

## MINUTES - ORGANIZATIONAL/REGULAR BOARD MEETING - (DRAFT)

St. Joseph County Intermediate School District Board of Education

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

DATE: July 25, 2025

MEMBERS PRESENT: Elizabeth O'Dell, Benjamin Fries, Theresa Danberry

MEMBERS ABSENT: Terry Cropper, Patricia Keller

OTHERS PRESENT: Dr. Teresa Belote - Superintendent, Benjamin Daugherty, Kelli Dechnik, Pam Panozzo-Jones, and Theresa Sussdorf.

The Regular Board Meeting was called to order at 11:10 a.m. by 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.

At the June 2, 2025 ISD Board Election, Mrs. Theresa Danberry and Mrs. Patricia Keller, were both elected to 6-year terms each. As part of the process, Mrs. Danberry took her Oath of Office with a term expiring June 30, 2031. Mrs. Keller was unable to attend this meeting and will take her Oath of Office at a later date.

It was moved by Mr. Fries and supported by Mrs. Danberry to keep the Board Officers the same as last year, with the exception of adding Theresa Danberry to the secretary position. Elizabeth O'Dell was declared the President for 2025-26; Benjamin Fries was declared Vice President for 2025-26, Terry Cropper was declared Treasurer for 2025-26, and Theresa Danberry was declared Secretary for 2025-26. Ayes: O'Dell, Danberry, Fries. Nays: None. Motion carried 3-0.

President. O'Dell made the following board member and administrative appointments Board Member Appointments:

#### Board Member Appointments for 2025-26

	<u>Appointed</u>
• Two representatives for ISD Board Finance Committee	Cropper, Keller
• Two representatives for ISD Board Personnel Committee	Fries,, O'Dell
• Two representatives for ISD Board Policy Committee	Cropper, Keller
• One representative and one alternate for the St. Joseph County School Boards Association Executive Committee	Danberry, - representative Cropper - alternate
• One representative as the Legislative Relations Network (LRN) Liaison	O'Dell
• One representative and one alternate as Early Childhood Liaison	Keller - representative O'Dell - alternate
• One representative and one alternate as Career-Technical Education (CTE) Liaison	Fries O'Dell, Keller
• Two representatives for ISD Special Education	O'Dell - representative, Danberry - alternate
• MASB's Delegate Assembly	

#### Administrative Appointments for 2025-26

Appointed

- Compliance Officer for Title IX & VI, ADA, Section 504, Sexual Harassment, and Age Compliance.
- Compliance Officer for student-related ADA and Section 504
- Privacy Officer for health insurance purposes (HIPAA)
- ISD Homeless Liaison
- ISD Toxic Hazard Preparedness (THP) Officer
- ISD Debt Compliance Officer
- Staff member authorized to post Board meeting notices under the Open Meetings Act
- Designated School Safety Liaison

*Asst. Supt of Finance, Operations, & HR*

*Executive Director of Special Education*

*Asst Supt of Finance, Operations & HR*

*Director of Instructional Leadership*

*Facilities & Transportation Supervisor*

*Asst Supt of Finance, Operations & HR*

*Executive Assistant to the Superintendent*

*Assistant Principal*

It as moved by Mr. Fries and supported by Mrs. Danberry to approve the Scheduled Meetings of the Board with the exception of cancelling the tentative February 20, 2026 Board Retreat:

■ Monday, August 18, 2025	4:30 p.m.	Regular Meeting
■ Monday, September 15, 2025	4:30 p.m.	Regular Meeting
■ Monday, October 20, 2025	4:30 p.m.	Regular Meeting
■ Monday, November 17, 2025	4:30 p.m.	Regular Meeting
■ Monday, December 15, 2025	4:30 p.m.	Regular Meeting
■ Monday, January 19, 2026	4:30 p.m.	Regular Meeting
■ Monday, February 16, 2026	4:30 p.m.	Regular Meeting
■ Monday, March 16, 2026	4:30 p.m.	Regular Meeting
■ Monday, April 20, 2026	4:30 p.m.	Regular Meeting
■ Monday, May 18, 2026	5:00 p.m.	Regular Meeting
■ Monday, June 15, 2026	5:00 p.m.	Regular Meeting
■ Friday, July 24, 2026	11:00 a.m.	Organizational/Regular Meeting
■ Friday, July 24, 2026	After Org. Mtg.	2026-27 Planning Session

Ayes: O'Dell, Danberry, Fries. Nays: None. Motion carried 3-0.

