

**CALHOUN INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
MINUTES of the REGULAR MEETING OF OCTOBER 19, 2022**

A. Call to Order – Roll Call – Pledge of Allegiance:

The regular meeting of the Calhoun Intermediate School District Board of Education was called to order on October 19, 2022, at 4:01 p.m. at the Gifford/Schultz Educational Service Center, 17111 G Drive North, Marshall, Michigan by Board President A. Miller.

Present were: JoAnne Miller, Allyn Miller, Richard Lindsey, Jean Goodrich and Kenneth Ponds

Absent was: None

Also present were: Dr. Terance Lunger, Superintendent; Jessica Clothier, Assistant Superintendent of Human Resources; Joan Reeve, Assistant Superintendent for Special Education, Kori Rafferty, Assistant Superintendent for Finance and Operations; Mark Ludlow, Chief Accountant; Lorie Upright, Assistant Superintendent for Technology and Data Services, ReNae Anderson, Human Resources/Executive Office Coordinator; Kelly Boris, representing CIEA union; Sheila Ritsema, Instructor; Beth Opdycke, Special Education Supervisor; Ashley Heyer and Jamie Essenmacher, Plante Moran.

B. Request to Approve Agenda as Presented or with Additions/Changes including the Exclusion of Selected Actions in the Consent Group:

President A. Miller asked if there were any additional agenda items or changes in the agenda. Superintendent Lunger recommended the following changes and additions be made to the agenda:

Add to F. Other Action Items to come before the Board:

4. Approve Bid for CACC Welders

Recommended action: “that the CISD Board of Education approve the bid for twelve (12) multi process welders, Mutimatic 255, DC, MIG/Stick/TIG pack with running gear from Grainger, Inc. in the amount of \$90,606.35.”

(Roll call vote)

5. Approve Early Childhood Support Network Contract and Allocations

Recommended action: “that the CISD Board of Education approve the FY23 Early Childhood Support Network Contract from MDE and Partner award letters.”

(Roll call vote)

Add to G. Information:

2. Professional/Support Staff Resignations

- Resignation of Larry Hickey from the position of Custodian II, effective at the end of the business day October 25, 2022. (Hired 12/10/2020)
- Resignation of Bryn Hummell from the position of Early Childhood Special Education Teacher, effective at the end of the business day October 28, 2022. (Hired 11/12/2015)
- Retirement of Cameron Cudney from the position of School Social Worker, effective at the end of the business day November 30, 2022. (Hired 8/21/1997)

It was moved by Goodrich, supported by J. Miller, that the meeting agenda be approved with the additions and changes or as presented.

Motion passed unanimously.

C. Visitors' Comments:

- There were no comments from visitors.

D. Routine Matters - Consent Grouping:

It was moved by Ponds, supported by Goodrich, that the CISD Board of Education approve the following recommended actions:

- Approve minutes of the regular meeting of September 14, 2022
- Review of bills and electronic fund transfers as submitted
- Receiving of financial reports / investments reports
- Employment Recommendations:
 - Conditional employment of Trishia Savage in the position of Health Aide, effective September 19, 2022.
 - Conditional employment of Cuyler Wickham in the position of Administrative Assistant for Special Education, effective September 19, 2022.
 - Temporary part-time employment (one day per week for the 2022-2023 school year) of David Krajewski in the position of School Social Worker, effective October 3, 2022 until June 30, 2023.
 - Employment transfer of Stephanie Andrews to the position of CTE Administrative Services Specialist, effective October 10, 2022.

- Conditional employment of Jonah Curtis in the position of Nutrition Educator for the Department of Regional Instructional Services, effective October 17, 2022.
- Conditional employment of Catharine Nagayda in the position of Speech Language Pathologist, effective October 17, 2022.
- Superintendent's Conference
 - Post Approval - MASA Fall Conference, Traverse City, September 20-22, 2022

Motion passed unanimously.

E. Special Presentations:

- **Project SEARCH - Beth Opdycke, Special Education Supervisor and Sheila Ritsema, Instructor**
- **CISD Financial Audit 2021-2022 - Jamie Essenmacher and Ashley Heyer, Plante Moran**

F. Other Action Items to come before the Board:

1. Human Resource Employment Requests

- **Increase FTE**
 - **0.5 FTE Adult Training Program Teacher Assistant to 1 FTE**

It was moved by J. Miller, supported by Lindsey, that the CISD Board of Education approve the employment changes/additions as requested by the Human Resource Department.

