



St. Joseph County ISD

Building Better Futures for Children and Communities

ORGANIZATIONAL MEETING

Friday, July 14, 2023

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.*

Oath of Office for members elected on June 5, 2023:

- Terry Cropper - 6-year term, ending June 20, 2029
- Benjamin Fries - 6-year term, ending June 30, 2029

ORGANIZATIONAL MEETING:

1. Board Officers:
 - a. Nominations for and election of the president of the board for 2023-24
 - b. Nominations for and election of the vice-president of the board for 2023-24
 - c. Nominations for and election of the treasurer of the board for 2023-24
 - d. Nominations for and election of the secretary of the board for 2023-24
2. Board Member Appointments for 2023-24
 - a. Two representatives for ISD Board Finance Committee
 - i. Last year's appointments: Cropper Fries
 - b. Two representatives for ISD Board Personnel Committee
 - i. Last year's appointments: Bush, O'Dell
 - c. Two representatives for ISD Board Policy Committee
 - i. Last year's appointments: Cropper, Keller
 - d. One representative and one alternate for the St. Joseph County School Boards Association Executive Committee
 - i. Last year's appointments: Bush - representative, Cropper - alternate
 - e. One representative as the Legislative Relations Network (LRN) Liaison
 - i. Last year's appointment: O'Dell
 - f. One representative and one alternate as Early Childhood Liaison
 - i. Last year's appointments: Cropper - representative, O'Dell - alternate
 - g. One representative and one alternate as Career-Technical Education (CTE) Liaison
 - i. Last year's appointments: Fries

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- h. Two representatives for ISD Special Education Subcommittee
 - i. Last year's appointments: O'Dell and Keller
3. Administrative Appointments for 2023-24
 - a. Compliance Officer for Title IX & VI, ADA, Section 504, Sexual Harassment, and Age Compliance
 - i. Recommended appointment: *Asst. Supt. of Finance, Operations, & HR*
 - b. Compliance Officer for student-related ADA and Section 504
 - i. Recommended appointment: *Executive Director of Special Education*
 - c. Privacy Officer for health insurance purposes (HIPAA)
 - i. Recommended appointment: *Asst. Supt. of Finance, Operations, & HR*
 - d. ISD Homeless Liaison
 - i. Recommended appointment: *Director of Instructional Leadership*
 - e. ISD Toxic Hazard Preparedness (THP) Officer
 - i. Recommended appointment: *Facilities & Transportation Supervisor*
 - f. ISD Debt Compliance Officer
 - i. Recommended appointment: *Asst. Supt. of Finance, Operations, & HR*
 - g. Staff member authorized to post board meeting notices under the Open Meetings Act
 - i. Recommended appointment: *Executive Assistant to the Superintendent*
 - h. Designated School Safety Liaison recommended appointment, School Resource Officer.
4. Adopt By-Laws providing for regular and special meetings for the board for 2023-24
 - a. Scheduled Meetings of the Board of Education ~ suggested dates are based on last year's schedule:
 - i. Monday, August 21, 2023, 4:30 p.m. - Regular Meeting
 - ii. Monday, September 18, 2023, 4:30 p.m. - Regular Meeting
 - iii. Monday, October 16, 2023, 4:30 p.m. - Regular Meeting
 - iv. Monday, November 20, 2023, 4:30 p.m. - Regular Meeting
 - v. Monday, December 18, 2023, 4:30 p.m. - Regular Meeting
 - vi. Monday, January 15, 2024, 4:30 p.m. - Regular Meeting
 - vii. Monday, February 19, 2024, 4:30 p.m. - Regular Meeting
 - viii. Monday, February 23, 2024, Board Retreat
 - ix. Monday, March 18, 2024, 4:30 p.m. - Regular Meeting
 - x. Monday, April 15, 2024, 4:30 p.m. - Regular Meeting
 - xi. Monday, May 20, 2024, 4:30 p.m. - Regular Meeting
 - xii. Monday, June 17, 2024, 4:30 p.m. - Regular Meeting
 - xiii. Friday, July 12, 2024, 11:00 a.m. - Organizational
 - xiv. Friday, July 12, 2024, after Organizational Meeting - 2024-25 Planning Session
 - b. Meetings will be held at the St. Joseph County ISD at 62445 Shimmel Rd., Centreville, Michigan unless indicated otherwise on the public notice.
 - c. Board Meeting Notification - as outlined in Board Policy #2501, item A
 - d. Public Notice of Regular and Special 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

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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 2023-24 school year, and shall handle any district special education legal matters for the 2023-24 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: 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 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 ____ the 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 ISD 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



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11. Name depositories for all fund investments.

Suggested action: It is moved by ____ and supported by ____ that all banks and savings and loans associations 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.

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 February 20, 2023 Closed Session Meeting
2. Approval of Minutes of June 19, 2023 Regular Meeting
3. Approval of Financial Report as of June 30, 2023
4. Approval of Monthly Expenditures:
 - a. General Fund in the amount of \$969,619.19
 - b. Career-Technical Education in the amount of \$193,777.05
 - c. Information Services in the amount of \$140,396.40
 - d. Special Education in the amount of \$1,708,874.78

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
 - 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.
2. Recommend approval of Edmentum as supplemental academic curriculum for Pathfinder Educational Center and Off-Site Programs.
3. Recommend approval of substitute pay rates for 2023-24 (Attachment #1)
4. Recommend awarding 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. (Attachment #2)

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5. Recommend approval of Music Therapy Grant Application for St. Joseph County Intermediate School District/Pathfinder.
6. Recommend the employment of the following individuals:
 - a. Lauren Cypher as Teacher Consultant for SAD 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.
7. 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.

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. Rachael Morrison, Child Care Provider Assistant - Part-time
 - b. Jaimie Cross-Patrick, Early Literacy Coach/Consultant
 - c. Gabriella Carter, Assistant Teacher
2. [Other Personnel Updates](#) (Attachment #3)
3. Superintendent's Report
4. The next ISD Staff Meeting is scheduled for August 14, 2023, 8:00 a.m. at Sturges-Young Auditorium, Sturgis. Who can attend and represent the Board?
5. Reminder of meeting time for next month: Monday, August 21, 2023 Regular Meeting, 4:30 p.m.

Other

Adjournment