

**CALHOUN INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
MINUTES of the REGULAR MEETING
OCTOBER 16, 2024 at 4:00 p.m.
Gifford/Schultz Educational Service Center, Marshall, MI**

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 16, 2024, at 4:00 p.m. at the Gifford/Schultz Educational Service Center, 17111 G Drive North, Marshall, Michigan by Board President Goodrich.

Present were: Jean Goodrich, Richard Lindsey, Jr., Kenneth Ponds, Catherine Yates, Eric Greene (4:22pm)

Absent was:

Also present were: Dr. Terance Lunger, Superintendent; Karen Dysinger, Human Resources/Executive Office Coordinator; Tim Staffen, Assistant Superintendent for Career & Technical Education; Jessica Clothier, Assistant Superintendent for Human Resources; Lorie Upright, Assistant Superintendent for Technology and Data Services; Nicole Lawrence, Assistant Superintendent for Special Education; Jerry Johnson, Assistant Superintendent for Legislation and Education Policy; Kori Rafferty, Assistant Superintendent for Finance & Operations; Mark Ludlow, Chief Accountant; Anna McCrumb, Educational Technology Consultant; Matt Kelly, Plante & Moran; Nicole Abel, Plante & Moran; and Mike Nicholson, CISD School Psychologist & CIEA President

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

President Goodrich asked if there were any additional agenda items or changes to the agenda as printed. Superintendent Lunger indicated that Action Item 1 under F. will be covered before item E.

It was moved by Lindsey and supported by Ponds, that the meeting agenda be approved as printed, with Action Item 1 under F. covered before item E..

Motion passed unanimously.

C. *Visitors' Comments*

- There were no comments from visitors

D. Routine Matters - Consent Grouping:

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

- a. Approve minutes of regular meeting of September 11, 2024**
- b. Review bills and electronic fund transfers as submitted**
- c. Receiving of financial reports/investments reports**
- d. Employment recommendations:**
 - Employment of **Dakota Sutfin** in the position of Teacher Assistant for the Doris Klaussen Developmental Center, effective September 16, 2024.
 - Employment of **Grant Willis** in the position of Custodian II for the Calhoun Area Career Center, effective September 19, 2024.
 - Employment of **Lee Schultheiss** in the position of CTE Instructor - Computer Programming & Video Game Design, effective September 23, 2024.
 - Employment of **Elizabeth Washburn** in the position of SCI Teacher for the Doris Klaussen Developmental Center, effective September 23, 2024.
 - Employment of **Nyeshia Wilson** in the position of Job Coach for Special Education, effective September 23, 2024.
 - Employment of **Richard Alden** in the position of Orientation & Mobility Specialist, effective September 27, 2024.
 - Employment of **Coty Green** in the position of Technology Support Specialist, effective September 30, 2024.
 - Employment of Susan Lawson in the position of Special Education Administrative Assistant, effective September 30, 2024.
 - Employment of **Shawn Rhoades** in the position of Technology Coordinator, effective September 30, 2024.
 - Employment of **Shannon Smith** in the position of Certified Occupational Therapist Assistant, effective October 3, 2024.
 - Employment of **Rhonda Eishen** in the position of Special Education Administrative Assistant, effective October 3, 2024.
 - Employment of **Stacy Collier** in the position of Special Education Administrative Assistant, effective October 7, 2024.

- Employment of **Lisa Jasienski** in the position of Teacher Assistant for the Doris Klaussen Developmental Center, effective October 7, 2024.
- Employment of **Jaydin Leeman** in the position of Technology Support Specialist, effective October 7, 2024.
- Employment of **Corey Peterson** in the position of Special Education Administrative Assistant, effective October 14, 2024.
- Employment of **Caleb Hansen** in the position of Helpdesk Technician, effective October 21, 2024.

e. Superintendent’s Conference

- Post Approval - MASA Fall Conference, Traverse City, September 20-22, 2024

Motion passed unanimously.

E. Special Presentations

- **CISD Financial Audit 2023-2024** - Kori Rafferty, Assistant Superintendent for Finance & Operations and Mark Ludlow, Chief Accountant

Kori Rafferty and Mark Ludlow, as well as representatives from our auditing firm Plante & Moran, PLLC, will be in attendance to review and answer any questions concerning the Calhoun ISD Financial Audit.

