BOARD OF EDUCATION
MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT

Rescheduled Regular Meeting
Monday, June 19, 2017
7:30 a.m.

Monroe County ISD
1101 South Raisinville Road
Monroe, Michigan 48161

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 7:00 p.m. by President DeSloover. Other board members present were Renee Larzelere, Paul Miller, and Russell Bless. Linda Stiegel was absent. Staff members present were Steve McNew, Josh Dyer, Michelle Brahaney, Lisa Montrief, Betsy Taylor, and Andrea Murphy. Roberta Neckel was also present.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by President DeSloover.

IMPORTANT DATES

Dr. McNew noted the following important dates:

- June 22 Board lunch at Holiday Camp, 11:15 AM
- July 4 MCISD Closed
- July 18 Organizational Meeting, 7:30 AM

APPROVAL OF MINUTES

A motion was made by Mr. Bless, supported by Ms. Larzelere, to approve the minutes of the May 16 and June 5 meetings as presented in written form prior to the meeting. The motion carried unanimously.

EXPRESSIONS FROM THE PUBLIC

Roberta Neckel, MCIEA President, addressed the board concerning member issues with the evaluation tool, STAGES, that all MCISD employees are evaluated with.

FINANCIAL REPORTS

Mr. Dyer reviewed the financial reports. Expenditure figures are as follows:

	General Fund	Special Education Fund	School Services Fund	Total
Check Registers				
5/7/17-5/31-17	513,451.88	978,271.52	11,683.04	1,503,406.44
6/1/17-6/10/17	338,564.15	14,655.07	9,839.38	363,058.60
ACH Transactions				
Withholding & Sales Taxes	436,829.29	--	28.59	436,857.88
Postage	622.76	377.24	--	1,000.00
Retirement	562,516.93	--	--	562,516.93

FINANCIAL REPORTS

Gross Payroll	500,189.30	1,318,272.85	--	1,818,462.15
Capital Projects Expenditures	--	2,161.50	--	2,161.50
Student Activity Account Expenditures	3,791.76	--	--	3,791.76

Early Head Start
Year to Date as of May 31, 2017 $321,616.00
Head Start
Year to Date as of May 31, 2017 $1,742,417.41

Mr. Miller made a motion, supported by Mr. Bless, to approve the data substantiation report, the balance sheets, and the combined check registers. The motion carried unanimously.

2016-2017 BUDGET REVISIONS

Mr. Dyer presented the requested revisions to the 2016-17 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	$21,705,849	$22,024,056
Expenditures	$22,338,991	$22,387,049

Special Education Fund	Approved	Requested Revisions
Revenue	$35,940,027	$37,154,868
Expenditures	$37,909,185	$38,603,224

School Service Fund	Approved	Requested Revisions
Revenue	$172,050	$177,967
Expenditures	$173,203	$186,303

2017-2018 BUDGET AND APPROP. ACT

Capital Projects Fund	Approved	Requested Revisions
Revenue	$100,000	$125,000
Expenditures	$397,985	$426,242

The motion carried unanimously.

2017-2018 BUDGET AND APPROP. ACT

Mr. Bless made a motion, supported by Ms. Larzelere to approve the 2017-2018 budget as presented and 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 2017-2018; 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 2017-2018 is as follows:

Revenue		
Local	7,195,515	
Intermediate	103,767	
State	5,827,683	
Federal	3,299,150	
Interdistrict Revenues	3,015,661	
Other – Transfers In	1,208,923	
Total Revenue		$20,650,699
Fund Balance July 1, 2017	$6,992,279	
Fund Balance Available to Appropriate		$6,992,279
Total Available to Appropriate		$27,642,978

BE IT FURTHER RESOLVED, that $21,255,473 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	4,036,582
	Added Needs	24,010
	Other	0
Support		
	Pupil	770,114
	Instructional Staff	2,484,371
	General Administration	489,383

