

St. Joseph County Intermediate School District Board of Education

MINUTES – Organizational Board Meeting

PLACE: St. Joseph County ISD Administration Building, Centreville, Michigan.

DATE: July 14, 2023

MEMBERS PRESENT: Michele Bush, Patricia Keller, Elizabeth O’Dell, with Terry Cropper arriving at 11:20 a.m.

MEMBERS ABSENT: Benjamin Fries

OTHERS PRESENT: Dr. Teresa Belote-Superintendent, James Berry, Amy Brauer, Benjamin Daugherty, Kelli Dechnik, Pam Panozzo-Jones, Liz Eves, Peter Gardner, Julie Rittenhouse, and Theresa Sussdorf.

The Organizational Board Meeting was called to order at 11:04 a.m. by 2022-23 Board President Elizabeth O’Dell.

Mrs. O’Dell opened the meeting by leading the "Pledge of Allegiance".

Mrs. O’Dell offered time for Public Participation, none was taken.

Mrs. O’Dell turned the meeting over to Dr. Belote to preside over the nominations for and election of the president of the board for 2023-24, and also noted a delay to the oath of office for Rev. Cropper until his arrival.

Dr. Belote asked for nominations for the office of president of the board. It was moved by Mrs. Keller and supported by Mrs. Bush to nominate Elizabeth O’Dell, and there were no further nominations. Ayes: Bush, Keller. Nays: None. Motion carried 2-0. Elizabeth O’Dell was declared Board President for 2023-24.

President O’Dell presided over the remainder of the meeting.

President O’Dell asked for nominations for the office of vice president of the board. It was moved by Mrs. Keller and supported by Mrs. Bush to nominate Benjamin Fries, and there were no further nominations. Ayes: Bush, Keller, O’Dell. Nays: None. Motion carried 3-0. Benjamin Fries was declared Board Vice President for 2023-24.

President O’Dell asked for nominations for the office of treasurer of the board. It was moved by Mrs. Bush and supported by Mrs. Keller to nominate Terry Cropper, and there were no further nominations.

Ayes: Bush, Keller, O'Dell. Nays: None. Motion carried 3-0. Terry Cropper was declared Board Treasurer for 2023-24.

President O'Dell asked for nominations for the office of secretary of the board. It was moved by Mrs. Keller and supported by Mrs. O'Dell to nominate Michele Bush, and there were no further nominations. Ayes: Bush, O'Dell. Nays: None. Motion carried 2-0. Michele Bush was declared Board Secretary for 2023-24.

It was moved by Mrs. Bush and supported by Mrs. Keller to keep the Board Member Appointments the same in 2023-24, as they had been in 2022-23.

- a. Two representatives for ISD Board Finance Committee: 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 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) Liaison: Fries
- h. Two representatives for ISD Special Education Subcommittee: O'Dell, Keller

Ayes: Bush, Keller, O'Dell. Nays: None. Motion carried 3-0.

It was moved by Mrs. Bush and supported by Mrs. Keller to approve the Administrative Appointments for 2023-24 as presented, which included the addition of Designated School Safety Liaison (recommending appointment of School Resource Officer):

- a. Compliance Officer for Title IX & IV, ADA, Section 504, Sexual Harassment, and Age Compliance appointment:
 - a. Asst. Supt. of Finance, Operations, & HR
- b. Compliance Officer for student-related ADA and Section 504 appointment:
 - a. Executive Director of Special Education
- c. Privacy Officer for health insurance purposes (HIPPA) appointment:
 - a. Asst. Supt. of Finance, Operations, & HR
- d. ISD Homeless Liaison appointment:
 - a. Director of Instructional Leadership
- e. ISD Toxic Hazard Preparedness (THP) Officer appointment:
 - a. Facilities & Transportation Supervisor
- f. ISD Debt Compliance Officer appointment:
 - a. Asst. Supt. of Finance, Operations, & HR

- g. Staff member authorized to post board meeting notices under the Open Meetings Act appointment:
 - a. Executive Assistant to the Superintendent
- h. Designated School Safety Liaison appointment:
 - a. School Resource Officer

Ayes: Bush, Keller, O'Dell. Nays: None. Motion carried 3-0.

It was moved by Mrs. Keller and supported by Mrs. Bush to approve the Scheduled Meetings of the Board and Board Policies related to Board Member Notification and Public Notice of Meets as presented. President O'Dell noted an interest in possibly holding a board meeting at other ISD sites (Young Adult Transition Center and the Sturgis location), stating there would be visits to childcare providers by board members. Dr. Belote will review board policies for board meetings prior to proceeding.

