



St. Joseph County ISD

Building Better Futures for Children and Communities

Superintendent: Teresa L. Belote, Ed.D.

62445 Shimmel Road, Centreville, MI 49032

ADMINISTRATIVE OFFICES : Phone: 269-467-5400 / PATHFINDER: Phone: 269-467-5454

www.sjcisd.org

Board of Education Regular Meeting

July 12, 2024

11:00 a.m.

St. Joseph County Intermediate School District Office, 62445 Shimmel Road, Centreville, MI

AGENDA

Call to Order

Pledge of Allegiance

Introduction of Visitors and Guests

Public Participation - *Per Board Policy #2504, this portion of the agenda is limited to 3 minutes per participant.*

ORGANIZATIONAL MEETING AGENDA ITEMS:

1. Board Officers:

- a. Nominations for and election of the president of the board for 2024-25
- b. Nominations for and election of the vice-president of the board for 2024-25
- c. Nominations for and election of the treasurer of the board for 2024-25
- d. Nominations for and election of the secretary of the board for 2024-25

2.

Board Member Appointments for 2024-25

Last year's appointments:

- | | |
|---|--|
| a. Two representatives for ISD Board Finance Coordinator | Cropper, Fries |
| b. Two representatives for ISD Board Personnel Committee | Bush, O'Dell |
| c. Two representatives for ISD Board Policy Committee | Cropper, Keller |
| d. One representative and one alternate for the St. Joseph County School Boards Association Executive Committee | Bush - representative
Cropper - alternate |
| e. One representative as the Legislative Relations Network (LRN) Liaison | O'Dell |
| f. One representative and one alternate as Early Childhood Liaison | Cropper - representative
O'Dell - alternate |
| g. One representative and one alternate as Career-Technical Education (CTE) Advisory Liaison | Fries |

3.

Administrative Appointments for 2024-25

Recommended appointments:

- | | |
|---|----------------------------------|
| a. Compliance Officer for Title IX, VI, ADA, Section 504, Sexual Harassment, and Age Compliance | Asst Supt of Fin., Oper., & HR |
| b. Compliance Officer for student-related ADA and Section 504 | Exec Dir of Special Education |
| c. Privacy Officer for health insurance purposes (HIPAA) | Asst Supt of Fin., Oper., & HR |
| d. ISD Homeless Liaison | Dir of Instructional Leadership |
| e. ISD Toxic Hazard Preparedness (THP) Officer | Facilities & Transp. Supervisor. |
| f. ISD Debt Compliance Officer | Asst Supt of Fin., Oper., & HR |
| g. Staff member authorized to post Board meeting notices under the Open Meetings Act | Exec Asst to the Superintendent |

4. Adopt-By-Laws providing for regular and special meetings of the board for 2024-25.

a. Scheduled Meetings of the Board of Education ~ suggested dates are based on last year's schedule:

- | | | |
|------------------------------|-----------------|--------------------------------|
| ■ Monday, August 19, 2024 | 4:30 p.m. | Regular Meeting |
| ■ Monday, September 16, 2024 | 4:30 p.m. | Regular Meeting |
| ■ Monday, October 21, 2024 | 4:30 p.m. | Regular Meeting |
| ■ Monday, November 18, 2024 | 4:30 p.m. | Regular Meeting |
| ■ Monday, December 16, 2024 | 4:30 p.m. | Regular Meeting |
| ■ Monday, January 20, 2025 | 4:30 p.m. | Regular Meeting |
| ■ Monday, February 17, 2025 | 4:30 p.m. | Regular Meeting |
| ■ Friday, February 21, 2025 | 9:00 a.m. | Board Retreat |
| ■ Monday, March 17, 2025 | 4:30 p.m. | Regular Meeting |
| ■ Monday, April 21, 2025 | 4:30 p.m. | Regular Meeting |
| ■ Monday, May 19, 2025 | 5:00 p.m. | Regular Meeting |
| ■ Monday, June 16, 2025 | 5:00 p.m. | Regular Meeting |
| ■ Friday, July 21, 2025 | 11:00 a.m. | Organizational/Regular Meeting |
| ■ Friday, July 21, 2025 | After Org. Mtg. | 2025-26 Planning Session |

b. ISD Board Election:

- Monday, June 2, 2025 (1st Monday in June, set by legislation)
- 5:30-5:45 p.m. (this time has worked for the last several elections)
- Reminder: Board President and Secretary need to attend (per legislation)

c. Meetings will be held at the St. Joseph County ISD at 62445 Shimmel Road, Centreville, Michigan unless indicated otherwise on the public notice.

d. Board Meeting Notification - as outlined in Board Policy #2501, item A

e. Public Notice of Regular Meetings of the Board:

- i. Meetings - as outlined in Board Policy #2501
- ii. Board Member Compensation - as outlined in Board Policy #2306
- iii. Board Meeting Agenda - as outlined in Board Policy #2502
- iv. Quorum - as outlined in Board Policy #2501, item B
- v. Voting Requirements - as outlined in Board Policy #2503
- vi. Minutes - as outlined in Board Policy #2501, item G
- vii. Public Participation at Board Meetings - as outlined in Board Policy #2504

5. Legal Retainer and School Elections

Suggested action: It is moved by _ and supported by _ that:

- a. The law firm of Thrun Law Firm, P.C. shall be retained as legal counsel, shall handle any district elections for the board for the 2024-25 school year, and shall handle any district special education legal matters for the 2024-25 school year.
- b. The Superintendent may employ the services of other attorneys on an as-needed basis.
- c. The Board shall be a member of the MASB Legal Trust Fund.

