

REGULAR BOARD MEETING MINUTES

MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT BOARD OF EDUCATION

September 27, 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, Russell Bless, Renee Larzelere, Paul Miller and Barry Martin

MCISD BOARD

MEMBERS ABSENT: none

MCISD

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

MCISD

STAFF ABSENT: none

OTHERS PRESENT: Denise Teague

Pledge of Allegiance

The Pledge of Allegiance was led by President DeSloover.

Important Dates

- October 6 Manufacturing Day
- October 18 MCISD Board Meeting, 5:00 PM

Expressions from the Public

None.

Recommended Actions

Routine Matters

Ms. Larzelere made a motion, supported by Mr. Bless to approve the minutes of the August 15, 2022 meeting that were presented. The motion carried unanimously.

Financial Reports

	Special	Food		
General	Education	Service	Tech	Student

	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	Tax	Activities	CP	<u>Total</u>
<u>Check Registers</u>							
8/7-8/31/22	1,756,342.66	448,747.59	11,920.76	436.02	1,962.40	10,517.50	2,229,926.93
9/1-9/17/22	1,031,943.29	3,859,105.01	1,352.85	340.93	90.00	6,000.00	4,898,832.08

ACH Transactions

Gross Payroll	591,954.74	1,457,827.12	0	0	23.94	0	2,049,805.80
Student Activity Account Transfers	0	0	0	0	0	0	0

Early Head Start & Early Head Start

Year to Date as of June 30, 2022 \$3,787,011.17

Early Head Start & Head Start

Year to Date as of August 31, 2022 \$216,701.28

Mr. Bless 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

Approval of the Personnel Update

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

- Employment
 - o Hannah De Falcon, School Nurse
 - o Victoria Francis, Special Education Teacher
 - o Sarah Kaiser, Head Start Teacher
 - o Rochelle Massingill, Special Education Teacher
 - o Jeanette Reed, Accountant
 - o Amanda Snell, School Social Worker
 - o Jackie Venier, Technology Applications Specialist
- Leaves of Absence
 - o Alyssa Byrd, Speech/Language Pathologist
 - o April Gill, Special Education Program Assistant Floater
 - o Cheryl McLaughlin, Head Start Teacher
- Resignations/Retirement
 - o Brandius Bachman, resigned
 - o Jennifer Brickner, resigned
 - o Melissa Bruck, resigned
 - o Richelle Dotson, resigned
 - o Melissa Furlan, resigned
 - o Michelle Haas-Nelson, resigned
 - o Courtney Hammond, resigned
 - o Ann Jarecki, resigned
 - o Wendy Kay, resigned
 - o Hannah Moore, resigned
 - o Steve Pfeffer, resigned
 - o Roxanne Pfeiffer, resigned
 - o Christine Shankleton, resigned
 - o Kayla Smith, resigned

- Kerielle Smith, resigned

The motion carried unanimously.

Request for GSRP Rate Increase

Dr. Martin made a motion, supported by Mr. Bless to approve a 2.28% COLA increase for GSRP employees, effective July 1, 2022. The motion carried unanimously.

Request for Head Start Rate COLA Increase

Mr. Bless made a motion, supported by Ms. Larzelere to approve the COLA rate increase of 2.28% for Early Head Start and Head Start employees, effective July 1, 2022. The motion carried unanimously.

Request Increase for Great Start Collaborative

Dr. Martin made a motion, supported by Mr. Bless to approve a \$500 plus 1.5% increase for Amy Zarend, Great Start Collaborative Director, and a 1.5% increase for Nicole Eyler, Great Start Collaborative Parent Liaison, effective October 1, 2022. The motion carried unanimously.

Increased Early On Calendar

Ms. Larzelere made a motion, supported by Mr. Bless to approve an increase in working days for the following Early On positions:

Early On Coordinator – from 192 days to 240 days

Early On Family Engagement Specialists – from 192 days to 240 days

The motion carried unanimously.

