

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

**Regular Meeting  
Monday, September 18, 2017  
7:00 p.m.**

**MCISD Lake Erie Room  
1101 S. Raisinville Road  
Monroe, Michigan 48161**

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

**CALL TO  
ORDER AND  
ROLL CALL**

The Pledge of Allegiance was led by President DeSloover.

**PLEDGE OF  
ALLEGIANCE**

Dr. McNew noted the following important dates:

- Sept 19 An Overview of Autism – 4:30 PM
- Sept 20-23 MASA Conference
- Sept 25 Autism: Answers to FAQs – 5:30 PM
- Sept 28 MCABOE Board of Directors – 6:00 PM
- Oct 17 MCISD Board Meeting – 7:00 PM
- Nov 9-11 MASB Fall Conference, Lansing

**IMPORTANT  
DATES**

Roberta Neckel addressed the board on behalf of the MCIEA regarding keeping an open line of communication between the MCIEA, MCISD administration and board of education. Ms. Neckel also thanked the MCISD administration for their commitment to quality professional development sessions during Opening Week.

**PUBLIC  
COMMENT**

A motion was made by Ms. Stiegel, supported by Ms. Larzelere, to approve the minutes of the August 15, 2017 meeting. The motion carried.

**APPROVAL  
OF MINUTES**

	General Fund	Special Education Fund	School Services Fund	Total
<u>Check Registers</u>				
8/6/17-8/31/17	445,274.51	427,046.88	10,410.18	882,731.57
9/1/17-9/9/17	100,676.85	101,548.05	815.20	203,040.10
<u>ACH Transactions</u>				
Withholding & Sales Taxes	391,333.35	--	--	391,333.35

**FINANCIAL  
REPORTS**

Postage	733.78	266.22	--	1,000.00
Retirement	467,270.02	--	--	467,270.02
Gross Payroll	620,745.57	1,633,932.75	--	2,254,678.32
Capital Projects				
Expenditures	16,383.60	166,250.00	--	182,633.60
Student Activity Account	9,723.69	--	--	9,723.69
Expenditures				

Early Head Start

Year to Date as of June 30, 2017	\$320,680.38
Year to Date as of June 30, 2018	\$36,650.46

Head Start

Year to Date as of June 30, 2017	\$2,238,774.62
Year to Date as of June 30, 2018	\$111,472.97

Ms. Larzelere 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.

Ms. Stiegel made a motion, supported by Mr. Bless to approve the tenure status recommendation for Megan Turner at the end of the 2016-2017 school year. The motion carried unanimously.

**M. TURNER  
TENURE**

Ms. Larzelere made a motion, supported by Mr. Bless to approve the medical leave request for Terrie Houser from August 28 through November 4, 2017. The motion carried unanimously.

**MED LEAVE**

Ms. Stiegel made a motion, supported by Mr. Bless to approve the employment recommendation for Amanda Bowersox as an occupational therapist in the Southwest Region, effective September 5, 2017. The motion carried unanimously.

**EMPLOY  
BOWERSOX**

Ms. Larzelere made a motion, supported by Ms. Stiegel to approve the employment recommendation for Braden Galambus as a Great Start Readiness Program teacher at Raisinville Elementary, effective September 5, 2017. The motion carried unanimously.

**EMPLOY  
GALAMBUS**

Mr. Bless made a motion, supported by Ms. Larzelere to approve the employment recommendation for Mary Megan Heintz as a Head Start/GSRP teacher at Smith Road Elementary, effective September 11, 2017. The motion carried unanimously.

**EMPLOY  
HEINTZ**

Ms. Stiegel made a motion, supported by Ms. Larzelere to approve the establishment and posting of an instructional aide position at Mason High School. The motion carried unanimously.

**EST. AND POST  
INST. AIDE**

Mr. Bless made a motion, supported by Ms. Larzelere to approve the rate increase for the following Head Start staff, retroactive to July 1, 2017.

- Teacher Assistants – 13 positions – up to \$11.67
- Bus Drivers – 6 positions – up to \$13.65
- Program Support Aides – 6 positions - \$10.00
- PSA Floaters – 6 positions - \$10.00

In addition, work hours were increased to 7.5 per day for Program Support Aide Floaters and to 8.5 per day for Program Support Aides. The motion carried unanimously.

**HEAD START  
RATE  
INCREASE**

Ms. Stiegel made a motion, supported by Ms. Larzelere to approve the requested increase in contract days for Kristen Shappee from 237 days to 260. The motion carried unanimously.

**INCREASE IN  
DAYS K.  
SHAPPEE**

Ms. Larzelere made a motion, supported by Mr. Bless to approve the Head Start COLA increase (1%) for staff employed under the Early Head Start and Head Start grants. The motion carried unanimously.

**HEAD START  
COLA  
INCREASE**

Ms. Stiegel made a motion, supported by Mr. Bless to approve an illness/injury leave payout to Early Head Start and Head Start employees for unused balances on the first pay of September for the previous fiscal year. The motion carried unanimously.

