

# **REGULAR BOARD MEETING MINUTES**

## **MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT BOARD OF EDUCATION**

**November 15, 2022**

### **Call to Order and Roll Call**

The meeting was called to order at 5:00 p.m. by MCISD President Dale DeSloover.

#### **MCISD BOARD**

**MEMBERS PRESENT:** Dale DeSloover, Renee Larzelere, Paul Miller and Barry Martin

#### **MCISD BOARD**

**MEMBERS ABSENT:** Russell Bless

#### **MCISD**

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

#### **MCISD**

**STAFF ABSENT:** Eric Feldman

**OTHERS PRESENT:** Crystal Willit, Denise Miller, Kellie Farmer and Daniel Clark (Rehmann)

### **Pledge of Allegiance**

The Pledge of Allegiance was led by President DeSloover.

### **Audit Presentation**

Daniel Clark, Assurance Principal at Rehmann reviewed the 2021-2022 final audit with the board. The MCISD received a clean opinion.

### **Important Dates**

- Nov 16 MCABOE Board of Director's Meeting, 5:00 PM
- Nov 24 & 25 Thanksgiving Holiday, MCISD Closed
- Dec 20 MCISD Board Meeting, 5:00 PM

### **Expressions from the Public**

None.

### **Recommended Actions**

#### **Routine Matters**

Ms. Larzelere made a motion, supported by Dr. Martin to approve the minutes of the October 18, 2022 meeting 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>							
10/9-10-31/22	1,657,549.23	499,455.98	11,344.51	463.28	0	37,321.54	2,206,134.54
11/1-11/5/22	124,457.71	107,193.11	3,570.04	0	4,479.26	0	239,700.12

### ACH Transactions

Gross Payroll	725,338.60	1,756,964.35	0	0	0	0	2,482,302.95
Student Activity Account Transfers	0	0	0	0	0	0	0

Early Head Start & Early Head Start

Year to Date as of October 31, 2022                      \$809,336.02

Mr. Miller made a motion, supported by Dr. Martin, 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

### Frist Reading of Board Policies of the 2000 Series

Dr. McNew reviewed the following Board Policies for the first review:

Policy 2105	Mission of the District
Policy 2112	Parent and Family Engagement
Policy 2210	Curriculum Development – Approved Courses
Policy 2221	Mandatory Courses
Policy 2260	Nondiscrimination and Access to Equal Educational Opportunity
Policy 2260.01	Section 504/ADA Prohibition Against Discrimination Based Disability
Policy 2261	Title 1 Services
Policy 2265	Child Care Center Staff and Volunteers
Policy 2266	Nondiscrimination on the Basis of Sex in Education Programs
Policy 2370.01	On-Line Learning Program
Policy 2410	Prohibition of Referral or Assistance
Policy 2412	Homebound Instruction Program
Policy 2414	Reproductive Health and Family Planning
Policy 2421	Career and Technical Education
Policy 2430	District-Sponsored Clubs and Activities
Policy 2440	Summer School
Policy 2531	Copyrighted Works
Policy 2623	Student Assessment

No edits were made and these policies will be presented to the board next month for final approval.

### Second Reading and Approval of Board Policies of the 0000 Series

Mr. Miller made a motion, supported by Dr. Martin to approve the second reading and adoption of the following board policies:

Policy 0100	Definitions
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Policy 0122	Board Powers
Policy 0131.1	Bylaws and Policies
Policy 0131.2(a)	Transfers
Policy 0131.2 (b)	Transfers of Territory
Policy 0142.7	Orientation
Policy 0143.1	Public Expression of Board Members
Policy 0144.1	Compensation
Policy 0144.3	Conflict of Interest
Policy 0155	Committees
Policy 0161	Parliamentary Authority
Policy 0165.6	Cancellation
Policy 0166.1	Consent Agenda
Policy 0167.1	Voting
Policy 0167.2	Closed Session
Policy 0167.4	Administrative Participation
Policy 0167.6	Use of Social Media
Policy 0168.1	Open Meeting
Policy 0168.2	Closed Meeting
Policy 0168.3	Committee Meetings
Policy 0169.1	Closed Session Requested
Policy 0169.2	Opening Hearing

The motion carried unanimously.