- Monday, August 21, 2023, 4:30 p.m. – Regular Meeting
- Monday, September 18, 2023, 4:30 p.m. – Regular Meeting
- Monday, October 16, 2023, 4:30 p.m. – Regular Meeting
- Monday, November 20, 2023, 4:30 p.m. – Regular Meeting
- Monday, December 18, 2023, 4:30 p.m. – Regular Meeting
- Monday, January 15, 2024, 4:30 p.m. – Regular Meeting
- Monday, February 9, 2024, 4:30 p.m. – Regular Meeting
- Monday, February 23, 2024, Board Retreat
- Monday, March 18, 2024, 4:30 p.m. – Regular Meeting
- Monday, April 15, 2024, 4:30 p.m. – Regular Meeting
- Monday, May 20, 2024, 4:30 p.m. – Regular Meeting
- Monday, June 17, 2024, 4:30 p.m. – Regular Meeting
- Friday, July 12, 2024, 11:00 a.m. – Organizational
- Friday, July 12, 2024, after Organizational Meeting – 2024-25 Planning Session

President O'Dell noted an interest in possibly holding some board meetings at other ISD sites (Young Adult Transition Center and the Sturgis location). She also stated that she would be visiting ISD childcare providers this school year. Dr. Belote will review board policies for board meetings prior to proceeding. Ayes: Bush, Keller, O'Dell. Nays: None. Motion carried.

President O'Dell posed the question to the Kelli, Dechnik, Asst. Supt. of Finance, Operations, & HR, 'Are ISD monies spread across financial institutions, as there is the concern today's banking crisis?' Mrs. Dechnik, stated that, yes, that was correct.

It was moved by Mrs. Keller and supported by Mrs. Bush, that Thrun Law Firm, P.C. shall be retained as legal counsel, shall handle any district elections for the board for the 2023-24 school year, and shall handle any district special education legal matters for the 2023-24 school year. The Superintendent may employ the services of other attorneys on an as-needed basis. The Board shall be a member of the MASB Legal Trust Fund. Roll call vote: Ayes: Keller, Bush, O'Dell. Nays: None. Motion carried 3-0.

It was moved by Mrs. Keller and supported by Mrs. Bush 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 Board Treasurer's or the Assistant Superintendent of Finance, Operations, and 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. Roll call vote: Ayes: Bush, Keller, O'Dell. Nays: None. Motion carried 3-0.

It was moved by Mrs. Keller and supported by Mrs. Bush 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 Executive Director of Special Education. Roll call vote: Ayes: Keller, Bush, O'Dell. Nays: None. Motion carried 3-0.

It was moved by Mrs. Bush and supported by Mrs. Keller 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 a SJCSBA Executive Committee Designee, the ISD Superintendent, or the ISD Assistant Superintendent of Finance, Operations, & HR, with oversight by the ISD Business Office. Roll call vote: Ayes: Bush, Keller, O'Dell. Nays: None. Motion carried 3-0.

It was moved by Mrs. Keller and supported by Mrs. Bush 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. Roll call vote: Ayes: Bush, Keller, O'Dell. Nays: None. Motion carried 3-0.

It was moved by Mrs. Bush and supported by Mrs. Keller that the Superintendent be authorized to sign for any and all notes, bonds, and loans that have been authorized by board action. Roll call vote: Ayes: Bush, Keller, O'Dell. Nays: None. Motion carried 3-0.

It was moved by Mrs. Keller and supported by Mrs. Bush that all banks and savings and loans associations 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 of conditions of all fund investments, shall be the responsibility of the Superintendent and/or the Assistant Superintendent of Finance, Operations, & HR. Roll Call vote: Ayes: Keller, Bush, O'Dell. Nays: None. Motion carried 3-0.

It was moved by Mrs. Bush and supported by Mrs. Keller 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. Roll call vote: Ayes: Bush, Keller, O'Dell. Nays: None. Motion carried 3-0.

It was moved by Mrs. Bush and supported by Mrs. Keller to approve the Consent Agenda as presented. Ayes: Bush, Keller, O'Dell. Nays: None. Motion carried 3-0. Consent Agenda included Minutes of February 20, 2023 Closed Session Meeting; Minutes of June 19, 2023 Regular Meeting; Financial Report as of June 30, 2023; and Approval of Monthly Invoices: General Fund (\$969,619.19), CTE (\$193,777.05), Information Services (\$140,396.40), Special Education (\$1,708,874.78).