- **Artificial Intelligence (AI)** - Anna McCrumb

F. Other Action Items to come before the Board

1. Adopt Revised Policies:

- 2201 Board Powers-ISD
- 2302 Board Code of Ethics
- 2303 Violation of Board Code of Ethics
- 2501 Meetings-ISD
- 2504 Public Participation at Board Meetings
- 3102 Smoking Tobacco Products Drugs and Alcohol
- 3104 School Cameras and Monitoring
- 3105 Visitors and Volunteers
- 3106 Booster Clubs PTOs and Other Support Groups
- 3106-F Booster Clubs, PTOs, and Other Support Groups
- 3107 Use of Detection Dogs
- 3108 Service Animals
- 3116 District Technology and Acceptable Use
- 3119 Experimental or Pilot Program

3201A Financial Management for Federal Awards
3207 School Activities Fund-ISD
3208 Surety Bonds of ISD Officials-ISD
3211 Post-Issuance Tax Compliance
3301 Purchasing and Procurement-ISD
3303 Gifts and Donations
3303-F Gifts and Donations Form
3306 Construction Bidding
3307 Construction Administration
3402 Drills Plans and Reports
3403 Reporting Accidents
3406 Integrated Pest Management
3408 Firearms and Weapons
3410 Opioid Antagonist
3501-AG Michigan Freedom of Information Act Procedures and Guidelines
3501-F-1 Sample FOIA Request Form
3501-F-2 Certificate of Non-Existence of Public Record
3501-F-3 Standard Form for Detailed Itemization of Fee Amounts
4101 Non-Discrimination
4102 Anti-Harassment, Including Sexual Harassment
4104 Employment Complaint Procedure for Allegations Implicating Civil Rights
4105 Disability Workplace Accommodations for Employees and Applicants
4105A Pregnancy-Related Workplace Accommodations
4105B Religious Workplace Accommodations
4106 Family and Medical Leave Act
4107 Military Leave
4109 Break Time for Nursing Mothers
4201 Employee Ethics and Standards-ISD
4202 Childrens Protective Services (CPS) and Adults Protective Services (APS)
Reporting and Student Safety and Welfare
4203-AG Corporal Punishment and Limited Use of Reasonable Force
4204 Confidentiality of Student Information
4205-AG-1 Criminal Justice Information Security
4206 Employment Contracts-ISD
4207 Third Party Contracting of Non-Instructional Support Services
4209 Abortion Referrals and Assistance
4213 Anti-Nepotism
4214 Outside Activities and Employment
4215 District Technology and Acceptable Use
4216 Personal Communication Devices
4217 Social Media
4221 Employee Speech
4228 No Expectation of Privacy
4229 Acceptable Use of Generative Artificial Intelligence
4401 Definition
4402 Assignment and Transfer
4403 Performance Evaluation
4405 Reduction in Force and Recall
4408 Termination
4409 Non-renewal

4503 Performance Evaluation
4507 Termination
4603 Performance Evaluation
5101 Student Expression
5102 Lockers
5103 Search and Seizure
5104 Age of Majority
5105 Collaboration with Outside Entities
5201 Investigations Arrests and Other Law Enforcement Contact-ISD
5202 Unlawful Discrimination, Harassment, and Retaliation Against Students
5203 Hazing
5204 Student Appearance and Dress Code
5206 Student Discipline
5206A Student Discipline - Due Process
5206B Student Discipline - Students with Disabilities
5206C Student Discipline - Reinstatement Following Expulsion
5206D Student Discipline - Enrollment Following Misconduct
5206E Student Discipline - Suspension from Class, Subject, or Activity by Teacher
5208 Student Acceptable Use and Internet Safety
5209 Student Use of Cell Phone and Electronic Communication Devices
5210 GPS Tracking Device with Audio Surveillance Capabilities
5212 Registered Sex Offenders - Students
5213 Personal Protection Orders Against Students
5301 Compulsory Attendance Absenteeism and Truancy-ISD
5302 Enrollment in Kindergarten
5303 Student Enrollment and Withdrawal-ISD
5304 Nonpublic School Students Part-Time Attendance
5306 Foreign Students-ISD
5307 Homeless Students
5308 Protection of Pupil Rights
5309 Student Records and Directory Information
5401 Parent Involvement in Education
5402 Communication with Parents
5403 Rights of Non-Custodial Parents
5404 Free Textbooks Materials and Charging of Fees and Fines
5406 Title I Funds
5407 Instructional Program and Curriculum Development-ISD
5408 Intentionally Left Blank
5409 Academic Credits and Graduation-ISD
5410 Commencement-ISD
5411 Student Promotion Retention and Placement-ISD
5412 Class Rank
5413 Senior Recognition-ISD
5414 Completion Certificates
5415 Summer School
5416 Homebound and Hospitalized Instruction-ISD
5417 Intentionally Left Blank
5418 Grades
5419 Reading Instruction Intervention and Retention
5420 Sex Education

