>
		Projected June 30, 2020 Fund Balance		\$9,331

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 2019-2020 is as follows:

Revenue			
	Local	75,000	
	Total Revenue		\$75,000
	Fund Balance July 1, 2019	\$55,000	
	Fund Balance Available to Appropriate		\$55,000
	Total Available to Appropriate		<u>\$130,000</u>

BE IT FURTHER RESOLVED, that \$75,000 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	75,000	
		Other – Transfers Out	0	
		Total Expenditures		<u>\$75,000</u>
		Projected June 30, 2020 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 2019-2020 is as follows:

Revenue			
	Local	300	
	Intermediate	0	
	State	0	
	Federal	0	
	Interdistrict Revenues	0	
	Other – Transfers In	250	
	Total Revenue		\$550
Fund Balance July 1, 2019		\$706,608	
Fund Balance Available to Appropriate			\$706,608
Total Available to Appropriate			\$707,158

BE IT FURTHER RESOLVED, that \$762,700 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	200	
	Capital Outlay	762,500	
	Total Expenditures		\$762,700
	Projected June 30, 2020 Fund Balance		\$194,208

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.

Motion carried unanimously.

2nd Reading and Adoption – Policy 1422.01, 3122.01 and 4122.01

Ms. Larzelere made a motion, supported by Mr. Bless to adopt the following board policies:

- New Policy 1422.01 Alcohol and drug-free workplace
- Revised Policy 3122.01 Alcohol and drug-free workplace
- Revised Policy 4122.01 Alcohol and drug-free workplace

The motion carried unanimously.

Request for Medical Leave of Absence

Dr. Martin made a motion, supported by Ms. Larzelere to approve the medical leave of absence for Evan Burman beginning May 28, 2019 through the end of the 2018-2019 school year. The motion carried unanimously.

Request for Maternity Leave of Absence

Mr. Miller made a motion, supported by Ms. Larzelere to approve the maternity leave of absence request for Jeanette Polin to begin December 23, 2019; returning to work March 9, 2020. The motion carried unanimously.

Request for Maternity Leave of Absence

Mr. Bless made a motion, supported by Dr. Martin to approve the maternity leave of absence request for Kerielle Smith to begin on or about October 21, 2019 and return to work on or about January 27, 2020. The motion carried unanimously.

Request for Maternity Leave of Absence

Dr. Martin made a motion, supported by Mr. Miller to approve the maternity leave of absence for Marissa Williams to begin on or about September 5, 2019 and return to work on or about December 2, 2019. The motion carried unanimously.

Request for Childcare Leave of Absence

Mr. Miller made a motion, supported by Ms. Larzelere to approve the childcare leave request for Renee Retli for the entire 2019-2020 school year. The motion carried unanimously.

Request for New Position: Assistant Principal

Ms. Larzelere made a motion, supported by Mr. Bless to approve the establishment and posting of an Educational Center and Transition Center Assistant Principal position effective for the 2019-2020 school year. The motion carried unanimously.

Request for New Position: Mental Health Consultant

Dr. Martin made a motion, supported by Mr. Bless to approve the establishment and posting of a Mental Health Consultant position effective for the 2019-2020 school year. The motion carried unanimously.

Request for New Position: Speech and Language Pathologist

Ms. Larzelere made a motion, supported by Mr. Bless to approve the establishment and posting of a speech and language pathologist position effective for the 2019-2020 school year. The motion carried unanimously.

Request for New Position: Program Assistant Floater

Mr. Miller made a motion, supported by Dr. Martin to approve the establishment and posting of a program assistant floater in the Southwest Region effective for the 2019-2020 school year. The motion carried unanimously.

Request for New Position: Program Assistant Floater

Mr. Bless made a motion, supported by Ms. Larzelere to approve the establishment and posting of a program assistant floater at Mason High School effective for the 2019-2020 school year. The motion carried unanimously.

Renewal of Supervisory Contracts

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

2019-2020	
Name	Days
Andrew Shilling, Supervisor	215
Kathy Lott, Regional Director	230

2020-2021	
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

The motion carried unanimously.