It was moved by Mrs. Bush and supported by Mrs. Keller to approve the following Early Head Start-Child Care Partnership (EHS-CCP) information as presented:

- a. Program Report
- b. Average Daily Attendance
- c. Purchase Card Statements
- d. PC Personnel Report
- e. Parent Handbook for ISD Centers
- Information Only:*
- f. June 14, 2023 Policy Council Minutes
- g. Team meeting August 25, 2023 from 8:30-2:30 to begin program goal planning for the next 5 year grant cycle.

Ayes: Bush, Keller, O'Dell. Nays: None. Motion carried 3-0.
(*Quorum established with at least 51% of current members.*)

It was moved by Mrs. Bush and supported by Mrs. Keller to approve Edmentum as supplemental academic curriculum for Pathfinder Educational Center and Off-Site Programs. Ayes: Bush, Cropper, Keller, O'Dell. Nays: None. Motion carried 3-0.

Rev. Cropper arrived at 11:20 a.m. and were able to move forward with the oath of office before proceeding with the regular meeting. At the June 5, 2023 ISD Board Election, Rev. Cropper and Mr. Fries, were elected each to 6-year terms. As part of the process, Rev. Cropper took his Oath of Office with a term expiring June 30, 2029. Because Mr. Fries was not able to attend this meeting, he will take his oath of office at a later date.

It was moved by Mrs. Keller and supported by Rev. Cropper to approve substitute pay rates for 2023-24 as presented. Ayes: Bush, Cropper, Keller, O'Dell. Nays: None. Motion carried 4-0.

It was moved by Mrs. Keller and supported by Rev. Cropper to award the St. Joseph County ISD Cybersecurity/EDR platform bid of \$63,212.23 per year for three years to CrowdStrike Falcon as the winning bid. Ayes: Bush, Cropper, Keller, O'Dell. Nays: None. Motion carried 4-0.

It was moved by Rev. Cropper and supported by Mrs. Keller the approval of the Music Therapy Grant Application for St. Joseph County Intermediate School District/Pathfinder. Ayes: Bush, Cropper, Keller, O'Dell. Nays: None. Motion carried 4-0. In discussion, Dr. Belote provided more information, stating we had received a grant to supplement Music Therapy for our students, and are going after the grant again to offset costs.

It was moved by Mrs. Bush and supported by Mrs. Keller to approve the employment of the following individuals:

- a. Lauren Cypher as Teacher Consultant for ASD on the IEA Union Salary Schedule MA+25/8, prorated 191 days, effective August 14, 2023.
- b. Mark Henson-Bohlen as School Social Worker on the IEA Union Salary Schedule MA+25/X, prorated 191 days, effective August 14, 2023.

Ayes: Bush, Cropper, Keller, O'Dell. Nays: None. Motion carried 4-0.

It was moved by Mrs. Bush and supported by Rev. Cropper to consider action on paying expenses for board members to attend the MASB Annual Leadership Conference and Board Member Certification Classes (CBAs) November 9-12, 2023 at the Lansing Center, Lansing, MI.

President O'Dell welcomed new employees, contingent upon successful return of criminal records check, misconduct form, and recipient of credentials, along with other personnel updates:

- Rachael Morrison, Child Care Provider Assistant – Part-time
- Jaimie Cross-Patrick, Early Literacy Coach/Consultant
- Gabriella Carter, Assistant Teacher

President O'Dell addressed the audience stating that the ISD does really good things and that we need to get that out in every avenue, like state and national magazines, MASB workshops. Her ask was to start talking about what we do when we do it right. Dr. Belote also added that CTE was recently highlighted in a state magazine and just attended a ceremony for a CTE student who just completed the first U.S. Dept. of Labor Apprenticeship at a local manufacturing company. She stated that Governor Whitmer has a new Pre-K/Post Secondary department called MiLEAP. Discussion around Early Childhood and how budgeting and funding would change. Amy stated that she will be asking questions to get answers for the board. Dr. Belote also said that she would like to go after a grant to provide financial support for building an EMC through Career Tech for Teacher's Academy and is currently working on the grant. President O'Dell would like to see a board member as a representative on the EMC committee.

The next ISD Staff Meeting is scheduled for August 14, 2023, 8:00 a.m. at Sturgis-Young Auditorium, Sturgis. Mrs. Keller said that she could attend, and tentatively for President O'Dell.

President O'Dell declared the meeting adjourned at 11:52 a.m.

The next ISD Regular Board Meeting is scheduled for Monday, August 21, 2023, 4:30 p.m.

Minutes were recorded by Theresa Sussdorf, Executive Assistant to the Superintendent.

Michele Bush, Board Secretary

Elizabeth O'Dell, Board President