

REGULAR BOARD MEETING MINUTES

MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT BOARD OF EDUCATION

June 19, 2018

**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 7:30 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, Michelle Brahaney, Josh Dyer, Lisa Montrief and Andrea Murphy

MCISD

STAFF ABSENT: Betsy Taylor

OTHERS PRESENT: none

Pledge of Allegiance

The Pledge of Allegiance was led by President DeSloover.

Important Dates

- June 28 Holiday Camp Lunch, 11:15 AM
- June 26-29 MAISA Conference, Traverse City
- July 4 MCISD Closed
- July 17 MCISD Board Meeting, 7:30 AM

Expressions from the Public

None.

Recommended Actions

Routine Matters

Ms. Larzelere made a motion, supported by Dr. Martin to approve the minutes of the May 15, 2018 (regular), and June 5, 2018 (special) meetings that were presented. The motion carried unanimously.

Financial Reports

	General Fund	Special Education Fund	School Services Fund	Total
<u>Check Registers</u>				
5/6-5/31/2018	483,098.78	502,229.57	3,042.29	988,370.64
6/1-6-9/2018	608,779.67	64,086.93	1,359.50	674,226.10
<u>ACH Transactions</u>				
Withholding & Sales				
Taxes	457,962.27	0	39.03	458,001.30
Postage	30.18	169.82	0	200.00
Retirement	632,561.26	0	0	632,561.26
Gross Payroll	522,228.12	1,368,096.86	0	1,890,324.98
Capital Projects				
Expenditures	704.37	0	0	704.37
Student Activity Account Expenditures	5,311.02	0	0	5,311.02
Early Head Start				
Year to Date as of May 31, 2018		\$267,542.95		
Head Start				
Year to Date as of May 31, 2018		\$1,843,282.24		

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.

Old or New Business Requiring Board Action

Approval of the 2017-2018 Budget Revisions

Mr. Dyer presented the requested revisions to the 2017-18 budgets. There was a motion by Mr. Bless, supported by Ms. Larzelere, to approve revisions to the budgets as follows:

General Fund	Approved	Requested Revisions
Revenue	\$22,773,145	\$22,754,884
Expenditures	\$23,199,601	\$23,370,289
Special Education Fund	Approved	Requested Revisions
Revenue	\$37,939,308	\$38,694,313
Expenditures	\$38,513,158	\$38,705,255
School Service Fund	Approved	Requested Revisions

Revenue	\$167,508	\$170,547
Expenditures	\$168,875	\$171,900
Capital Projects Fund	Approved	Requested Revisions
Revenue	\$200,000	\$200,000
Expenditures	\$280,770	\$270,725

The motion carried unanimously.

2018-2019 Budget Hearing and Public Comment

Mr. Dyer presented the 2018-2019 budget projections. There was a motion by Dr. Martin, supported by Mr. Miller to approve the 2018-2019 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 2018-2019; 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 2018-2019 is as follows:

Revenue			
	Local	7,626,206	
	Intermediate	157,859	
	State	6,199,026	
	Federal	3,318,402	
	Interdistrict Revenues	3,308,557	
	Other – Transfers In	1,208,923	
	Total Revenue		\$21,818,973
	Fund Balance July 1, 2018	\$7,895,133	
	Fund Balance Available to Appropriate		\$7,895,133
	Total Available to Appropriate		\$29,714,106

BE IT FURTHER RESOLVED, that \$22,475,853 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	4,279,499	
		Added Needs	31,081	
		Other	0	
	Support			
		Pupil	730,822	
		Instructional Staff	3,072,035	
		General Administration	512,455	
		School Administration	346,806	
		Business	1,249,211	
		Operation/Maintenance	456,881	
		Pupil Transportation	446,579	
		Central	2,215,895	
		Other	4,128	
		Community Service	815,268	
		Interdistrict Payments	7,841,173	
		Other – Transfers Out	474,020	
		Total Expenditures		<u>\$22,475,853</u>
		Projected June 30, 2019 Fund Balance		\$7,238,253

