

REGULAR BOARD MEETING MINUTES

MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT BOARD OF EDUCATION

June 20, 2022

Monroe County ISD
Lake Erie Room

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: Russell Bless left at 10:17 a.m.

MCISD

STAFF PRESENT: Superintendent Steve McNew, Eric Feldman, Rachel Kopke, Josh Dyer, Lisa Montrief and Andrea Murphy

MCISD

STAFF ABSENT: Nicholas Hay

OTHERS PRESENT: none

Pledge of Allegiance

The Pledge of Allegiance was led by Vice President Larzelere.

Educational Presentation

Bil Hite, Educational Center and Transition Center Principal, updated the board on the changes in the MCISD Transition Program.

Presentation

Grant Brooks, SEMCOG, updated the board on the SEMCOG educational initiatives that are available to SEMCOG members.

Important Dates

- June 19 Summer Hours Began
- July 4 MCISD Closed
- July 18 MCISD Board Meeting, 8:30 AM

Expressions from the Public

none

Recommended Actions

Routine Matters

Ms. Larzelere made a motion, supported by Mr. Bless to approve the minutes of the May 16 and June 5, 2023 meetings that were presented. The motion carried unanimously.

Financial Reports

	General Fund	Special Education Fund	Food Service Fund	Tech Tax	Student Activities	CP	Total
<u>Check Registers</u>							
5/10-5/31/23	3,822,686.40	937,129.68	24,851.90	10,056.28	1,406.27	108,339.79	4,904,470.32
6/1-6/9/23	1,006,701.54	384,631.49	2,824.47	216,506.85	796.58	56,369.12	1,667,830.02

ACH Transactions

Gross Payroll	805,375.18	1,830,027.91	0	0	471.73	0	2,635,874.82
Student Activity Account Transfers	0	0	0	0	0	0	0

Early Head Start & Early Head Start

Year to Date as of May 31, 2023 \$3,138,787.94

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 2022-2023 Budget Revisions

Mr. Dyer presented the requested revisions to the 2022-2023 budgets. There was a motion by Mr. Miller, supported by Dr. Martin, to approve revisions to the budgets as follows:

General Fund	Approved	Requested Revisions
Revenue	\$25,289,631	\$26,713,332
Expenditures	\$25,536,792	\$26,555,025
Special Education Fund	Approved	Requested Revisions
Revenue	\$54,219,222	\$56,962,281
Expenditures	\$53,527,431	\$53,989,921
Food Service Fund	Approved	Requested Revisions
Revenue	\$204,665	\$240,063
Expenditures	\$203,965	\$237,460
Technology Enhancement Fund	Approved	Requestion Revision
Revenue	6,622,195	6,613,155
Expenditures	6,622,195	6,613,155
School Activity Fund	Approved	Requested Revisions
Revenue	\$50,000	\$40,000
Expenditures	\$50,000	\$40,000

Capital Projects Fund	Approved	Requested Revisions
Revenue	\$565,000	\$567,000
Expenditures	\$811,000	\$556,900

The motion carried unanimously.

2023-2024 Budget Hearing and Public Comment

Mr. Dyer presented the 2023-2024 budget projections. There was a motion by Mr. Bless, supported by Ms. Larzelere to approve the 2023-2024 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 2023-2024; 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 .2897 mill for the General Fund (General Operating), .9866 mill for the Technology Enhancement Fund 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 2023-2024 is as follows:

Revenue			
	Local	2,335,390	
	Intermediate	128,000	
	State	10,153,110	
	Federal	5,564,385	
	Interdistrict Revenues	3,763,604	
	Other – Transfers In	2,038,624	
	Total Revenue		\$23,983,113
	Fund Balance July 1, 2023	\$9,623,645	
	Fund Balance Available to Appropriate		\$9,623,645
	Total Available to Appropriate		\$33,606,758

BE IT FURTHER RESOLVED, that \$25,439,074 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	6,786,939		
	Added Needs	174,187		
	Other	0		
	Support			
	Pupil	2,245,632		
	Instructional Staff	3,414,216		
	General Administration	627,192		
	School Administration	473,741		
	Business	1,768,635		
	Operation/Maintenance	803,846		
	Pupil Transportation	143,765		
	Central	3,342,295		
	Other	7,517		
	Community Service	1,041,375		
	Interdistrict Payments	4,011,003		
	Other – Transfers Out	598,731		
	Total Expenditures		\$25,439,074	
	Projected June 30, 2024 Fund Balance		\$8,167,684	