### **Second Reading and Approval of Board Policies of the 1000 Series**

Mr. Miller made a motion, supported by Dr. Martin to approve the second reading and adoption of the following board policies:

Policy 1130	Conflict of Interest
Policy 1217	Weapons
Policy 1220	Employment of Superintendent
Policy 1230	Responsibilities of the Superintendent
Policy 1240	Evaluation of Superintendent
Policy 1400	Job Descriptions
Policy 1411	Whistleblower Protection
Policy 1420	School Administrator Evaluation
Policy 1422	Nondiscrimination and Equal Employment Opportunity
Policy 1439	Administrator Discipline
Policy 1440	Reimbursement of Job-Related Expenses
Policy 1443	Non-renewal of Administrative Contracts
Policy 1613	Student Supervision and Welfare
Policy 1615	Use of Tobacco by Administrators
Policy 1616	Staff Dress and Grooming
Policy 1619	Group Health Plans
Policy 1619.01	Privacy Protections of Fully Insured Group Health Plans
Policy 1619.03	Patient Protection and Affordable Care Act
Policy 1623	Section 504/ADA Prohibition against Disability Discrimination in Employment
Policy 1630.01	FMLA
Policy 1662	Anti-Harassment

The motion carried unanimously.

## **Second Reading and Approval of Board Policies of the 3000 Series**

Mr. Miller made a motion, supported by Dr. Martin to approve the second reading and adoption of the following board policies:

Policy 3120	Employment of Professional Staff
Policy 3120.04	Employment of Substitutes
Policy 3120.08	Employment of Personnel for Co-Curricular/Extra-Curricular Activities
Policy 3121	Criminal History Record Check
Policy 3121.01	Criminal Conviction Review
Policy 3122	Nondiscrimination and Equal Employment Opportunity
Policy 3122.01	Alcohol and Drug-free Workplace
Policy 3122.02	Nondiscrimination based on Genetic Information of the Employee
Policy 3123	Section 504-ADA Prohibition Against Disability Discrimination in Employment
Policy 3130	Assignment and Transfer
Policy 3139	Professional Staff Discipline
Policy 3142	Probationary Teachers
Policy 3160	Physical Examination
Policy 3161	Unrequested Leaves of Absences/Fitness for Duty
Policy 3165	Temporary Head Start Vaccination Requirements
Policy 3170.01	Employee Assistance Program (EAP)
Policy 3210	Staff Ethics
Policy 3211	Whistleblower Protection
Policy 3213	Student Supervision and Welfare
Policy 3215	Use of Tobacco by Professional Staff
Policy 3217	Weapons
Policy 3242	Professional Growth Requirements
Policy 3243	Professional Meetings
Policy 3362	Anti-Harassment
Policy 3362.01	Threatening Behavior Towards Staff Member
Policy 3362.02	Workplace Safety
Policy 3419	Growth Health Plans
Policy 3419.01	Privacy Protections of Self-Funded Group Health Plans
Policy 3419.02	Privacy Protections of Fully Insured Group Health Plans
Policy 3419.03	Patient Protection and Affordable Care Act
Policy 3420	Benefits for Nonrepresented Staff
Policy 3430.01	FMLA
Policy 3437.01	Military Leave
Policy 3440	Reimbursement of Job-Related Expenses

The motion carried unanimously.

## **Approval of the Personnel Update**

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

- Employment
  - o Jayme Kirk, Occupational Therapist/Early Childhood Education
  - o Stephanie Fishman, Behavior Coach, North Region
  - o Caitlin Palm, School Nurse, Educational Center
  - o Mary Pizzo, Early Childhood Special Education Teacher, Custer Elementary
- Leaves of Absence

- Shannon Bentley, GSRP Program Support Aide, Arborwood
- Alexis Kennedy, ECSE Program Assistant
- Resignations/Retirement
  - Cheyenne Bolton, resigned
  - Monica Castillo-Gonzalez, resigned
  - Wendy Elmes, resigned
  - Nicole Eyler, resigned
  - Christopher Male, resigned
  - Lauren Rhoades, resigned
  - Betsy Rothrock, resigned
  - Danielle Williams, resigned

The motion carried unanimously.

### **Request for Maternity Leave of Absence Extension**

Mr. Miller made a motion, supported by Dr. Martin to approve the maternity leave of absence extension for Stephanie Thomas, literacy Coach, through February 28, 2023. The motion carried unanimously.