	School Administration	347,221	
	Business	1,159,260	
	Operation/Maintenance	595,319	
	Pupil Transportation	424,333	
	Central	2,109,392	
	Other	5,927	
	Community Service	762,982	
Interdistrict Payments		7,572,848	
Other – Transfers Out		473,731	
Total Expenditures			$21,255,473
Projected June 30, 2018 Fund Balance			$6,387,505

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 2017-2018 is as follows:

Revenue		
Local	20,689,488	
Intermediate	4,100	
State	9,038,302	
Federal	5,188,625	
Interdistrict Revenues	33,394	
Other – Transfers In	398,731	
Total Revenue		$35,352,640
Fund Balance July 1, 2016	$11,472,625	
Fund Balance Available to Appropriate		$11,472,625
Total Available to Appropriate		$46,825,265

BE IT FURTHER RESOLVED, that $37,746,668 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	13,192,804
	Other	0
Support		

	Pupil	11,293,429	
	Instructional Staff	2,283,979	
	General Administration	48,975	
	School Administration	226,910	
	Business	171,017	
	Operation/Maintenance	746,590	
	Pupil Transportation	1,109,726	
	Central	196,662	
	Other	0	
	Community Service	207,279	
Interdistrict Payments		6,741,800	
Other – Transfers Out		1,527,497	
Total Expenditures			$37,746,668
Projected June 30, 2018 Fund Balance			$9,078,597

BE IT FURTHER RESOLVED, the total Revenues and Unappropriated fund balance estimated to be available for appropriation in the School Service Fund of Monroe County Intermediate School District for fiscal year 2017-2018 is as follows:

Revenue		
Local	44,950	
Intermediate	0	
State	600	
Federal	54,600	
Incoming Transfers	72,000	
Total Revenue		$172,150
Fund Balance July 1, 2017	$2,853	
Fund Balance Available to Appropriate		$ 2,853
Total Available to Appropriate		$175,003

BE IT FURTHER RESOLVED, that $171,875 of the total available to appropriate in the School Service Fund is hereby appropriated in the amounts and for the purpose set forth below:

Expenditures

Support

	Business	0
	Other	170,875

Outgoing Transfers and Other Transactions	1,000	
Total Expenditures		$171,875
Projected June 30, 2018 Fund Balance		$3,128

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 2017-2018 is as follows:

Revenue		
Local	0	
Intermediate	0	
State	0	
Federal	0	
Incoming Transfers & Other Transactions	200,000	
Total Revenue		$200,000
Fund Balance July 1, 2017	$470,422	
Fund Balance Available to Appropriate		$470,422
Total Available to Appropriate		$670,422

BE IT FURTHER RESOLVED, that $260,300 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	300	
Capital Outlay	260,000	
Total Expenditures		$260,300
Projected June 30, 2018 Fund Balance		$410,122

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.

1ST READING 5600 & 5630.01

Ms. Taylor reviewed the first reading of board policies 5600 Student Discipline and 5630.01 Emergency Use of Seclusion and Restraint with the board. Second reading and approval will take place at the next meeting.

MED LEAVE – S. JOMAA

Mr. Miller made a motion, supported by Ms. Larzelere to approve the medical leave of absence request from Siriyee Jomaa from May 22, 2017 through May 30, 3017. The motion carried unanimously.

MED. LEAVE – D. SYNOWIEC

Ms. Larzelere made a motion, supported by Mr. Miller to approve the medical leave of absence request from Dianna Synowiec from June 8, 2017 until the end of the school year. The motion carried unanimously.

EST. & POST TRANS CENTER TEACHER

Mr. Miller made a motion, supported by Mr. Bless to approve the establishment and posting of a Transition Center teacher position. The motion carried unanimously.

EST. & POST INSTRUCTIONAL AIDE

Ms. Larzelere made a motion, supported by Mr. Bless to approve the establishment and posting of an instructional aide position at the Transition Center. The motion carried unanimously.

EST. & POST PROGRAM ASST.

Mr. Miller made a motion, supported by Ms. Larzelere to approve the establishment and posting of a program assistant position at the Transition Center. The motion carried unanimously.

EST. & POST IST TEACHER AIDE

Mr. Bless made a motion, supported by Ms. Larzelere to approve the establishment and posting of an IST teacher aide position in the Southwest Region. The motion carried unanimously.