Roll call vote taken.

Voting yes: Goodrich, J. Miller, A. Miller, Ponds and Lindsey

Voting no: None

Motion passed unanimously.

2. Receiving 2021-2022 Financial Audit - Plante and Moran, LLP

- Report to the Board of Education
- Federal Awards Supplemental Information
- Financial Report with Supplemental Information

It was moved by Ponds, supported by Goodrich, that the Calhoun ISD Board of Education receive and accept the submission of the 2021-2022 financial audit as presented by Plante and Moran. LLP.

Roll call vote taken.

Voting yes: J. Miller, A. Miller, Ponds, Lindsey and Goodrich

Voting no: None

Motion passed unanimously.

3. Adopt Revised Policies

- **2401 Board Member Elections**
- **2406 Board Officers' Duties**
- **2501 Meetings**
- **2501A Electronic Board of Education Meetings**
- **2501A-F-1 Electronic Board Meeting Checklist**
- **2501-F-2 Advance Notice of Remote Participation**
- **2501A-F-3 Electronic Board Meeting Notice**
- **3105 Visitors and Volunteers**
- **3106 F - Booster Clubs, PTO's and Other Support Groups**
- **3109 Curricular Animals**
- **3118 Title IX Sexual Harassment**
- **3301 Purchasing and Procurement - Facilities, Real and Personal Property**
- **3301A - Purchasing and Procurement with Federal Funds**
- **3302 - Acquisition of Real Property**
- **3303 Gifts and Donations - Facilities, Real, and Personal Property**
- **3303-F Gifts and Donations Form**
- **3304 Use District Property**
- **3305 Sale or Lease of District Property**
- **3306 Construction Bidding**
- **3307 Construction Administration**
- **3308 Distribution of Printed Material and Advertising in School**
- **3409 Intentionally Left Blank**
- **4101 Non-Discrimination**
- **4102 Anti-Harassment, Including Sexual Harassment**
- **4103 Whistleblowers' Protection**
- **4105 Workplace Accommodations for Employees and Applicants with Disabilities**
- **4108 Union Activity and Representation**

- **4109 Break Time for Nursing Mothers**
- **4111 Professional Development**
- **4201 Employee Ethics and Standards**
- **4202 Children's Protective Services (CPS) Reporting and Student Safety and Welfare**
- **4205 Hiring and Background Checks**
- **4210 Drug and Alcohol Free Workplace; Tobacco Product Restrictions**
- **4213 Anti-Nepotism**
- **4217 Social Media**
- **4218 Employee Dress and Appearance**
- **4220 Use or Disposal of District Property**
- **4222 Unauthorized Work Stoppage and Strikes**
- **4226 Intentionally left blank**
- **4227 False Medicaid Claims**
- **4301 Definition - Non Exempt Staff**
- **4303 Compensatory Time- Non Exempt Staff**
- **4304 Employee Timekeeping Responsibilities - Non Exempt Staff**
- **4306 Assignment and Transfer - Non Exempt Staff**
- **4308 Reduction and Recall of Non Exempt Staff**
- **4309 Discipline and Termination - Non Exempt Staff**
- **4401 Definition - Professional Staff**
- **4403 Performance Evaluation - Professional Staff**
- **4405 Reduction in Force and Recall - Professional Staff**
- **4406 Professional Improvement Sabbaticals - Professional Staff**
- **4407 Discipline - Professional Staff**
- **4503 Performance Evaluation - Administrators/Supervisors**
- **4504 Performance Based Compensation - Administrators/Supervisors**
- **4506 Discipline - Administrators/Supervisors**
- **4601 General - Superintendent**
- **4602 Hiring - Superintendent**
- **5101 - Student Expression - Student Rights**
- **5104 Age of Majority - Student Rights**
- **5206 Student Discipline**
- **5506 Field Trips**
- **5710 Student Suicide Prevention**
- **5711 Toilet Training - Student and Safety**

It was moved by Goodrich, supported by Lindsey, that the CISD Board of Education approve the revisions to the policy bylaws as presented.

Roll call vote taken.

Voting yes: A. Miller, Ponds, Lindsey, Goodrich and J. Miller

Voting no: None

Motion passed unanimously.

4. Approve Bid for CACC Welders

It was moved by Ponds, supported by J. Miller, that the CISD Board of Education approve the bid for twelve (12) multi process welders, Mutimatic 255, DC, MIG/Stick/TIG pack with running gear from Grainger, Inc. in the amount of \$90,606.35.