Request for Early On Rate Increase

Mr. Miller made a motion, supported by Dr. Martin to approve a 1.5% rate increase for Early On staff, retroactive to July 1, 2022. The motion carried unanimously.

Increase for Youth Opportunity Program Specialist

Mr. Bless made a motion, supported by Mr. Miller to approve the rate increase of \$500 plus 1.5% for Cara Morrison, YOP Program Director, and a 1.5% increase for Lyndsay Wagner, YOP Specialist, retroactive to July 1, 2022. The motion carried unanimously.

Temporary Teacher Consultant Support – Laskey

Dr. Martin made a motion, supported Mr. Bless to approve Marsha Laskey, for up to 50 hours between September 1, 2022 and December 22, 2022, to support Teacher Consultants in the East Region. The motion carried unanimously.

Temporary Early Childhood Special Education Teacher – Kowalewski

Ms. Larzelere made a motion, supported by Mr. Bless to approve Michelle Kowalewski as a temporary early childhood special education teacher at Ritter Elementary until the vacation position is filled. The motion carried unanimously.

Temporary Certified Occupational Therapy Assistant – Lajiness

Mr. Miller made a motion, supported by Dr. Martin to approve the temporary employment of Lisa Lajiness as a Certified Occupational Therapy Assistant, for up to three days per week, through the 2022-2023 school year. The motion carried unanimously.

Additional Recruitment and Retention Incentives for Head Start Orchard Bright Start

Mr. Bless made a motion, supported by Ms. Larzelere to approve additional recruitment and retention incentives for Head Start employees at the Head Start Orchard Bright Center location. The motion carried unanimously.

Contract for School Resource Officer Command

Dr. Martin made a motion, supported by Ms. Larzelere to approve the contract for the Sergeant SRO between the MCISD and the County of Monroe, through the Monroe County Sheriff's Office, effective from September 12, 2022 through September 12, 2023. The motion carried unanimously.

GSRP Incentives Request

Mr. Miller made a motion, supported by Dr. Martin to approve the requested GSRP recruitment incentives and longevity pay, funded under the GSRP grant funds. The motion carried unanimously.

Out of State Conference Request – Aherne, B.

Mr. Bless made a motion, supported by Ms. Larzelere to approve the out of state conference request for Barry Aherne to attend the Assistive Technology Industry Association Conference in Orlando, FL from February 1 through February 4, 2023. The motion carried unanimously.

Out of State Conference Request Adjustment – Dippman, S.

Ms. Larzelere made a motion, supported by Dr. Martin to approve the out of state conference travel cost adjustment for Shawna Dippman to attend the NAME Annual Conference in Baltimore, MA from October 24 through October 28, 2022. Ms. Dippman's original flight, leaving Toledo Express Airport, was cancelled and will be rebooked through Detroit Metro. The motion carried unanimously.

Acceptance of Donation – Holiday Camp

Dr. Martin made a motion, supported by Mr. Miller to accept a donation from the Spencer Family, in memory of Lola Weaver, in the amount of \$300.00. The motion carried unanimously.

Acceptance of Donation – MCISD Special Education Programs

Mr. Bless made a motion, supported by Ms. Larzelere to accept a donation in memory of Betty Bauer in the amount of \$210.00. These funds will be used to support various special education programs at the MCISD Educational Center. The motion carried unanimously.

Request to Schedule Special Board Meeting with Airport Board

Mr. Bless made a motion, supported by Ms. Larzelere to schedule a special board meeting with the Airport Community Schools Board of Education on Thursday, September 29, 2022 at 5:00 p.m. for the purpose of discussing the MCISD Special Education Budget. The motion carried unanimously.

Request to Enter into Executive Session

At 6:50 p.m., Mr. Bless made a motion, supported by Ms. Larzelere to enter executive session for the purpose of discussing attorney client privileges.