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 2018-2019 is as follows:

Revenue				
	Local	21,623,390		
	Intermediate	52,950		
	State	10,192,133		
	Federal	6,121,955		
	Interdistrict Revenues	19,394		
	Other – Transfers In	398,731		
	Total Revenue		\$38,408,553	
	Fund Balance July 1, 2018	\$13,328,626		
	Fund Balance Available to Appropriate		<u>\$13,328,626</u>	
	Total Available to Appropriate		<u>\$51,737,179</u>	

BE IT FURTHER RESOLVED, that \$40,099,088 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	14,490,670	
	Other	0	
	Support		
	Pupil	12,290,767	
	Instructional Staff	2,431,347	
	General Administration	49,675	
	School Administration	240,444	
	Business	200,691	
	Operation/Maintenance	757,556	
	Pupil Transportation	1,102,072	
	Central	272,702	
	Other	0	
	Community Service	259,539	
	Interdistrict Payments	6,641,800	
	Other – Transfers Out	1,361,825	
	Total Expenditures		<u>\$40,099,088</u>
	Projected June 30, 2019 Fund Balance		\$11,638,091

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 2018-2019 is as follows:

Revenue			
	Local	41,450	
	Intermediate	0	
	State	425	
	Federal	54,600	
	Interdistrict Revenues	0	
	Other – Transfers In	73,000	
	Total Revenue		\$169,475
	Fund Balance July 1, 2018	\$9,065	
	Fund Balance Available to Appropriate		<u>\$9,065</u>
	Total Available to Appropriate		<u>\$178,540</u>

BE IT FURTHER RESOLVED, that \$173,875 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		173,875	
Other – Transfers Out		0	
Total Expenditures			<u>\$173,875</u>
Projected June 30, 2019 Fund Balance			\$4,665

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 2018-2019 is as follows:

Revenue			
Local		0	
Intermediate		0	
State		0	
Federal		0	
Interdistrict Revenues		0	
Other – Transfers In		200,000	
Total Revenue			\$200,000
Fund Balance July 1, 2018		\$896,942	
Fund Balance Available to Appropriate			<u>\$896,942</u>
Total Available to Appropriate			<u>\$1,096,942</u>

BE IT FURTHER RESOLVED, that \$197,900 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		400	
Capital Outlay		197,500	
Total Expenditures			<u>\$197,900</u>
Projected June 30, 2019 Fund Balance			\$899,042

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.

Request for Maternity Leave of Absence

Mr. Bless made a motion, supported by Ms. Larzelere to approve the maternity leave of absence request for Sarah LaVoy to begin on or about September 30, 2018 and continue through December 19, 2018. The motion carried unanimously.

Request for Maternity Leave of Absence

Mr. Miller made a motion, supported by Dr. Martin to approve the maternity leave of absence request for Candice Solomon to begin on or about September 25, 2018 and continue through November 29, 2017. The motion carried unanimously.

Request for Maternity Leave of Absence

Ms. Larzelere made a motion, supported by Mr. Bless to approve the maternity leave of absence request for Elizabeth Weyher to begin on or about September 4, 2018 and continue through November 26, 2018. 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 Laura Bilotta to begin on June 14, 2018 through August 31, 2018. The motion carried unanimously.

MiExcel Summer Work

Mr. Bless made a motion, supported by Mr. Miller to approve an additional 100 hours for Chris Todd to complete the MiExcel Focus during the 2018 summer. This will be funded through the Regional Assistance Grant. The motion carried unanimously.

Request for Early On Rate Increase

Ms. Larzelere made a motion, supported by Mr. Bless to approve a 2% rate increase for the Early On staff. The motion carried unanimously.

Request for CASA Rate Increase

Mr. Miller made a motion, supported by Dr. Martin to approve a 2% rate increase for CASA employees. The motion carried unanimously.