### **Request for New Position: Vision Impaired/Hearing Impaired Program Asst.**

Dr. Martin made a motion, supported by Ms. Larzelere to approve the establishment and posting of a Vision Impaired/Hearing Impaired program assistant or teacher aide position effective immediately. The motion carried unanimously.

### **Temporary Teacher Consultant Support - Laskey**

Ms. Larzelere made a motion, supported by Dr. Martin to approve the temporary employment of Marsha Laskey for up to fifty (50) hours through December 22, 2022 as a teacher consultant in the East Region. The motion carried unanimously.

### **Temporary Early Childhood Special Education Teacher Consultant - Bentley**

Mr. Miller made a motion, supported by Ms. Larzelere to approve the temporary employment of Dawn Bentley, as an Early Childhood Special Education Teacher Consultant, for up to seventy (70) days beginning November 14, 2022 through the end of the school year. The motion carried unanimously.

### **School Psychologist Paid Internship – New Rates**

Ms. Larzelere made a motion, supported by Mr. Miller to approve the increase to the hourly rate of School Psychologist based on their graduate student level. The motion carried unanimously.

### **Tuition Offset**

Dr. Martin made a motion, supported by Mr. Miller to approve the Tuition Offset program with Lourdes University as a polit program. The motion carried unanimously.

### **Request for New Position: Full-Time Custodian**

Ms. Larzelere made a motion, supported by Dr. Martin to approve the establishment and posting of a full-time custodian position as a replacement of the current part-time custodian posting, effective immediately. The motion carried unanimously.

## Increase to Full-time Secretary B – Knabusch Math and Science Center

Dr. Martin made a motion, supported by Mr. Miller to approve the Secretary B – Knabusch Math and Science Center to a full-time position, effective immediately. The motion carried unanimously.

## Executive Session

At 6:08 p.m. Ms. Larzelere made a motion, supported by Dr. Martin to enter into executive session for the purpose of attorney client privileges.

## Reconvene

The meeting reconvened at 6:52 p.m.

## Reports from the Superintendent and Administrative Staff

### Business and Administrative Services – Josh Dyer

- No further comments.

### Human Resources and Legal Counsel – Eric Feldman

- Not in attendance

### Curriculum and Instruction – Lisa Montrief

- Updated the board on the Student Assistance Program
- Informed the board that Red Letter has started the camera installation process on campus.
- The River Raisin National Battlefield is scheduling more and more student field trips at the Center.

### Special Education and Early Childhood Services – Rachel Kopke

#### Current Enrollment Report-October 2022

<b>Program</b>	<b>Total Enrollment/Funded Enrollment (total enrollment should equal funded enrollment)</b>	<b>Over Income Enrollment CP#2004 (130% FPL+: under 10%) (101-130% FPL: under 35%)</b>	<b>Disabilities Enrollment (over 10%)</b>
EHS/HS Combined	Enrolled: 288/315 Reserved (not to exceed 1):7 Vacant less than 30 days: 7 <b>Total Enrollment: 302/315-96%</b>	130% FPL+: 18/315=6% 101-130% FPL: 15/315=5%	40/315=13%
Head Start	Enrolled: 243 Reserved (not to exceed 8): 6 Vacant less than 30 days: 6 <b>Total Enrollment: 251/267-94%</b>	130% FPL+: 18/267=7% 101-130% FPL: 11/267=4%	30/267=11%
Early Head Start	Enrolled: 45 Reserved (not to exceed 1): 1 Vacant less than 30 days: 1 <b>Total Enrollment: 47/48-98%</b>	130% FPL+: 0/48=0% 101-130% FPL: 4/48=8%	14/48=29%

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### Current Waitlist Report-As of 11/13/22

Program	Income Eligible	Over Income 101-130% FPL	Over Income 130+% FPL
Head Start	30 17 did begin at Orchard 11/7/22 17 projected to begin at AWS January 2023	3	37
Early Head Start	4	0	1

### Head Start Participation Reports October 2022

Site	Attendance Percentage
In Person Arborwood	80.58%
In Person Dundee	90.66%
In Person Ida	85.17%
In Person MCCC	81.05%
In Person Niedermeier	79.71%
In Person Orchard	74.64%
In Person Riverside	85.66%
In Person SRE	85.20%
In Person YMCA	81.94%
<b>In Person Program Attendance Total</b>	<b>82.24%</b>