**HS/EHS  
ILLNESS LEAVE  
PAYOUT**

Mr. Bless made a motion, supported by Ms. Larzelere to approve a 2% pay increase for CASA employees. The motion carried unanimously.

**CASA 2%  
INCREASE**

Mr. Bless made a motion, supported by Ms. Larzelere to approve the temporary employment of Cathy Netter, for up to three (3) days per week from September 25, 2017 through December 18, 2017. The motion carried unanimously.

**TEMP EMPLOY  
C. NETTER**

Ms. Larzelere made a motion, supported by Mr. Bless to approve the attendance of Dale DeSloover, Linda Stiegel and Paul Miller at the MASB Fall Conference and CBA class from November 9-11, 2017 in Lansing, MI. The motion carried unanimously.

**MASB ANNUAL  
CONF.**

Ms. Stiegel made a motion, supported by Ms. Larzelere to approve the purchase of a maintenance utility vehicle, in the amount of \$26,437.00, to Monroe Motorsports. The motion carried unanimously.

**MAINT.  
VEHICLE  
PURCHASE**

Ms. Bless made a motion, supported by Ms. Larzelere to approve the out of state conference to for Michelle Brahaney and Josh Dyer to attend the Wipfli Winter Training Conference from November 28-December 1, 2017 in Orlando, FL. The motion carried unanimously.

**OUT OF STATE  
BRAHANEY &  
DYER**

Ms. Larzelere made a motion, supported by Mr. Bless to approve the out of state conference for Kristen Shappee to attend the ChildPlus Software Training in Las Vegas, NV from October 23 – 26, 2017. The motion carried unanimously.

**OUT OF STATE  
K. SHAPPEE**

Ms. Larzelere made a motion, supported by Ms. Stiegel to approve the Early Head Start and Head Start by-lay revisions as presented to the board. The motion carried unanimously.

**EHS/HS BY-  
LAWS**

Mr. Bless made a motion, supported by Ms. Larzelere to approve the appointment of Stacey Kosciolk as the PAC representative for Triumph Academy. The motion carried unanimously.

**S. KOSCIOLEK  
PAC**

Josh Dyer included the MCISD Vendor List with this month’s board book. Each member reviewed the list and no conflicts of interest were recorded.

**CONFLICT OF  
INTEREST**

Administrative Staff Reports:

**ADMIN  
REPORTS**

*Business and Administrative Services – Josh Dyer*

1. Informed the board that the MCISD, Summerfield and Ida audits have been completed.
2. Announced that the MCISD audit presentation will be at the October board meeting; a budget update for the 2017-2018 fiscal year will be in November.

*Special Education – Michelle Brahaney*

1. Informed the board that Bill Hite presented at a BBA meeting in September.
2. Announced that the MCISD has entered into an agreement with the University of Toledo to support preschool teachers to teach science.
3. Informed the board that the MCISD Master Plan for the Delivery of Special Education has been sent to the MDE Board for approval.

*Early Head and Head Start Report –Michelle Brahaney*

Routine Business

Current Enrollment Report

Program	Enrollment (August 2017)	Over Income Enrollment	Disabilities Enrollment
Head Start	0/267	0-0%	0-0%

**ADMIN  
REPORTS –  
EHS/HS  
REPORT**

Early Head Start	72/72	7-10%	18-25%
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**2017-2018 Enrollment Projections as of 9/11/17**

Program	# Accepted	Over Income Accepted	Accepted Disabilities Enrollment
Head Start	267/267	23-9%	36-13%

**Current Waitlist Report**

Program	Income Eligible	Over Income
Head Start	17	55
Early Head Start	0	1

**Head Start Attendance Reports**

Site	August Attendance Percentage
Arborwood	0%
Ida	0%
MCCC	0%
Riverside	0%
SRE	0%
Sodt	0%
Program Attendance Total	0%

**Office of Head Start Communication**

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

<http://www.monroeisd.us/departments/specialedcse/educational-opportunities/>

**Program Overview/Updates**

- 1) The Head Start enrollment reduction from 319 to 267 children was approved.
- 2) The EHS and HS COLA was approved.

**ADMIN  
REPORTS**

*Curriculum and Instruction – Lisa Montrief*

1. Informed the board that the MCMC currently has 342 students
2. Gave the board an update on the Knabusch Center, Early Literacy happenings throughout the county and Manufacturing Day.

*Human Resources and Legal Counsel – Betsy Taylor*

1. Continuing to fill open positions.
2. Informed the board that the Michigan State Police visited the ISD to review substitute record keeping practices (fingerprints)

*Superintendent – Steve McNew*

1. Informed the board that the MCISD is investigating the condition of the back stairway/deck at Holiday Camp.
2. Gave the board an update on three new CTE courses that will be available to students.
3. Thanked the staff for their dedication during Opening Week.

At 8:32 a.m. Ms. Larzelere made a motion, supported by Ms. Stiegel, to adjourn the meeting. The motion carried unanimously.

**ADJOURN**

Respectfully Submitted,

Paul Miller