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

- Meetings will be held at the St. Joseph County ISD at 62445 Shimmel Road, Centreville, Michigan unless indicated otherwise on the public notice.
- Board Meeting Notification - as outlined in Board Policy #2501, item A
- Public Notice of Regular Meetings of the Board:
  - Meetings - as outlined in Board Policy #2501
  - Board Member Compensation - as outlined in Board Policy #2306
  - Board Meeting Agenda - as outlined in Board Policy #2502
  - Quorum - as outlined in Board Policy #2501, item B
  - Voting Requirements - as outlined in Board Policy #2503
  - Minutes - as outlined in Board Policy #2501, item G
  - Public Participation at Board Meetings - as outlined in Board Policy #2504

Ayes: O'Dell, Fries, Danberry. Nays: None. Motion carried 3-0.

It was moved by Mrs. Danberry and supported by Mr. Fries that 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 2025-26 school year, and shall handle any district special education legal matters for the 2025-26 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: Danberry, Fries, O'Dell. Nays: None. Motion carried 3-0.

It was moved by Mr. Fries and supported by Mrs. Danberry 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. Ayes: Fries, Danberry, O'Dell. Nays: None. Motion carried 3-0.

It was moved by Mr. Fries and supported by Mrs. Danberry 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. Ayes: Danberry, O'Dell, Fries. Nays: None. Motion carried 3-0.

It was moved by Mr. Fries and supported by Mrs. Danberry 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. Ayes: Fries, Danberry, O'Dell. Nays: None. Motion carried 3-0.

It was moved by Mr. Fries and supported by Mrs. Danberry 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. Ayes: Danberry, Fries, O'Dell. Nays: None. Motion carried 3-0.

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

It was moved by Mr. Fries and supported by Mrs. Danberry 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. Ayes: Danberry, Fries, O'Dell. Nays: None. Motion carried 3-0.

It was moved by Mr. Fries and supported by Mrs. Danberry 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. Ayes: Fries, O'Dell, Danberry. Nays: None. Motion carried 3-0.

It was moved by Mr. Fries and supported by Mrs. Danberry to approve the Consent Agenda as presented. Ayes: Fries, Danberry, O'Dell. Nays: None. Motion carried 3-0. Consent Agenda included Minutes of June 16, 2025 Regular Meeting; Financial Report as of June 30, 2025; and Approval of Monthly Invoices: General Fund (\$919,630.51), CTE (\$281,551.76), Information Services (\$132,970.70), Special Education (\$1,722,606.86); Approve the hire and contract with the following staff: Anthony Willems, Special Education Teacher, effective 8/11/25. Approve the resignation, termination, and/or retirement of the following staff: Elizabeth Jansen, Early Childhood School Social Worker, effective 8/8/25; Rebecca Wickey, Occupational Therapist, effective 8/22/25.

It was moved by Mr. Fries and supported by Mrs. Danberry 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. Personnel Report
- Informational Only:
- e. Policy Council Minutes June 19, 2025

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

It was moved by Mr. Fries and supported by Mrs. Danberry to approve the substitute rates of pay for 2025-26.  
 Ayes: Fries, Danberry, O'Dell. Nays: None. Motion carried 3-0.

It was moved by Mr. Fries and supported by Mrs. Danberry to approve the action to pay for board members to attend the MASB Annual Leadership Conference and Board Member Certification Classes (CBAs) October 23-26, 2025, at Grand Traverse Resort and Spa, Acme, MI. Ayes: Fries, O'Dell, Danberry. Nays: None. Motion carried 3-0.