Roll call vote taken.

Voting yes: Ponds, Lindsey, Goodrich, J. Miller and A. Miller

Voting no: None

Motion passed unanimously.

5. Approve Early Childhood Support Network Contract and Allocations

It was moved by Goodrich, supported by Lindsey, that the CISD Board of Education approve the FY23 Early Childhood Support Network Contract from MDE and Partner award letters.

Roll call vote taken.

Voting yes: Lindsey, Goodrich, J. Miller, A. Miller and Ponds

Voting no: None

Motion passed unanimously.

G. Information:

1. The cash flow summary was reviewed. There were no questions or comments regarding the cash flow summary.
2. Professional/Support Staff Resignations:

Pursuant to Board Policy 4601 (Termination and Resignation), I respectively report that the resignation of the following noted employees were accepted on behalf of the Calhoun ISD Board of Education:

- Resignation of Lynn Bailey Neal from the position of School Social Worker, effective at the end of the business day September 27, 2022. (Hired 8/25/2004)

- Resignation of Karlie Midtgard from the position of Families First Home Visitor, effective at the end of the business day September 30, 2022. (Hired 9/27/2021)
- Resignation of Eric Walters from the position of Instructor at the Calhoun Area Career Center, effective at the beginning of the business day October 11, 2022. (Hired 1/20/2015)
- Resignation of Michele Morgan from the position of Early Childhood Interventionist, effective at the end of the business day October 17, 2022. (Hired 8/24/2020)
- Resignation of Sarah Mullard-Dickman from the position of CACC School Counselor, effective at the end of the business day October 21, 2022. (Hired 8/14/2019)
- Resignation of Aysia Rucker from the position of Early Childhood Services Family Coach, effective at the end of the business day October 21, 2022. (Hired 5/6/2019)
Ms. Rucker requested her resignation be rescinded, however, due to Board policy, once accepted by Administration it is irrevocable.
- Resignation of Daniel McDonald from the position of Custodian II, effective at the end of the business day October 28, 2022. (Hired 8/13/2019)
- Retirement of Dorene Hughey from the position of CTE Administrative Services Specialist, effective at the end of the business day November 4, 2022. (Hired 9/11/2017)
- Retirement of Tim Karazim from the position of Consultant for Payroll and Employee Benefits, effective at the end of the business day December 23, 2022. (Hired 9/19/1983)
- Resignation of Larry Hickey from the position of Custodian II, effective at the end of the business day October 25, 2022. (Hired 12/10/2020)
- Resignation of Bryn Hummell from the position of Early Childhood Special Education Teacher, effective at the end of the business day October 28, 2022. (Hired 11/12/2015)
- Retirement of Cameron Cudney from the position of School Social Worker, effective at the end of the business day November 30, 2022. (Hired 8/21/1997)

3. Administrative Guideline - Revised

- **4201-AG Employee Ethics and Standards - Time and Effort Reporting**

H. Administrative Reports:

- **Superintendent's Report:** Superintendent Lunger provided information on a variety of topics which included: Green Energy Impacts; KRESA Transition Meeting; BCCF - Booher Fund; United Way; Burgundy Fund and CASBMA
- **Human Resources:** Jessica Clothier provided the board with an update on Labor/Employment Relations; Human Resources: Back to School Update and Human Resources Practices.
- **Special Education:** Joan Reeve provided information on the following topics: Special Education Supervisors LRE Updates; Special Education Teacher Tuition Reimbursement Grant; Future Prou Michigan Educator Grow Your Own Staff Grant; Tammy Robinson, Education Policy Fellowship and Michigan Information and Research, Inc. Article.
- **Dates:**
 - CASBMA General Meeting, October 26, 2022, 5:00 p.m., Gifford/Schultz Educational Service Center

J. Upcoming meetings for the CISD Board: Gifford/Schultz Educational Service Center

- **Next Regular Meeting of CISD Board, November 16, 2022, 4:00 p.m. to be held at the Gifford/Schultz Educational Service Center, 17111 G Drive North, Marshall, MI**
- **CISD Board Workshop, November 21, 2022, 9:30 a.m. to be held at the Gifford/Schultz Educational Service Center, 17111 G Drive North, Marshall, MI**

K. Adjournment:

There being no further business to come before the board, President A. Miller adjourned the meeting at 4:46 p.m.

President: Allyn Miller

Secretary: JoAnne Miller