DRAFT

MINUTES - REGULAR BOARD MEETING

St. Joseph County Intermediate School District Board of Education

PLACE:	St. Joseph County ISD Administration Building, Centreville, Michigan
DATE:	October 19, 2026
MEMBERS PRESENT:	Elizabeth O'Dell, Rev. Terry Cropper, Theresa Danberry, Ben Fries, Patricia Keller
MEMBERS ABSENT:	None
OTHERS PRESENT:	James Berry-Superintendent, Pam Panozzo-Jones, Miranda Bourassa, Susan Tefft, Amanda Miller, Kelli Dechnik, Stephanie Ramos, Kim Pavek, and DyAnn Steinberger

The Regular Board Meeting was called to order at 4:30 p.m. by Board President Elizabeth O'Dell.

Ms. O'Dell opened the meeting by leading the "Pledge of Allegiance."

Ms. O'Dell offered time for visitors and guests. She also offered time for Public Participation. None was taken.

Welcome and introduction of new staff included Stephanie Ramos, School Social Worker, introduced by Pam Panozzo-Jones, Executive Director of Special Education.

Presentation:

Susan Tefft, Early Head Start Education and Family Services Manager, gave a presentation on Early Childhood Programming in St. Joseph County, focused primarily on Early Head Start and Early On. Early Head Start, a program supported by federal funding, has reached full capacity in St. Joseph County for the current year, leaving a substantial number of children on the waiting list. Ms. Tefft gave an overview of the program, including eligibility requirements, guidelines, and highlights from the past year, then answered questions from board members.

Consent Agenda:

It was moved by Ms. Keller and supported by Ms. Danberry to amend the agenda to add action item #4 (recommend approval of a new job description for an Early Childhood Special Education Assistant Teacher) and to approve the Consent Agenda, which included:

1. Approval of Minutes of September 21, 2026, Regular Meeting.
2. Approval of Financial Report as of September 30, 2026.
3. Approval of Monthly Expenditures:
    a. General Fund in the amount of $693,070.53
    b. Career-Technical Education in the amount of $930,456.10
    c. Information Services in the amount of $258,534.63
    d. Special Education in the amount of $1,971,454.84
4. Approval to hire and contract with the following staff, contingent upon successful return of criminal records check, misconduct form, and recipient of credentials:
    a. Katelyn Raynor, GSRP Associate Teacher-White Pigeon
    b. Stephanie Ramos, School Social Worker Specialist

c. Robin Krawczak, EL Coach/Consultant-Part-Time
d. Emily Rowe, GSRP Lead Teacher-Centreville

5. Approval of the resignation, termination and/or retirement of the following staff:
   a. Rebecca Wallman, Technology Support Specialist
   b. Penny Brockway, Implementation Facilitator

Ayes: O'Dell, Cropper, Danberry, Fries, Keller. Nays: None. Motion carried 5-0.

Action Items:

It was moved by Mr. Fries and supported by Rev. Cropper to approve the following Early Head Start-Child Care Partnership (EHS-CCP) information as presented:

a. EHS-CCP Program Report
b. Average Daily Attendance
c. Purchase Card Statements
d. Personnel Report
e. Waiver approval letter for Non-Federal Share (NFS)

Information Only:

f. Meeting minutes from September 2026 Policy Council Meeting.
g. Office of Head Start (OHS) Notification of Scheduled Review - November 9, 2026
h. Early Head Start Daycare Provider termination letter from Cheerful Chipmunks

Ayes: O'Dell, Cropper, Danberry, Fries, Keller. Nays: None. Motion carried 5-0.
(Quorum established with at least 51% of current members.)

It was moved by Ms. Danberry and supported by Ms. Keller to approve the appointment of April Wells and Lee Wells (Colon Community Schools), Kristy Hyde (Nottawa Community Schools), and Rachel Lego (Sturgis Public Schools) to the St. Joseph County Special Education Parent Advisory Committee (PAC) for a term of October 19, 2026 - August 31, 2028.

Ayes: O'Dell, Cropper, Danberry, Fries, Keller. Nays: None. Motion carried 5-0.

It was moved by Mr. Fries and supported by Rev. Cropper to approve the plan to replace water source heat pumps and associated Building Management System (BMS) controls at the Administration Building (6 units) and the Pathfinder Educational Center (PEC) (2 units) at a total cost of $144,999.87 ($45,000.00 ControlNET + $99,999.87 Jergens Services).

Ayes: O'Dell, Cropper, Danberry, Fries, Keller. Nays: None. Motion carried 5-0.

It was moved by Rev. Cropper and supported by Ms. Keller to approve a new job description for an Early Childhood Special Education Assistant Teacher.

Ayes: O'Dell, Cropper, Danberry, Fries, Keller. Nays: None. Motion carried 5-0.

Informational & Communication Items:

The board reviewed other personnel updates.

Superintendent Berry updated the board on the status of the CTE millage which expires in December 2028, meetings that have taken place, and next steps in planning for a renewal. Additional information and updates will be provided at future board meetings. The CTE Community Leadership Council met on October 6 and was also provided an update. The ISD hosted the St. Joseph County School Board Association Fall program on Tuesday, October 6, which was well received. The MASB presentation on "Telling a Better Story" was timely and beneficial and Ben Karle did an excellent job presenting on mental health information. Mr. Berry has

attended numerous professional development opportunities this month, including the recent MASB conference with Ms. O'Dell. Mr. Berry will provide an update on ISD department goals at the November meeting.

Ms. O'Dell provided a brief review from the MASB conference and MASB Delegate Assembly she attended in October and encouraged other board members to consider taking certification classes.

The board reviewed the letter of agreement with the St. Joseph County Michigan Education Assistants Association (MEAA).

President O'Dell declared the meeting adjourned at 5:08 p.m.

The next ISD Board meeting will be on Monday, November 16, 2026, at 4:30 p.m.

Minutes were recorded by DyAnn Steinberger, Administrative and Pupil Auditing Manager.

Theresa Danberry, Board Secretary

Elizabeth O'Dell, Board President