It was moved by Mr. Fries and supported by Mrs. Danberry to approve the First Reading of the following Board Policies & Revisions as recommended by Thrun Law Firm and the Board Policy Committee:

- 2504 - Public Participation at Board Meetings
- 3110 - Data Breach Response
- 3115 - Non-Discrimination, Anti-Harassment, and Non-Retaliation
- 3115A - Definitions for 3115 Series
- 3118 - Title IX Sexual Harassment
- 3211 - Post-Issuance Tax Compliance
- 3212 - Post-Issuance Disclosure Compliance
- 3301 - Purchasing and Procurement
- 3301A - Purchasing and Procurement with Federal Funds
- 3307 Construction Administration
- 3402 - Drills, Plans, and Reports
- 3407 - Asbestos Management
- 3408 - Firearms and Weapons
- 4101 - Non-Discrimination
- 4103 - Whistleblowers Protection
- 4105B - Religious Workplace Accommodations for Employees and Applicants
- 4106 - Family and Medical Leave Act
- 4229 - Acceptable Use of Generative Artificial Intelligence
- 4407 - Discipline
- 4408 - Termination
- 4409 - Non-Renewal
- 5104 - Age of Majority
- 5202 - Unlawful Discrimination, Harassment, and Retaliation Against Students
- 5401 - Parent Involvement in Education
- 5406 - Title I Funds
- 5411 - Student Promotion, Retention, and Placement
- 5420 - Sex Education
- 5603 - Section 504
- 5701 - Abuse and Neglect
- 5707 - School Wellness Policy
- 5712 - Concussion Awareness

Ayes: Danberry, Fries, O'Dell. Nays: None. Motion carried 3-0.

President O'Dell reviewed the following informational and communication items:

- Welcomed our additional new employees, contingent upon successful return of criminal record check, misconduct form, and receipt of credentials:
  - Ashley Revore, Floating Assistant Teacher, effective 8/11/25
  - Gavin Kopf, Assistant Teacher, effective 8/1/25
  - Amanda Clark, Bus Aide, effective 8/11/25
  - Kathryn Gesmundo, CTE Office Assistant, effective 7/28/25
- Congratulations to the following employee on their upcoming retirement:
  - Todd Bohm, Custodian, effective 7/22/25
- Reminder the ISD Welcome Back Staff meeting is scheduled for 1:30 p.m. on August 14 at the ISD if any board member would like to attend; and the next ISD Board Meeting will be Monday, August 18, 2025, 4:30 pm., which Mrs. O'Dell will not be able to attend.
- Other Personnel Updates
- A special congratulations to Dr. Teresa Belote, Superintendent, for receiving an esteemed Monkey Wrench Award from the Association of Intermediate School Administrators (MAISA) at their summer conference in June. This prestigious recognition is awarded annually to one of the 56 Intermediate School Districts (ISD) Superintendents in the state who exemplifies being an agent of change and improvement, fostering dynamic educational environments to better serve students and society.

Dr. Belote's Superintendent's Report included legal updates, stating there is no State budget yet and local funds are being held, but are approved, which affects Title funds at the ISD. She said there is a lot of work being done by the Director of Early Childhood, anticipating any changes to the budget. She read a congratulatory card from Representative Walberg for the Early Childhood Partnership grant.

Dr. Belote suggested going into the closed session from the Planning Session Agenda. Mr. Fries made a motion supported by Mrs. Danberry to go into Closed Session for the purpose of Superintendent Evaluation. Roll call vote: Fries, aye; Danberry, aye; O'Dell, nay. Motion carried 2-0. The board went into closed session at 11:30 pm. Mr. Fries made a motion supported by Mrs. Danberry to go back into open session and close the meeting. Roll call vote: Fries, aye, Danberry, aye; O'Dell, aye. Motion carried 3-0. The board went back into open session and the meeting was adjourned at 11:57 am.

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

Theresa Danberry, Board Secretary

Elizabeth O'Dell, Board President