EST. & POST SPEC EC TEACHER CONSULTANT

Mr. Bless made a motion, supported by Mr. Miller to approve the establishment and posting of a special education early childhood teacher consultant position. The motion carried unanimously.

EST. & POST SPEC CURR. RESOURCE CONSULTANT

Ms. Larzelere made a motion, supported by Mr. Bless to approve the establishment and posting of a special education curriculum resource consultant position. The motion carried unanimously.

EST. & POST LBSE TEACHER

Ms. Larzelere made a motion, supported by Mr. Bless to approve the establishment and posting of a local based special education teacher position. The motion carried unanimously.

EST. & POST TEACHER AIDE

Mr. Miller made a motion, supported by Mr. Bless to approve the establishment and posting of a teacher aide position at Jefferson North Elementary School. The motion carried unanimously.

SUPERVISOR CONTRACT EXT.

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

2017-2018

- Matthew Prange – Director of Instructional Technology
- Sarah Yu – Supervisor

2018-2019

- Kathryn Bourbina – ECSE Director
- Shawna Dippman – Supervisor
- Amy Hammons – Regional Director
- William Hite – Supervisor/Principal
- Shawna Landis – Regional Director
- Melissa Morton – Regional Director
- Steven Pfeffer – Supervisor

The motion carried unanimously.

CONTRACT EXT. HEAD START NON AFFILIATED

Mr. Miller made a motion, supported by Ms. Larzelere to approve the continued employment of the following Head Start non-affiliated administrative and support staff for the 2017-2018 school year.

- Kim Reynolds, Education Coordinator
- Amanda Snell, Mental Health Consultant
- Sasha Turner, Health Services Coordinator
- Kari Hoffman, Accountant
- Kristin Shappee – Assistant Director
- Nicole VanDaele – Director

The motion carried unanimously.

EMPLOYEE STATUS

Mr. Bless made a motion, supported by Ms. Larzelere to approve the following certified employee status recommendations for the 2017-2018 contract year:

Continuation of Second Year Probationary Status

- Alicia Burke, Teacher
- Heather Blankenship, Teacher

EMPLOYEE STATUS

Second Year Probationary Status

- Samantha Barr, Teacher
- Jessica Burton, Teacher
- Traci Muszynski, Teacher
- Kelsey Pulis, Teacher
- Trina Schneider, Teacher
- Lisa Sellers, Teacher
- Elizabeth Weyher, Teacher
- Catherine Wozniak, Teacher

Continuation of Third Year Probationary Status

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

Third Year Probationary Status

- Christina Cole, Teacher
- Jennifer Floyd-Kemritz, Teacher
- Amanda Himes, Teacher
- Lynsey Silva, Teacher
- Rachael Storey, Teacher

Continuation of Fourth Year Probationary Status

- Caitlyn Bennett, Teacher
- Nichole Torzewski, Teacher

Fourth Year Probationary Status

- Cynthia Janisko, Teacher Consultant
- Dana Landreth, Teacher
- Jessica Martin, Teacher

Continuation of Fifth Year Probationary Status

- Shawn Polak, Teacher

Fifth Year Probationary Status

- Mary Baharozian, Teacher
- Megan Turner, Teacher

Tenure Status

- Dean Delben, Teacher
- Cheryl Ryan, Teacher

EMPLOYEE STATUS

- Gina Watkins, Teacher Consultant

The motion carried unanimously.

EMPLOY K. KEYES

Mr. Miller made a motion, supported by Mr. Bless to approve the employment of Kelly Keyes as a teacher consultant, effective August 24, 2017. The motion carried unanimously.

EMPLOY S. LAVOY

Ms. Larzelere made a motion, supported by Mr. Bless to approve the employment of Sarah LaVoy as a speech and language pathologist, effective August 24, 2017. The motion carried unanimously.

EMPLOY T. SCHOBER

Mr. Miller made a motion, supported by Ms. Larzelere to approve the employment of Tammara Schober as the part-time school nurse, effective August 24, 2017. The motion carried unanimously.