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 2023-2024 is as follows:

Revenue				
	Local	26,396,508		
	Intermediate	600		
	State	17,680,096		
	Federal	7,063,891		
	Interdistrict Revenues	18,560		
	Other – Transfers In	465,731		
	Total Revenue		\$51,625,386	
	Fund Balance July 1, 2023	\$24,255,615		
	Fund Balance Available to Appropriate		\$24,255,615	
	Total Available to Appropriate		\$75,881,001	

BE IT FURTHER RESOLVED, that \$55,424,754 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	18,420,621	
		Other	0	
	Support			
		Pupil	19,817,554	
		Instructional Staff	2,956,680	
		General Administration	86,100	
		School Administration	471,074	
		Business	262,720	
		Operation/Maintenance	1,304,429	
		Pupil Transportation	1,379,064	
		Central	406,345	
		Other	0	
		Community Service	327,476	
		Interdistrict Payments	7,557,000	
		Other – Transfers Out	2,435,691	
		Total Expenditures		<u>\$55,424,754</u>
		Projected June 30, 2024 Fund Balance		\$20,456,247

BE IT FURTHER RESOLVED, the total Revenues and Unappropriated fund balance estimated to be available for appropriation in the **Technology Enhancement Fund** of Monroe County Intermediate School District for fiscal year 2023-2024 is as follows:

Revenue			
	Local	6,830,918	
	State	177,738	
	Total Revenue		<u>\$7,008,656</u>
	Fund Balance July 1, 2023	\$0	
	Fund Balance Available to Appropriate		<u>\$0</u>
	Total Available to Appropriate		<u>\$7,008,656</u>

BE IT FURTHER RESOLVED, that \$7,008,656 of the total available to appropriate in the **Technology Enhancement Fund** is hereby appropriated in the amounts and for the purpose set forth below:

Expenditures			
	Support		
		Business	2,600
		Other	6,814,818
		Other – Transfers Out	191,238
		Total Expenditures	<u>\$7,008,656</u>
		Projected June 30, 2024 Fund Balance	\$0

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 2023-2024 is as follows:

Revenue			
	Local	38,450	
	State	0	
	Federal	87,500	
	Interdistrict Revenues	0	
	Other – Transfers In	105,000	
	Total Revenue		\$230,950
	Fund Balance July 1, 2023	\$12,487	
	Fund Balance Available to Appropriate		\$12,487
	Total Available to Appropriate		\$243,437

BE IT FURTHER RESOLVED, that \$236,985 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	236,985	
	Other – Transfers Out	0	
	Total Expenditures		\$236,985
	Projected June 30, 2024 Fund Balance		\$6,452

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 2023-2024 is as follows:

Revenue			
	Local	50,000	
	Total Revenue		\$50,000
	Fund Balance July 1, 2023	\$56,435	
	Fund Balance Available to Appropriate		\$56,435
	Total Available to Appropriate		\$106,435

BE IT FURTHER RESOLVED, that \$50,000 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		50,000	
	Other – Transfers Out		0	
	Total Expenditures		<u>\$50,000</u>	
	Projected June 30, 2024 Fund Balance		\$56,435	

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 2023-2024 is as follows:

Revenue			
	Local	10,000	
	Other – Transfers In	550,000	
	Total Revenue		\$560,000
	Fund Balance July 1, 2023	\$547,656	
	Fund Balance Available to Appropriate		\$547,656
	Total Available to Appropriate		<u>\$1,107,656</u>

BE IT FURTHER RESOLVED, that \$870,000 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	100	
	Capital Outlay	869,900	
	Total Expenditures		<u>\$870,000</u>
	Projected June 30, 2024 Fund Balance		\$237,656

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.

The motion carried unanimously.

First Review of Board Policy 5330.02

Eric Feldman reviewed Board Policy 5330.02 Opioid Antagonists with the board. No edits were discussed.

