

## MINUTES - ORGANIZATIONAL & REGULAR BOARD MEETING

St. Joseph County Intermediate School District Board of Education

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

DATE: July 12, 2024

MEMBERS PRESENT: Michele Bush, Elizabeth O'Dell, Benjamin Fries, Patricia Keller

MEMBERS ABSENT: Terry Cropper

OTHERS PRESENT: Kelli Dechnik and Theresa Sussdorf.

The Organizational Board Meeting was called to order at 11:03 a.m. by 2023-24 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 Kelli Dechnik, Assistant Superintendent of Finance, Operations and HR, to preside over the nominations for and election of the president of the board for 2024-25.

Ms. Dechnik asked for nominations for the office of the president of the board. It was moved by Mr. Fries and supported by Mrs. Keller, to nominate Elizabeth O'Dell. Mrs. O'Dell accepted and there were no further nominations. Ayes: Bush, Fries, Keller. Nays: None. Motion carried 3-0. Elizabeth O'Dell was declared Board President for 2024-25.

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

It was moved by Mrs. Bush and supported by Mrs. Keller to keep the remaining Board Officers (Vice President, Treasurer, and Secretary), the same in 2024-25, as they had been in 2023-24. Ayes: Bush, Keller, Fries, O'Dell. Nays: None. Motion carried 4-0. Benjamin Fries was declared Vice President for 2024-25, Terry Cropper was declared Treasurer for 2024-25, and Michele Bush was declared Secretary for 2024-25.

It was moved by Mrs. Bush and supported by Mrs. Keller to keep the Board Member Appointments the same in 2024-25, as they had been in 2023-24.

- 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: Cropper (representative), O'Dell (alternate)
- 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

Ayes: O'Dell, Keller, Bush, Fries

It was moved by Mr. Fries and supported by Mrs. Keller to keep the Administrative Appointments the same in 2024-25, as they had been in 2023-24.

- a. Compliance Officer for Title IX, VI, ADA, Section 504, Sexual Harassment, and Age Compliance: Assistant Superintendent of Finance, Operations, and HR
- b. Compliance Officer for student-related ADA and Section 504: Executive Director of Special Education
- c. Privacy Officer for health insurance purposes (HIPAA): Assistant Superintendent of Finance, Operations, and HR
- d. ISD Homeless Liaison: Director of Instructional Leadership
- e. ISD Toxic Hazard Preparedness (THP) Officer: Facilities and Transportation Supervisor
- f. ISD Debt Compliance Officer: Assistant Superintendent of Finance, Operations, and HR
- g. Staff Member authorized to post Board meeting notices under the Open Meetings Act: Executive Assistant to the Superintendent

It was moved by Mr. Fries and supported by Mrs. Keller to approve the Scheduled Meetings of the Board:

■ 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
■ Frida, 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 25, 2025	11:00 a.m.	Organizational/Regular Meeting
■ Friday, July 25, 2025	After Org. Mtg.	2025-26 Planning Meeting

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

It was moved by Mr. Fries and supported by Mrs. Keller to approve the meeting time of 5:30-5:45 p.m. on Monday, June 2, 2025 for the ISD Board Election. (1st Monday in June, set by legislation), with a reminder that the board president and secretary need to attend, per legislation. Ayes: Bush, O'Dell, Keller, Fries. Nays: None. Motion carried 4-0.

It was moved by Mrs. Keller and supported by Mr. Fries to approve the following special meetings and Policies related to Board Member Notification and Public Notices of Meetings as presented:

- a. Meetings will be held at the St. Joseph County ISD at 62445 Shimmel Road, Centreville, Michigan unless indicated otherwise on the public notice.
- b. Board Meeting Notification - as outlined in Board Policy #2501, item A
- c. 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

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

It was moved by Mrs. Bush and supported by Mr. Fries, that 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. 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. Ayes: Keller, Bush, Fries, O'Dell. Nays: None. Motion carried 4-0.