EMPLOY A. POWERS

Ms. Bless made a motion, supported by Ms. Larzelere to approve the employment of Ashley Powers as a teacher at the Middle College, effective August 24, 2017. The motion carried unanimously.

EMPLOY J. BURMAN

Mr. Bless made a motion, supported by Ms. Larzelere to approve the employment of Jordan Burman as a MoCI teacher, effective August 24, 2017. The motion carried unanimously.

EMPLOY J. MARKEY

Mr. Miller made a motion, supported by Mr. Bless to approve the employment of Jessica Markey as an early childhood special education teacher, effective August 24, 2017. The motion carried unanimously.

TITLE CHANGE FOR C. LAST

Ms. Larzelere made a motion, supported by Mr. Bless to approve the title change and increase of contract days for Cortney Last. Ms. Last's title will be changed to GSRP Director and days increased to 260 from 245. The motion carried unanimously.

ADMIN CONTRACTS EXT.

Mr. Bless made a motion, supported by Ms. Larzelere to approve the following administrative/support staff contract extensions:

- Chad Baas – Accountant, Summerfield
- Kathy Berry- Coordinator of Research, Evaluation and Assessment (220 day

Contract)

- Jason Burt- Technology Support Coordinator
- Julie Campbell – Shared Time Business Manager
- Stephanie Carlton – CASA Director
- James Dornberg -Instructional Technology Specialist (220 day contract)
- Crysti Esper- Graphic and Design Specialist

ADMIN CONTRACTS EXT.

- Janel Faber- Administrative Assistant for Human Resources
- Kerry Guiliano – Instructional Technology Specialist (220 day)
- Nicholas Hay- Director of Information Services
- Eric Hoogendoorn- Director of Transportation, Buildings and Grounds
- Patricia Kane -Youth Opportunity Program Coordinator (up to 240 day contract dependent upon grant}
- James Keck- Technology Support Coordinator
- Robert Krueger- Principal, MCMC (230 day contract)
- Jennifer LaDuke – CTE Director
- Cortney Last- GSRP Director
- Christopher Male-Technology Support Coordinator
- Rafe McIntire- Transportation Coordinator
- Andrea Murphy - Administrative Assistant to the Superintendent and District Communications Coordinator
- Lynn Preston – Early Literacy Consultant
- Sarah Richardville- Dean of Students, MCMC (208 day contract)
- Janet Russeau- Technology Application Specialist
- Renee Rymanowicz – Accounting Supervisor
- Christopher Slat -Instructional Technology Specialist (220 day contract)
- Adra Stevens – Payroll Accountant
- Sandy Whitcomb - Student Information Application Specialist
- Kimberly Worden- Accountant/Child Accounting Auditor
- Amy Zarend- Director Great Start Collaborative

The motion carried unanimously.

ADDT'L WORK FOR C. TODD

Mr. Miller made a motion, supported by Ms. Larzelere to approve the additional 65 hours for Chris Todd to work on the MiExcel Focus from June through August. The motion carried unanimously.

LAYOFF RESOLUTION: MADRID

Ms. Larzelere made a motion, supported by Mr. Miller to approve following resolution:

WHEREAS:
The Board of Education, after receiving reduced grant funding, has determined that it will be necessary to lay off the below listed staff member.

NOW, THEREFORE BE IT RESOLVED:
That the following employee must be and is hereby laid off and services terminated effective at the end of the business day on June 30, 2017:

LAYOFF RESOLUTION: MADRID

Name	*Position*
Steven Madrid	Youth Opportunity Specialist

The Board of Education hereby further resolves and directs the Superintendent to immediately notify in writing said employee affected by the resolution of layoff and termination of services.
Roll call:
Ayes: Bless, Larzelere, Miller, DeSloover
Nayes: none
Absent: Stiegel
The motion carried unanimously.

EMPLOY C. SOLOMON

Ms. Larzelere made a motion, supported by Mr. Miller to approve the employment recommendation for Candice Solomon as a teacher in the Transition Center, effective August 24, 2017. The motion carried unanimously.