Renewal of Administrative/Support Staff Contracts

Dr. Martin made a motion, supported by Mr. Miller to approve the following administrative/support staff contract extensions for the 2019-2020 contract year:

- Chad Baas – Shared-Time Business Manager, Ida
- Kathy Berry- Director of Research, Evaluation and Assessment (220 day Contract)
- Jason Burt- Technology Support Coordinator
- Stephanie Carlton – CASA Director
- Crysti Esper- Graphic and Design Specialist
- Janel Faber- Administrative Assistant for Human Resources
- Jean Foster – Mental Health Crisis Coordinator (220 day)
- Kerry Guiliano – Instructional Technology Specialist (220 day)
- Nicholas Hay- Director of Information Services
- Eric Hoogendoorn- Director of Transportation, Buildings and Grounds
- James Keck- Technology Support Coordinator
- Robert Krueger- Principal, MCMC (230 day contract)
- Seth Liaros – Accountant/Child Accounting Auditor
- Courtney 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
- Sarah Richardville- Dean of Students, MCMC (208 day contract)
- 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
- Kimberly Worden- Shared-Time Accountant, Summerfield
- Amy Zarend- Director Great Start Collaborative

The motion carried unanimously.

Renewal of Administrative Support Contracts – Head Start

Ms. Larzelere made a motion, supported by Mr. Bless 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)
- Amanda Snell – Mental Health Consultant (188 days)
- Sasha Turner – Health Services Coordinator (215 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)

The motion carried unanimously.

Certified Employee Status Recommendations 2019-2020 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

Dawn Bentley, Teacher
 Steve Ellison, Teacher
 Julie Lauren, Teacher
 Kelly McGinnis, Teacher Consultant
 Kate Ortiz, Teacher Consultant
 Lauren Rhoades, Teacher

Second Year Probationary Status

Rachel Fiedler, Teacher
Tara Farley, Teacher
Jenna Glab, Teacher Consultant
Teresa Gratowski, Teacher
Jennifer Hueston, Teacher Consultant
Dawn Stanish, Teacher Consultant
Kimberly Vonlinsowe, Teacher

Continuation of Second Year Probationary Status

Kathy Calloway, Teacher

Third 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 Solomon, Teacher
Sarah Vaughn, Teacher

Fourth Year Probationary Status

Samantha Barr, Teacher
Jessica Burton, Teacher
Kelsey Drewyor, Teacher
Traci Fackelman, Teacher
Catherine Miles, Teacher
Elizabeth Weyher, Teacher

Continuation of Fifth Year Probationary Status

Anthony DeNardis, teacher
Dianna Synowiec, Teacher
Joshua Vance, Teacher

Fifth Year Probationary Status

Christina Cole, Teacher
Amanda Himes, Teacher
Lynsey Silva, Teacher
Rachael Storey, Teacher

Tenure Status

Antoinette Berry, Teacher Consultant
Kelly Keyes, Teacher Consultant
Dana Paul, Teacher

The motion carried unanimously.

Request for GSRP Rate Increase

Mr. Bless made a motion, supported by Ms. Larzelere to approve a 1.77% increase for GSRP staff to align with the anticipated COLA increase expected for Head Start employees, effective July 1, 2019. The motion carried unanimously.

Request for Early On Rate Increase

Dr. Martin made a motion, supported by Ms. Larzelere to approve a 2% rate increase for Early On staff effective July 1, 2019. The motion carried unanimously.

Increase in Work Days: Head Start Positions

Mr. Bless made a motion, supported by Ms. Larzelere to approve the following increase in work days for Head Start employees at Ida Elementary School effective for the 2019-2020 school year:

1 teacher, 14 days – from 188 to 202

1 teacher assistant, 15 days – from 174.5 to 189.5

The motion carried unanimously.

Request for Additional Days: Edgenuity

Ms. Larzelere made a motion, supported by Mr. Bless to approve an increase of up to 42 hours for Michelle Parrish to provide credit recovery through Edgenuity. The motion carried unanimously.

Employment Recommendation – Bruck, S.

Mr. Miller made a motion, supported by Mr. Bless to approve the employment recommendation for Sophia Bruck as a school social worker in the North Region, effective August 22, 2019. The motion carried unanimously.

Employment Recommendation – Cousino, N.

Ms. Larzelere made a motion, supported by Dr. Martin to approve the employment recommendation for Nicholas Cousino as a special education teacher at the Transition Center effective August 22, 2019. The motion carried unanimously.

Employment Recommendation – Jenkins, M.

Dr. Martin made a motion, supported by Ms. Larzelere to approve the employment recommendation for Michele Jenkins as a school counselor at the Monroe County Middle College effective August 22, 2019. The motion carried unanimously.