6. Name of the depositories for all bank accounts as well as designation of the members of the board and administration who shall be authorized as signees for the accounts.

Suggested action: It is moved by _ and supported by _ that Huntington Bank be designated as the official depository for the ISD Payroll Account, Disbursement Account, General Fund and Special Education Main Accounts, General Education and Special Education Sweep Accounts, and the ISD Flexible Spending Account (FSA); and further that all checks issued by the ISD, except the Payroll Account which will require the Board Treasurer's or the Assistant Superintendent of Finance, Operations, & HR's signature only, are to be signed by both members of the Board Finance Committee, or in the absence of either, by any other member of the Board providing that a member of the Board Finance Committee is one of the signees. Further, that phone/fax/Internet banking transfers from the Special Education Account and the General Fund Account to the Payroll Account or the Disbursement Account may be made by the Board Treasurer, the Assistant Superintendent of Finance, Operations, & HR, or designee of the Assistant Superintendent of Finance, Operations, & HR.

7. Name of the depository for the ISD Activity Account and who shall be authorized as signees for the account.

Suggested action: It is moved by _ and supported by _ that Huntington Bank be designated as the official depository for the ISD Activity Account with the checks to be signed by the Superintendent, Assistant Superintendent of Finance, Operations, & HR, or the Executive Director of Special Education.

8. Name of the depository for the St. Joseph County School Board Association Account and who shall be authorized as signees for the account.

Suggested action: It is moved by _ and supported by _ that Huntington Bank be designated as the official depository for the St. Joseph County School Board Association (SJCSBA) Account with the checks to be signed by an SJCSBA Executive Committee Designee, the Superintendent, or the ISD Assistant Superintendent of Finance, Operations, & HR, with oversight by the ISD Business Office.

9. Names of individuals authorized to transfer funds from the Michigan Liquid Asset Fund + (MILAF+) accounts.

Suggested action: It is moved by _ and supported by _ that the Assistant Superintendent of Finance, Operations, & HR, or designee of the Assistant Superintendent of Finance, Operations, & HR, be authorized to transfer funds from the Michigan Liquid Asset Fund + (MILAF+) and MILAF+ Max accounts.

10. Superintendent authorized to sign for notes, bonds, and loans.

Suggested action: It is moved by _ and supported by _ that the Superintendent be authorized to sign for any and all notes, bonds, and loans that have been authorized by board action.

11. Name depositories for all fund investments.

Suggested action: It is moved by _ and supported by _ that all banks and savings & loans located within the St. Joseph County Intermediate School District and all other investment entities or instruments authorized by state statute may be considered potential depositories for district fund investments. When and where funds are invested, and the terms and conditions of all fund investments, shall be the responsibility of the Superintendent and/or the Assistant Superintendent of Finance, Operations, & HR.

St. Joseph County ISD does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, genetic information, or any other legally protected status in its employment decisions or the provision of services.

12. Names of individuals authorized to sign agreements related to CTE Programs.

Suggested action: It is moved by _ and supported by _ that the Superintendent or Assistant Superintendent of Finance, Operations, & HR be authorized to sign all agreements, notes, and loans related to Career & Technical Education (CTE) Programs.

(End of Organizational Meeting Agenda)

CONSENT AGENDA:

The administration recommends the Board approve the Consent Agenda as presented:

1. Approval of Minutes of June 17, 2024 Regular Meeting
2. Approval of Financial Report as of June 30, 2024
3. Approval of Monthly Expenditures:
 - a. General Fund in the amount of \$678,552.45
 - b. Career-Technical Education in the amount of \$224,486.76
 - c. Information Services in the amount of \$178,609.63
 - d. Special Education in the amount of \$1,561,939.58
4. Approve the hire and contract with the following staff, contingent upon successful return of criminal records check, misconduct form, and recipient of credentials:
 - a. Jordan Bienz, School Based Therapist
 - b. Molly Kauffman, Teacher Consultant/Diagnostics
 - c. Danielle Bent, Early Literacy Coach

NEW BUSINESS

Action Items

1. Recommend approval of the following Early Head-Start Child Care Partnership (EHS-CCP) information:
 - a. Program Report
 - b. Average Daily Attendance
 - c. Purchase Card Statements
 - d. PC Personnel Report

Information Only:

 - e. June 26, 2024 Policy Council Minutes
 - f. ACF-OHS-IM-24-02 Fiscal Year 2025 Monitoring Process for Head Start and Early Head Start Recipients
2. Recommend approval of substitute rates of pay for 2024-25. (Attachment #1)
3. Consider action to pay expenses for board members to attend the MASB Annual Leadership Conference and Board Member Certification Classes (CBAs) October 24-27, 2024 at the Lansing Center, Lansing, MI.

Informational & Communication Items

1. Welcome to our additional new employees, contingent upon successful return of criminal records check, misconduct form, and receipt of credentials:
 - a. Kyle Murk, IS Service
2. Other Personnel Updates (Attachment #2)

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3. Congratulations to Brent Smith on earning his Chief Technology Officer certification from MSBO! (Attachment #3)
4. The next ISD Staff Meeting is scheduled for 7:30 a.m. on August 12, 2024 at Three Rivers High School, with breakfast starting at 7:00 a.m.. Who can attend and represent the board?
5. Reminder of meeting time for next month: Monday, August 19, 2024.

Other

Adjournment