MCMC LAPTOP BID

Mr. Bless made a motion, supported by Ms. Larzelere to award the Middle College laptop purchase bid to SHI, Corp. in the amount of $45,015.15. The motion carried unanimously.

LUNCH PRICE INCREASE

Mr. Miller made a motion, supported by Mr. Bless to increase the student lunch price to $2.35 for K through 8th grade and the student lunch price for 9th through 14th grade to be set at $2.45 for the 2017-2018 school year. The motion carried unanimously.

OUT OF STATE CONF. S. DIPPMAN

Mr. Miller made a motion, supported by Ms. Larzelere to approve the out of state conference for Shawna Dippman to attend the 2017 NAME Annual Conference in Ft. Lauderdale, FL from October 13-18, 2017. The motion carried unanimously.

COLA GRANT SUBMISSION

Dr. Brahaney reviewed the MCISD grant submission of the Cost of Living Grant for Head Start and Early Head Start with the MCISD Board. Mr. Bless made a motion, supported by Ms. Larzelere to approve the submission of the COLA Early Head Start and Head Start grants. The motion carried unanimously.

DONATION

Mr. Miller made a motion, supported by Mr. Bless to accept a donation in the amount of $250.00 from Alan Hartline to support Team Virus Robotics. The motion carried unanimously.

DONATION

Ms. Larzelere made a motion, supported by Mr. Miller to accept a donation in the amount of $250.00 from Citywide Heating & Cooling to support Team Virus Robotics. The motion carried unanimously.

Administrative Reports

Human Resources:
- In the process of interviewing and hiring staff to fill open positions.
- Informed the board that the Tenure Commission dismissed Kelly Bacus' appeal.

Curriculum and Instruction:
- Summer STEM Camps are in full swing
- Informed the board of the professional learning opportunities that will be taking place at the MCISD this summer.

Special Education and Early Childhood Services:
- Thanked Jim Nyhan and his family for the barrier free bicycle donation to the MCISD Educational Center.

Early Head Start/ Head Start Update – Michelle Brahaney

Routine Business

Current Enrollment Report

Program	Enrollment (May 2017)	Over Income Enrollment	Disabilities Enrollment
Head Start	**319/319**	**28-9%**	**73-23%**
Early Head Start	**72/72**	**7-10%**	**17-24%**

Current Waitlist Report

Program	Income Eligible	Over Income
Head Start	**6**	54
Early Head Start	**1**	4

2017-2018 Enrollment Projections

Program	# Accepted	Over Income Accepted	Accepted Disabilities Enrollment
Head Start	**209/267**	**22-8%**	**37-14%**

***** Selections will be completed weekly for the remainder of the summer *****

Head Start Attendance Reports

Site	April Attendance Percentage
Arborwood	87.76%
Ida	83.51%
MCCC	84.71%
Riverside	88.23%
SRE	92.26%

ADMIN REPORTS

Sodt	83.51%
Program Attendance Total	**88.25%**

Office of Head Start Communication

Communication Type	Number of new postings (found on the MCISD website)
Information Memorandums	0
Program Instructions	1

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

Program Overview/Updates

1) We conducted our exit interview on 6/8/17 for the non-compliance related to the unattended child incident at Riverside on 10/26/17. Those in attendance for the exit interview conference call were Linda Stiegel, Amy Zarend, Michelle Brahaney, Nicole VanDaele and Rafe McIntire. We are awaiting our closure report from the Office of Head Start.
2) We are awaiting the approval of both the EHS and HS grant submissions for FY 18.

Superintendent:

- All Board members are planning to attend the AESA Conference in December, 2017 – memo will be coming to the July board meeting.
- Informed the board that Mark Kleinhans, superintendent at Bedford Schools, has submitted his retirement letter.
- The 2017 Superintendents Retreat is scheduled for July 24-25, 2017.

ADJOURN

At 9:00 AM, Mr. Bless made a motion, supported by Mr. Miller, to adjourn the meeting. The motion carried unanimously.

Respectfully Submitted,

Paul Miller