Additional Days – Grant Funded

Mr. Bless made a motion, supported by Mr. Miller to increase the calendar of Jean Foster, School Health Coordinator, by eighteen (18) days beginning with the 2018-2019 school year due to the additional Integrating Health into School Improvement Planning Grant pilot program. The motion carried unanimously.

Employment Recommendation – Alvarez, Michele

Dr. Martin made a motion, supported by Mr. Miller to approve the employment of Michele Alvarez as a special education teacher at Custer II Elementary School, effective August 23, 2018. The motion carried unanimously.

Renewal of Supervisory Contracts

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

2018-2019

Name	Days
Rori Meyerink, Supervisor	215
Sarah Yu, Supervisor	215

2019-2020

Name	Days
Kathryn Bourbina, ECSE Director	230
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

The motion carried unanimously.

Renewal of Administrative/Support Staff Contracts

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

- 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
- James Dornberg -Instructional Technology Specialist (220 day contract)
- Crysti Esper- Graphic and Design Specialist
- 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
- James Keck- Technology Support Coordinator
- Robert Krueger- Principal, MCMC (230 day contract)
- Jennifer LaDuke – CTE Director
- Seth Lisros – 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
- Sarah Richardville- Dean of Students, MCMC (208 day contract)
- Janet Russeau- Technology Application Specialist
- Renee Rymanowicz – Accounting Supervisor

- Nicole Shaughnessy, Director, Knabusch Math & Science Center (220 day contract)
- Christopher Slat -Instructional Technology Specialist (220 day contract)
- Adra Stevens – Payroll Accountant
- 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

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

- Kim Reynolds – Education Coordinator (215 days)
- Amanda Snell – Mental Health Consultant (188 days)
- Sasha Turner – Health Services Coordinator (215 days)
- Kari Hoffman – Accountant (260 days)
- Kristin Shappee – Assistant Director (237 days)
- Nicole VanDaele – Director (260 days)

The motion carried unanimously.

Certified Employee Status Recommendations 2018-2019 School Year

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

Continuation of First Year Probationary Status

Danielle Borg, Teacher
Kathy Calloway, Teacher

Second Year Probationary Status

Antoinette Barry, Curriculum Consultant
Amber Dietrich, Teacher
Amanda Fowler, Teacher
Paulette Jones, Teacher
Kelly Keyes, Teacher Consultant
Jannicka Martinsen, Teacher
Ashely Powers, Teacher
Kriston Roman, Teacher
Jacqueline Rooks, Teacher
Candice Solomon, Teacher
Sarah Vaughn, Teacher

Third Year Probationary Status

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

Continuation of Fourth Year Probationary Status

Anthony DeNardis, Teacher

Dianna Synowiec, Teacher

Joshua Vance, Teacher

Fourth Year Probationary Status

Christine Cole, Teacher

Jennifer Floyd-Kemritz, Teacher

Amanda Himes, Teacher

Lynsey Silva, Teacher

Rachel Storey, Teacher

Continuation of Fifth Year Probationary Status

Caitlyn Bennett, Teacher Consultant

Nichole Torzewski, Teacher

Fifth Year Probationary Status

Cynthia Janisko, Teacher Consultant

Jessica Martin, Teacher

Dana Paul, Teacher

Tenure Status

Trina Schneider, Teacher

Lisa Sellers, Teacher

The motion carried unanimously.

Layoff of Personnel

Mr. Miller made a motion, supported by Dr. Martin to approve the following resolution:

RESOLUTION FOR LAYOFF OF PERSONNEL

WHEREAS:

The Board of Education, after closure and movement of classrooms, 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 13, 2018.

Name

Position

Toya Gibbs

Early Childhood Program Clerk

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

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
Dale DeSloover	yes	_____	_____
Renee Larzelere	yes	_____	_____
Paul Miller	yes	_____	_____
Russell Bless	yes	_____	_____
Barry Martin	yes	_____	_____

The motion carried unanimously.