Personnel Update

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

- A. Employment
 - a. Bridgette Halcomb, Director, Great Start Collaborative
 - b. Despina Kotsoyiannis, Social Worker, East Region
 - c. Meghan Inzano, Social Worker, North Region
 - d. Charish Shaw, Special Education Teacher, Arborwood North
 - e. Crystal Stotz, Occupational Therapist, ECSE
- B. Leave(s) of Absence
 - a. Kailtin Boston, beginning August 28, 2023 through November 20, 2023
 - b. Christina Fancsal, beginning October 8, 2023 through November 20, 2023
- C. Resignations/Retirements
 - a. Samantha Bean, resigned
 - b. Chloe Binger, resigned
 - c. Janice Byron, retired
 - d. Traci Fackelman, resigned
 - e. Olivia Jackson, resigned
 - f. Jeness Kuehnlein, resigned
 - g. Caitlin Langton, resigned
 - h. Michelle Parrish, retired
 - i. Lauren Payne, resigned
 - j. Cheryl Ryan, retired
 - k. Candice Schroeder, resigned

The motion carried unanimously.

Request for New Position: Cyber Security Analyst

Ms. Larzelere made a motion, supported by Dr. Martin to approve the establishment and posting of a Cyber Security Analyst effective immediately. The motion carried unanimously.

Request for New Position: Teacher Consultant - ASD

Mr. Miller made a motion, supported by Ms. Larzelere to approve the establishment and posting of a Teacher Consultant-ASD position effective for the 2023-2024 school year. The motion carried unanimously.

Request for New Position: Literacy Facilitator

Ms. Larzelere made a motion, supported by Dr. Martin to approve the establishment and posting of a Literacy Facilitator position effective for the 2023-2024 school year. The motion carried unanimously.

Request for New Positions: LBSE Teacher and Teacher Aide

Dr. Martin made a motion, supported by Mr. Miller to approve the establishment and posting of a Local-Based Special Education Teacher and Teacher Aide position at Airport Community Schools. The motion carried unanimously.

Request for New Position: Speech and Language Pathologist

Ms. Larzelere made a motion, supported by Dr. Martin to approve the establishment and posting of a Speech and Language Pathologist at Airport Community Schools, effective with the start of the 2023-2024 school year. The motion carried unanimously.

Request for New Position: Math Coach

Mr. Miller made a motion, supported by Ms. Larzelere to approve the establishment and posting of a Math Coach position with the start of the 2023-2024 school year. The motion carried unanimously.

Temp. Certified Occupational Therapy Assistant

Dr. Martin made a motion, supported by Ms. Larzelere to approve the continuation of employment of Lisa Lajiness as a Certified Occupational Therapy Assistant through the summer 2023 school year, for up to 15 days. The motion carried unanimously.

Temporary School Psychologist

Mr. Miller made a motion, supported by Dr. Martin to approve the extension of Diane Donar's temporary employment as a School Psychologist, to work up to 2-3 days a week effective September 2023 to June 2024. The motion carried unanimously.

Renewal of Supervisory Contracts

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

2023-2024

Name	Days
Chelsea Iffland, Supervisor	215
Kelly Keyes, Supervisor	215
Megan Sexton	215

2024-2025

Name	Days
Kathryn Bourbina, ECSE Director	240
Shawna Dippman, Supervisor	230
Amy Hammons, Regional Director	230
William Hite, Supervisor/Principal	235
Robert Krueger, Supervisor/Principal	230
Shawna Landis, Regional Director	230
Melissa Morton, Supervisor	215
Matthew Prange, Director of Instructional Tech	240
Andrew Shilling, Regional Director	230
Sarah Yu, Supervisor/Asst. Principal	215

The motion carried unanimously.