It was moved by Mrs. Keller and supported by Mr. Fries 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's 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, and HR, or designee of the Assistant Superintendent of Finance, Operations and HR. Ayes: Fries, Keller, O'Dell, Bush. Nays: None. Motion carried 4-0.

It was moved by Mr. Fries and supported by Mrs. Keller 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, and HR, or the Executive Director of Special Education. Ayes: O'Dell, Keller, Fries, Bush. Nays: None. Motion carried 4-0.

It was moved by Mrs. Keller and supported by Mrs. Bush 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 Superintendent, or the ISD Assistant Superintendent of Finance, Operations, and HR, with oversight by the ISD Business Office. Ayes: Keller, Fries, Bush, O'Dell. Nays: None. Motion carried 4-0.

It was moved by Mr. Fries and supported by Mrs. Keller that the Assistant Superintendent of Finance, Operations, and HR, or designee of the Assistant Superintendent of Finance, Operations, and HR, be authorized to transfer funds from the Michigan Liquid Asset Fund + (MILAF+) and MILAF+ Max Accounts. Ayes: Bush, Fries, Keller, O'Dell. Nays: None. Motion carried 4-0.

It was moved by Mr. Fries and supported by Mrs. Bush that the Superintendent be authorized to sign for any and all notes, bonds, and loans that have been authorized by board action. Ayes: Keller, O'Dell, Fries, Bush. Nays: None. Motion carried 4-0.

It was moved by Mrs. Keller and supported by Mrs. Bush 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 funds investments, shall be the responsibility of the Superintendent and/or the Assistant Superintendent of Finance, Operations, and HR. Ayes: Keller, Fries, Bush, O'Dell. Nays: None. Motion carried 4-0.

It was moved by Mrs. Keller and supported by Mrs. Bush that the Superintendent or Assistant Superintendent of Finance, Operations, and HR be authorized to sign all agreements, notes, and loans related to Career & Technical Education (CTE) Programs. Ayes: O'Dell, Keller, Bush, Fries. Nays: None. Motion carried 4-0.

The Organizational Meeting ended at 11:11 a.m. followed immediately by the Regular Board Meeting.

It was moved by Mr. Fries and supported by Mrs. Keller to approve the Consent Agenda as presented. Ayes: Bush, Fries, O'Dell, Keller. Nays: None. Motion carried 4-0. Consent Agenda included Minutes of the June 17, 2024 Regular Meeting; Financial Report as of June 30, 2024; and approval of Monthly Expenditures: General Fund (\$678,552.45), CTE (\$224,486.76, Information Services (\$178,609.63), Special Education (\$1,561,939.58); Approve the hire and contract with the following staff, contingent upon successful return of criminal records check, misconduct form, receipt of credentials:

- a. Jordan Bienz, School Based Therapist
- b. Molly Kauffman, Teacher Consultant/Diagnostics
- c. Danielle Bent, Early Literacy Coach

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
- 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

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

*(Quorum established with at least 51% of current members.)*

It was moved by Mr. Fries and supported by Mrs. Keller to approve the substitute rates of pay for 2024-25. Ayes: Bush, Fries, Keller, O'Dell. Nays: None. Motion carried 4-0.

It was moved by Mrs. Bush and supported by Mr. Fries 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. Discussion: President O'Dell stated she would like to attend the conference. No other members at this time planned on attending. Ayes: Keller, Fries, O'Dell, Bush. Nays: None. Motion carried 4-0.

President O'Dell reviewed the following Informational and Communication Items:

- a. Welcomed new employee, contingent upon successful return of criminal records check, misconduct form, and receipt of credentials:
  - i. Kyle Murk, IS Service
- b. Other Personnel Updates
- c. Congratulations to Brent Smith on earning his Chief Technology Officer certification from MSBO.
- d. 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. Mrs. Keller will attend and represent the board.
- e. Reminder of the meeting for next Month: Monday, August 19, 2024.

Mr. Fries made a motion, supported by Mrs. Keller to adjoin the meeting.

President O'Dell declared the meeting adjourned at 11:18 a.m.

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

*Board Approved 8-19-24*