5421 Work-Based Learning Experience
5502 Student Government
5503 Bulletin Boards and Other Student Postings
5506 Field Trips
5507 Extracurricular Activities
5510 Student-Initiated Non-Curricular Clubs
5601 Special Education
5602 Independent Educational Evaluation
5603 Section 504
5701 Abuse and Neglect
5702 Student Illness and Injury
5703 Medications
5704 Student Insurance
5705 Emergency Anaphylaxis
5707 School Wellness Policy
5708-AG Do Not Resuscitate Orders
5709 Lice Nits and Bed Bugs
5710 Student Suicide Prevention
5711 Toilet Training
5712 Concussion Awareness-ISD
5713 Immunizations and Communicable Diseases
5714 Threat Assessment and Resources
5715 Student Oral Health Assessment
5804 Work Permits
5805 Student Audio and Video Recording
5806 Recording of District Meetings
5807 Pledge of Allegiance

It was moved by Ponds and supported by Yates that the CISD Board of Education approve the revisions to the policy bylaws as presented.

Roll call vote taken.

Voting yes: Goodrich, Greene, Yates, Ponds and Lindsey

Voting no: None

Motion passed unanimously.

2. Receiving 2023-2024 Financial Audit - Plante & Moran, PLLC

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

It was moved by Yates and supported by Lindsey that the Calhoun ISD Board of Education receive and accept the submission of the 2023-2024 financial audit as presented by Plante and Moran, PLLC.

Voting yes: Lindsey, Goodrich, Greene, Yates, and Ponds

Voting no: None

Motion passed unanimously.

3. Human Resources Employment Request:

- Revise Job Description: CTE Instructor: Computer Technology

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

Voting yes: Ponds, Goodrich, Greene, Lindsey and Yates

Voting no: None

Motion passed unanimously.

4. Adopt Social Media Litigation Resolution:

It was moved by Lindsey and supported by Greene that the CISD Board of Education adopts the Social Media Litigation Resolution as presented to join the referenced Lawsuit and authorize the Superintendent or designee to sign the Attorney-Client Fee Contract.

Voting yes: Goodrich, Greene, Lindsey and Yates, Ponds

Voting no: None

Motion passed unanimously.

5. Adopt Insulin Litigation Resolution:

It was moved by Lindsey and supported by Greene that the CISD Board of Education adopts the Insulin Litigation Resolution as presented to join the referenced Lawsuit and authorize the Superintendent or designee to sign the Attorney-Client Fee Contract.

Voting yes: Goodrich, Greene, Lindsey and Yates, 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/Retirements/Terminations:

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:

- Termination of Allison Willbur from the position of Special Education Administrative Assistant, effective September 9, 2024. (Hired 7/10/2023)
- Resignation of Lee Schultheiss from the position of CTE Instructor - Computer Programming & Video Game Design, effective September 25, 2024. (Hired 9/23/2024)
- Resignation of Juana Graves from the position of Teacher Assistant, effective October 23, 2024. (Hired 9/19/2023)
- Retirement of Shelly Tebo from the position of Special Education Teacher, effective at the end of the business day October 31, 2024 (Hired 9/5/2017)
- Resignation of Dana Clark from the position of Teacher Consultant for Students with Visual Impairments, effective at the end of the business day October 31, 2024. (Hired 8/27/2017)

H. Administrative Reports

1. The Superintendent Updated the Board on the following Items:
 - Facilities
 - Office of Civil Rights Compliance Review
 - Communications Study
 - Cyber Security
 - ISDs - Southern Group
2. Department Reports (for your information):
 - Special Education - Nicole Lawrence provided the board with an update containing DKDC upcoming dates, Special Education supervisor assignments, Parent Advisory Committee Meeting dates, information regarding new Guidelines for Identification of Students with Specific Learning Disabilities (SLD), AimswebPlus online assessment and reporting system training, and a recap about this school year's Special Education Opening Day.
 - Human Resources - Jessica Clothier provided an update on hiring since July 1, 2024, a reboot to the mentoring program, updates to the evaluation process, County-Wide HR Network meetings, and the monthly CISD HR Newsletter.
3. Date:
 - CASB General Meeting / Candidate Forum & Dinner: October 23, 2024, 5:00 p.m., Gifford/Schultz Educational Service Center

I. Upcoming meetings for the CISD Board:

- **Next Regular Meeting of CISD Board, November 20, 2024, 4:00 p.m.** to be held at the Gifford/Schultz Educational Service Center, 17111 G Drive North, Marshall, MI

J. Adjournment

There being no further business to come before the board, President Goodrich adjourned the meeting at 5:07 p.m.

President: *Jeannie Goodrich*

Secretary: *Kenneth Ponds*