At this time, Dr. Rachel Kopke, Josh Dyer and Lisa Montrief were excused from the meeting.

A roll all vote was taken:

Ayes: Bless, Larzelere, Martin, Miller and DeSloover

Nayes: none

The motion carried unanimously.

Reconvene

The meeting reconvened at 8:03 p.m.

Conduct Investigation

Mr. Bless made a motion, supported by Dr. Martin made a motion to allow Renee Larzelere and Dale DeSloover to move forward in seeking a third party to conduct an investigation on behalf of the board.

Ayes: Bless, Larzelere, Martin, Miller and DeSloover

Nayes: none

The motion carried unanimously.

Reports from the Superintendent and Administrative Staff

Business and Administrative Services – Josh Dyer

- No report

Human Resources and Legal Counsel – Eric Feldman

- No further comments

Curriculum and Instruction – Lisa Montrief

- No report

Special Education and Early Childhood Services – Rachel Kopke

Current Enrollment Report-August 2022

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: 46/315 Reserved (not to exceed 1):0 Vacant less than 30 days: 6 Total Enrollment: 48/315-15%	130% FPL+: 0/315=0% 101-130% FPL: 4/315=1%	12/315=4%
Head Start	Enrolled:0 Reserved (not to exceed 8): 0 Vacant less than 30 days: 0 Total Enrollment: 0/267-0% CLOSED-Summer Break	130% FPL+: 0/267=0% 101-130% FPL: 0/267=0%	0/267=0%
Early Head Start	Enrolled: 42 Reserved (not to exceed 1): 0 Vacant less than 30 days: 6 Total Enrollment: 48/48-100%	130% FPL+: 0/48=0% 101-130% FPL: 4/48=8%	12/48=25%

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Current Waitlist Report-August 2022 (as of 8/10/22)

Program	Income Eligible	Over Income 101-130% FPL	Over Income 130+% FPL
Early Head Start	5	0	1

Head Start 2022-23 Projections (as of 9/2/22)

2/3 rooms closed at Orchard due to lack of staffing

Site	Total Accepted	Accepted OI 101-130	Accepted OI 131+	Disability	Waitlist IE	Waitlist OI 101-130	Waitlist OI 130+
Arborwood (66 slots)	60	3	3	5	2	0	8
Dundee (17 Slots)	16	2	3	4	0	0	9
Ida (16 Slots)	13	2	0	1	0	0	9
MCCC (18 Slots)	18-FULL	1	1	1	0	1	11
Niedermeier (33 Slots)	33-FULL	0	1	2	4	0	7
Orchard (51 Slots)	17	0	0	1	1	0	6
Riverside (16 Slots)	16-FULL	0	1	0	0	0	0
Smith Road (33 Slots)	30	2	5	5	1	0	10
YMCA (17 Slots)	17-FULL	0	1	0	0	1	12
TOTALS (267 Slots)	220/267 82%	10/267 4% Must be less than 30%	15/267 6% Must be less than 10%	23/267 9% Must be more than 10%	8 Some may be on more than 1 WL	3 Some may be on more than 1 WL	20 Some may be on more than 1 WL

Head Start Participation Reports August 2022

Site	Attendance Percentage
In Person Arborwood	NA-Closed
In Person Dundee	NA-Closed
In Person Ida	NA-Closed
In Person MCCC	NA-Closed
In Person Niedermeier	NA-Closed
In Person Orchard	NA-Closed
In Person Riverside	NA-Closed
In Person SRE	NA-Closed
In Person YMCA	NA-Closed
In Person Program Attendance Total	NA-Closed

Early Head Start Participation Reports-August 2022

Site	Attendance Percentage
HV 1	54%
HV 2	57%
HV 3	77%
HV 4	42%
Program Attendance Total	57.89%