### Early Head Start Participation Reports-September 2022

Site	Attendance Percentage
HV 1	73%
HV 2	62%
HV 3	58%
HV 4	48%
<b>Program Attendance Total</b>	<b>59.76%</b>

### Office of Head Start Communication

Communication Type	New Postings	Links to Postings
Information Memorandums	<a href="#">ACF-IM-HS-22-08</a> <a href="#">ACF-IM-HS-22-09</a>	<a href="#">Information Memoranda   ECLKC (hhs.gov)</a>
Program Instructions	NONE	<a href="#">Program Instructions   ECLKC (hhs.gov)</a>

### Program Updates

- **The EHS/HS programs are currently 1 position away from being fully staffed!**
  - Program is still seeking a qualified applicant for a Head Start TA at AWS.
- **The Staff Engagement and Program Planning Committee has identified 5 Goals for the program this year. The Goals and progress thus far are outlined below:**

- Develop a schedule to support each Teacher, Teacher Assistant and Float to observe 3 targeted rooms (1 Head Start, 1 GSRP and 1 ECSE) by the end of the 22-23 school year.
  - Teacher Survey has been developed seeking interest in what they would like to see done well in a classroom.
  - EDC/Mentor are reviewing survey results and working on an observation schedule and observation assignments.
  - The program has identified a targeted observation guide to keep observations focused on learning objectives they set out to learn.
- **Increase Parent Participation in Parent Committee Events**
  - Adjust By-Laws to seek a North and South Parent Committee meeting
  - Plan and promote North and South County Parent Committee meetings
  - 3 attended the first North meeting at Panera
- **Organize and Align Family Engagement Events to School Readiness**
  - **There are three events planned for the year for both Head Start and GSRP**
    - 11/4/22-Social Emotional Learning in the home. Make and takes provided and additional parenting resources presented. 18 families attended. Positive parent feedback only was given using a follow up Google Doc Survey.
    - 2/3/22-A Literacy Event is scheduled
    - 5/5/22-A Math/Science event is planned at the Knabusch Center
- **Plan and implement in-person staff engagement events to increase a sense of community within the Early Childhood Family**
  - Retirement event for our long-time program clerk was conducted on 10/28/22 and was attended by 26 staff.
  - A holiday get together is planned on 12/2/22
  - 3 times during the year, surprise breakfast items are being transported to the centers.
  - A monthly token of appreciation is scheduled.
- **Revise Active Supervision Procedures and pilot at AWS by the close of 22-23.**

Using ideas and training on Active Supervision from other grantees, ECLKC, and recent trainings attended, we have started to have discussion on ways we could begin to look at ways to revise our current Active Supervision Procedures that support any person who is in the classroom whether that person is a primary caregiver, a substitute or a Special Education Provider, etc.

- Program administration has worked together to develop draft revisions prior to sharing with the SEPPC and GSRP colleagues.
- Program administration has reviewed proposed revisions with both HS and GSRP staff for further input.
- Program administration revised the draft a second time based on staff feedback.
- Because this procedure outlines how students are supervised by staff, it is crucial we feel confident students will remain safe and well supervised during this process. To ensure this happens, the program plans to

- implement the revised procedures in two pilot locations for two months and increase active supervision monitoring during this time.
- train staff in these locations on proposed Active Supervision revisions prior to their implementation.
- Prior to training all staff on proposed changes, program administration will
  - bring staff who participated in the pilot, together, to discuss if further changes to the procedure that are needed.
  - Make any final adjustments based on staff feedback to the proposed Active Supervision Procedures.
  - Bring the final proposal of revisions before both Policy Council and the Board of Education.

We welcome your attendance to see revisions in person during our pilot period, and/or your thoughts/feedback on the proposed changes to these policy revisions. If interested in seeing revised procedures in person, please schedule a time to visit by contacting Nicole VanDaele.

For Reference:

[Current Active Supervision Policy](#)  
[Proposed Revisions](#)

### **Superintendent – Steve McNew**

- Thanked the board for approving the pilot program with Lourdes University and discussed some of the details of the program.

### **Adjourn**

At 7:07 p.m. Dr. Martin made a motion, supported by Ms. Larzelere, to adjourn the meeting. The motion carried unanimously.

Respectfully submitted,

Paul Miller  
Secretary