Employment Recommendation – Spotts, J.

Mr. Miller made a motion, supported by Dr. Martin to approve the employment recommendation for Jordyn Spotts as a special education teacher at Waterloo Elementary School effective August 22, 2019. The motion carried unanimously.

Employment Recommendation – Steyer, W.

Ms. Larzelere made a motion, supported by Dr. Martin to approve the employment recommendation for Whitney Steyer as an occupational therapist at the Educational Center effective August 22, 2019. The motion carried unanimously.

Out of State Conference Request – Dippman, S.

Dr. Martin made a motion, supported by Mr. Bless to approve the out of state conference request for Shawna Dippman to attend the 17th Annual National Alliance for Medicaid in Education (NAME) Conference in Albuquerque, NM from October 1, 2018 through October 6, 2019. The motion carried unanimously.

Perkins V CTE Cooperative Agreement Certification Statement

Mr. Bless made a motion, supported by Ms. Larzelere to approve the Perkins V CTE Cooperative Agreement Certification Statement. The motion carried unanimously.

MCMC Laptop Bid Recommendation

Mr. Bless made a motion, supported by Ms. Larzelere to award the MCMC laptop bid to Presidio for the amount of \$45,650. The motion carried unanimously.

Lunch Price Increases

Ms. Larzelere made a motion, supported by Mr. Bless to approve the student lunch price increases as follows:

Grade K-8: \$2.55

Grade 9-14: \$2.65

Breakfast: \$1.35

Adult lunch: \$3.85

The motion carried unanimously.

Acceptance of Donation – Ed Center

Mr. Bless made a motion, supported by Ms. Larzelere to accept a donation from Jim Nyhan, Strike Out Autism Fundraiser, in the amount of \$1,500.00 to purchase books and apps for the Educational Center media center. The motion carried unanimously.

Acceptance of Donation – Head Start Program

Dr. Martin made a motion, supported by Ms. Larzelere to accept a donation of 374 moving boxes, value of \$561.00, from Bay Corrugated, Inc. to assist the Head Start classroom moves. The motion carried unanimously.

Request to Attend MASB Summer Institute and CBA Classes

Mr. Bless made a motion, supported by Ms. Larzelere to approve the attendance of Renee Larzelere, Paul Miller, Russell Bless and Barry Martin to attend the MASB Summer Institute and CBA Classes in Bellaire, MI from August 16-18, 2019. The motion carried unanimously.

Reports from the Superintendent and Administrative Staff

Business and Administrative Services – Josh Dyer

- Informed the board that representatives from Rehmann completed some pre-audit work this week; complete audit will be done in September
- Informed the board that Ida Schools selected Sandy Kreps as the superintendent.

Human Resources and Legal Counsel – Betsy Taylor

- Continuing to interview and hire new staff.

Curriculum and Instruction – Lisa Monrief

- Announced that the MCISD is hosting the Ed Tech on the River Raisin Conference today, June 25th.
- Informed the board that the 2019-2020 Knabusch Field Trip listing was released; filling up fast.
- Gave the board an update on the state of the Student Assistance Program.

Special Education and Early Childhood Services – Rachel Kopke

- Invited the board to view the renovations progress at the Special Education Services Building.
- In the process of scheduling PD sessions for opening week.

Enrollment – May 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: 62/72

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: 105

Head Start Over Income: 22

Early Head Start Income Eligible: 8

Early Head Start Over Income: 3

Head Start Attendance – April 2019

Arborwood: 84.71%

Ida: 87.11%

MCCC: 92.73%

Orchard: 77.39%

Riverside: 86.03%

SRE: 92.83%

Sodt: 86.67%

Program Total: 85.12% (over 85%)

Early Head Start Attendance

HV1: 69%

HV2: 96%

HV3: 67%

HV4: 86%

HV5: 100%

HV6: 75%

Program Total: 82%

Office of Head Start Communication Memorandums: N/A

Superintendent – Stephen McNew

- Informed the board that the July Board Meeting is the organizational meeting.
- Thanked the SEAT for being in attendance at today's meeting.
- Informed the board that the superintendents meeting scheduled for June 19th is to discuss the Master Plan for Special Education.

Adjourn

At 10:22 a.m. Ms. Larzelere made a motion, supported by Mr. Bless, to adjourn the meeting. The motion carried unanimously.

Respectfully submitted,

Paul Miller
Secretary