MCMC Laptop Bid Recommendation

Ms. Larzelere made a motion, supported by Mr. Bless to award the MCMC laptop bid to Presidio for the amount of \$51,501.00. The motion carried unanimously.

Shared Data Center Bid Recommendation

Mr. Miller made a motion, supported by Dr. Martin to award the shared data center project bid recommendation to SHI in the amount of \$65,002.56. The motion carried unanimously.

Acceptance of Donation - CASA

Mr. Bless made a motion, supported by Ms. Larzelere to accept a donation in the amount of \$5,000 from the Monroe County Exchange Club to support the CASA program. The motion carried unanimously.

Acceptance of Donation – Transition Center

Ms. Larzelere made a motion, supported by Mr. Bless to accept a donation in the amount of \$300.00 from the Luna Pier Volunteer Fireman Association to support student community-based learning in the Transition Center. The motion carried unanimously.

Lunch Price Increases

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

Grade K-8: \$2.45

Grade 9-14: \$2.55

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 on June 14th; complete audit will be done in September

Human Resources and Legal Counsel – Betsy Taylor

- Not in attendance.

Curriculum and Instruction – Lisa Montrief

- Announced that the MCISD is hosting the Ed Tech on the River Raisin Conference today, June 19th.
- Informed the board that the 2018-2019 Knabusch Field Trip listing was released; filling up fast.

- Informed the board that some outside painting will be completed at the Center by Monroe Public Schools; the Michigan DNR has approved the project.

Special Education and Early Childhood Services – Michelle Brahaney

- Lunch at Holiday Camp is June 28th at 11:15 AM
- DTE is interested in moving forward with some improvements to the dock at Holiday Camp, however, with the start of camp, this project will be moved back. More information to come.
- Informed the board that all federal grants are being submitted; waiting on some information from the non-public schools to complete last grant application.

Enrollment – May 2018

Head Start Enrollment: 267/267

Head Start Over Income Enrollment (under 10%): 23-9%

Head Start Disabilities Enrollment (under 10%): 47-18%

Early Head Start Enrollment: 72/72

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

Early Head Start Disabilities Enrollment (under 10%): 22-31%

Current Waitlist 2018-2019

Head Start Income Eligible: 8

Head Start Over Income: 16

Early Head Start Income Eligible: -

Early Head Start Over Income: -

Head Start Attendance - May 2018

Arborwood: 86.87%

Ida: 90.63%

MCCC: 89.22%

Riverside: 88.14%

SRE: 94.61%

Sodt: 86.36%

Program Total: 88.31% (over 85%)

Early Head Start Attendance

HV1: 72%

HV2: 47%

HV3: 71%

HV4: 44%

HV5: 84%

HV6: 61%

Program Total: 63%

Office of Head Start Communication Memorandums: N/A

Program Updates:

- Grants for FY19 for EHS and HS have been submitted for approval.

- COLA rates for EHS and HS were submitted on June 13, 2018; pending approval.
- The EHS program participated in a Focus Area 2 monitoring. The monitoring lead indicated a positive review, with no areas of non-compliance. A final report will follow.
- Final Great Start to Quality Ratings:
 - Arborwood North – 4 Star
 - Ida – 5 Star
 - Monroe County Community College – 4 Star
 - Riverside – 5 Star
 - Smith Road – 5 Star
 - Sodt – 5 Star
 - Orchard Center – in the process of licensing.

Superintendent – Stephen McNew

- Informed the board that the July Board Meeting is the organizational meeting.
- Discussed the DTE situation that is currently in the news.
- Informed the board that the MCISD’s budget resolution was passed unanimously by all local district boards’ of education.

Adjourn

At 9:14 a.m. Mr. Bless made a motion, supported by Mr. Miller, to adjourn the meeting. The motion carried unanimously.

Respectfully submitted,

Paul Miller
Secretary