Renewal of Administrative/Support Staff Contracts

Ms. Larzelere made a motion, supported by Dr. Martin to approve the following administrative/support staff contract extensions for the 2023-2024 contract year:

- Chad Baas – Shared-Time Business Manager, Ida
- Katie Bennett - Finance Applications Specialist
- 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
- Patrick Felder – Technology Support Coordinator
- OPEN - Help Desk Technician
- C. Steven Foster – Director of Building and Grounds
- Nicholas Hay- Director of Information Services
- James Keck- Technology Support Coordinator
- Josh Kirby – Coordinator, Technology Applications (230 day contract)
- Cortney Last- GSRP Director

- Margot Lechlak – Mental Health Crisis Coordinator (220 day contract)
- Rafe McIntire- Transportation Supervisor
- Coryn Mifsud – Shared Time Business Manager, Dundee/Summerfield
- Cara Morrison – YOP Coordinator (up to 240 days, depending on grant)
- Andrea Murphy - Administrative Assistant to the Superintendent and District Communications Coordinator
- Jeannette Reed – Accountant/Child Accounting Auditor
- Rebecca Roof – Payroll Supervisor
- Renee Rymanowicz – Accounting Supervisor
- Jerica Sharp – CASA Director
- Nicole Shaughnessy, Director, Knabusch Math & Science Center (220 day contract)
- Christopher Slat -Instructional Technology Specialist (220 day contract)
- Adra Stevens – Shared Time Accountant, Summerfield
- Denise Teague – CTE Director
- Jacqueline Venier – Technology Applications Specialist
- Elizabeth Winter – Instructional Technology Specialist (220 day contract)
- Kimberly Worden- Shared-Time Accountant, Summerfield
- OPEN- Director Great Start Collaborative (195 day contract)

The motion carried unanimously.

Renewal of Administrative Support Contracts – Head Start

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

- Nicole VanDaele – Director (260 days)
- Stephanie Carlton – Assistant Director (237 days)
- Kari Hoffman – Accountant (260 days)
- Kim Reynolds – Education Coordinator (220 days)
- Amanda Muncy – Mental Health Coordinator (208 days)
- Savannah Rodriguez – Mental Health Consultant (208 days)
- Nicole Dluzen – Health Services Coordinator (220 days)
- Stephanie Bailiff – Site Leader (208 days)
- Christa Braden – Site Leader (208 days)
- Holly Miller – Site Leader (208 days)
- Kim Minner – Site Leader (208 days)
- Carol Rife – Site Leader (208 days)

The motion carried unanimously.

Certified Employee Status Recommendations 2023-2024 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

Kristen Dunmeade, Teacher
 Angela Edwards, Teacher
 Mary Pizzo, Teacher

Second Year Probationary Status

Priscilla Byrd, Teacher
 Kari DeGrace, Teacher
 Victoria Francis, Teacher

Jennifer Holdren, Teacher
Leigh Jewett, Teacher
Rayann Turner, Teacher

Third Year Probationary Status

Melisa Flanner, Teacher
Alyssa Maldonado, Teacher

Continuation of Third Year Probationary Status

Kathryn Nice, Teacher

Fourth Year Probationary Status

Megan Chonko, Teacher
Sierra Szczepanski, SCI Teacher
Madyson Farris, Teacher

Continuation of Fourth Year Probationary Status

Brandy Bowen, Teacher

Fifth Year Probationary Status

Kaitlin Boston, Teacher
Jaquelyn Crane, Teacher
Stephanie Iacoangeli, Teacher
Nicole Knott, Teacher
Jordyn Rightnowar, Teacher

Tenure Status

Natalie Dahl, Teacher
Rachel Fiedler, Teacher
Teresa Gratowski, Teacher
Laura Marckel, Teacher
Carrie Roberts, Teacher
Renee Way, Teacher Consultant

The motion carried unanimously.

MCMC Computer Purchase

Dr. Martin made a motion, supported by Mr. Miller to approve the purchase of 86 Dell laptops at \$605.00 each for the Monroe County Middle College. The motion carried unanimously.

Acceptance of Donation – Head Start Program

Ms. Larzelere made a motion, supported by Dr. Martin to accept a donation of moving boxes from Bay Corrugated, Inc. in the amount of 103.80 for classroom moves. The motion carried unanimously.

Award of Bid – Audio Visual Equipment Upgrade

Dr. Martin made a motion, supported by Ms. Larzelere to award the MCISD Audio Visual Bid to Thainer Electronic Labs Inc. The motion carried unanimously.

Enter into Executive Session

At 10:55 a.m. Ms. Larzelere made a motion, supported by Dr. Martin to enter executive session.