Office of Head Start Communication

Communication Type	New Postings	Links to Postings
Information Memorandums	None	Information Memoranda ECLKC (hhs.gov)
Program Instructions	None	Program Instructions ECLKC (hhs.gov)

Program Updates

- The Early Childhood program administration conducted open interviews over the course of the summer months. 29 potential applicants attended an open interview, of which 6 were current employees and 23 were new to the MCISD. The programs were able to move 4/6 current employees into a new position of their choice. In addition, the Head Start program was able to secure 10 new employees and the GSRP program was able to secure 6 new employees. Between Head Start and GSRP, an additional 5 positions were offered, yet the applicant declined, and an additional 5 applicants were not offered a position.
- Despite recruitment efforts, the program was unable to secure qualified applicants for the following positions prior to the start of the 22-23 school year.
 - Orchard Head Start Teacher-Classroom 70
 - Orchard Head Start Teacher Assistant-Classroom 70
 - Orchard Head Start Float-Classroom 70
 - Orchard Head Start Teacher-Classroom 10
 - Orchard Head Start Float-Classroom 10

Classroom staff shortages across the nation are causing most of the Head Start grantees to experience classroom closures and under enrollment. Staff shortages in Head Start (and all of education) continue to be at the forefront of many conversations, federally.

Program administration consulted with the regional office, and it was advised that the program refrain from opening classrooms that are not staffed at a level that could support the health and safety of children. Due to these vacancies, both classroom 10 and 70 at the Orchard location did not open at the start of the year with remaining classrooms.

As of the first day of school, all children who had applied at the Orchard location have been offered a spot at Orchard or another school. No students were displaced due to these closures.

As discussed in previous program updates, the program has identified that the Orchard location serves the children and families with the highest number of adverse childhood traumas in the county. Unfortunately, the challenges that accompany this demographic of families and children has led to burn out and secondary trauma of staff whom work at this location. The program has recommended and/or implemented the following program changes in an effort to fully support current and potential new staff working in this location.

- Rebrand the Orchard Head Start location as “Orchard Bright Start Program”

- Partnered with Orchard High School administration and program staff to develop and implement a “Big Buddy” program that identifies appropriate high school role models and preschoolers together.
- Provide a social work intern who is able to be onsite on days students are present (the program has secured a SW intern who is able to work 2/4 days per week students are present)
- Provide current and new Orchard staff with targeted trauma-informed training paired with a stipend of \$1,500 paid 2 times annually. This training includes ongoing training support from the program’s mental health consultant, early childhood special education social worker, and early childhood special education behavior specialist.
- Utilizing the currently closed physical classrooms to support lower numbers of students in order to teach targeted social-emotional skills in a more manageable environment.
- Move one of the three current Orchard Head Start classrooms to the Arborwood South location where there is a higher waitlist.

Using these strategies, the program has made the following progress in opening the remaining two classrooms.

- In partnership with MPS, identified a classroom at AWS that we are able to begin the licensing process in order to move one of the classrooms from Orchard to AWS. Reposted positions reflecting a location of AWS vs. Orchard.
- Hired a second teacher for the Orchard location. It is expected she will begin the beginning of October. It is anticipated that this classroom will open during October.
- Licensing efforts have started for the new AWS classroom. Program administration is actively recruiting a teacher and assistant to fill the respective roles at AWS and realigning support caseloads that will meet the classroom’s needs for this move.

Current vacant Head Start positions

- AWS Teacher 1
- AWS Teacher Assistant 1
- AWS Float 1
- Orchard Float 2
- Orchard Float 3

Superintendent – Stephen McNew

- Discussed the merge with the Monroe County BDC and the Monroe County Chamber
- Discussed the upcoming Legislative Breakfast
- Discussed the Joint Board Meeting with Airport Schools

Adjourn

At 8:22 p.m. Mr. Bless made a motion, supported by Ms. Larzelere, to adjourn the meeting. The motion carried unanimously.

Respectfully submitted,

Paul Miller
Secretary