A roll call vote was taken:

Ayes: Martin, Miller, Larzelere, DeSloover

Nays: none

Absent: Bless

The motion carried.

Reconvene

The meeting reconvened at 12:01 p.m.

Reports from the Superintendent and Administrative Staff

Business and Administrative Services – Josh Dyer

- Informed the board that yearly audits have been scheduled for the MCISD, Dundee, Ida and Summerfield.

Human Resources and Legal Counsel – Eric Feldman

- Discussed the Monroe County Sheriff's tabletop emergency exercise took place on June 19th.

Curriculum and Instruction – Lisa Montrief

- Left the meeting at 10:15 a.m.

Special Education and Early Childhood Services – Rachel Kopke

Current Enrollment Report- May 2023

Current Enrollment Report-May 2023 Program	Total Enrollment/Funded Enrollment (total enrollment should equal funded enrollment)	Over Income Enrollment CP#2004 (130% FPL+: under 10%) (101-130% FPL: under 35%)	Disabilities Enrollment (Over 10%)
EHS/HS Combined	Enrolled: 309 Reserved (not to exceed 9): 9 Vacant less than 30 days: 2 Total Enrollment: 311/315-99%	130% FPL+: 19/311=6% 101-130% FPL: 15/311=5%	60/311=19%
Head Start	Enrolled: 253 Reserved (not to exceed 8): 8 Vacant less than 30 days: 0 Total Enrollment: 261/267-99%	130% FPL+: 18/261=7% 101-130% FPL: 11/261=4%	46/261=18%
Early Head Start	Enrolled: 48 Reserved (not to exceed 1): 0 Vacant less than 30 days: 0 Total Enrollment:	130% FPL+: 1/48=2% 101-130% FPL: 4/48=8%	14/48=29%

	48/48-100%		
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Current Waitlist Report-As of 6/16/23 Program	Income Eligible	Over Income 101-130% FPL	Over Income 130+% FPL
Early Head Start	3	0	4
Head Start	0 (can be counted in more than 1 location)	0 (can be counted in more than 1 location)	0 (can be counted in more than 1 location)
Airport-Niedermeier - 33 slots	2	2	3
Bedford-Smith Rd - 33 Slots	2	1	4
Dundee Elementary - 17 Slots	0	0	3
Ida Elementary - 16 Slots	0	0	5
Monroe-AWS Elementary 83 slots	0	2	3
Monroe-MCCC Elementary 18 Slots	0	1	4
Monroe-Orchard Elementary 34 Slots	2	0	1
Monroe-Riverside Elementary 16 Slots	0	0	2
Monroe-YMCA Elementary 17 Slots	0	0	0

Head Start Currently Accepted 23-24-As of 6/16/23 Program	Income Eligible	Over Income 101-130% FPL	Over Income 130+% FPL	Slots Remaining	# With a Known Disability
Airport-Niedermeier 31 slots	26	0	0	5	3
Bedford-Smith Rd 31 Slots	16	0	1	14	4
Dundee Elem 15 Slots	6	0	0	9	4
Ida Elem. -15 Slots	5	0	0	10	0
Monroe-AWS Elementary 77 slots	39	0	2	36	9
Monroe-MCCC Elementary 15 Slots	11	0	0	4	0
Monroe-Orchard Elementary 25 Slots	21	0	0	4	4
Monroe-Riverside Elementary 16 Slots	16	0	0	0	1
Monroe-YMCA Elementary 15 Slots	4	0	0	11	1
TOTALS	144	0	3	93	26

Office of Head Start Communication Type	New Postings	Links to Postings
Information Memorandums	NONE	Information Memoranda ECLKC (hhs.gov)
Program Instructions	NONE	Program Instructions ECLKC (hhs.gov)

Superintendent – Stephen McNew

- Announced that the pool at Holiday Camp was up and running for the first day of camp.
- Informed the board that the Superintendents Retreat will take place at the Battlefield on August 16 and 17, 2023.

Adjourn

At 12:15 p.m. Ms. Larzelere made a motion, supported by Dr. Martin, to adjourn the meeting. The motion carried unanimously.

Respectfully submitted,

Paul Miller
Secretary