

**CALHOUN INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING MINUTES - FEBRUARY 19, 2025
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 February 19, 2025, at 4:01 p.m. at the Gifford/Schultz Educational Service Center, 17111 G Drive North, Marshall, Michigan by Board President Jean Goodrich.

Present were: Richard Lindsey, Jr., Catherine Yates, Eric Greene, and Kenneth Ponds, Jean Goodrich (until 4:30pm)

Absent was: Jean Goodrich (after 4:30pm)

Also present were: Dr. Terance Lunger, Superintendent; Jessica Clothier, Assistant Superintendent for Human Resources; Karen Dysinger, HR/Executive Office Coordinator; Kori Rafferty, Assistant Superintendent for Finance and Operations; Mark Ludlow, Chief Accountant; Lorie Upright, Assistant Superintendent for Technology & Data Services; Tim Staffen, Assistant Superintendent of Career and Technical Education; Jerry Johnson, Assistant Superintendent for Legislation & Education Policy; Erika Burkhardt, Assistant Superintendent for Early Childhood; Laura Griffith, Assistive Technology Coordinator

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

It was moved by Lindsey and supported by Greene that the meeting agenda be revised to move the MASB Ballot Casting action item before the Special Budget Presentation.

Motion Passed Unanimously.

C. Visitors' Comments

- There were no comments from visitors.

D. Routine Matters - Consent Grouping

It was moved by Ponds and supported by Lindsey that the CISD Board of Education approve the items in the consent grouping as presented.

1. ROUTINE MATTERS - CONSENT GROUPING:

- **Approve minutes of the January 15, 2025 regular meeting**
- **Approve minutes of the February 13, 2025 special meeting**
- **Review bills and electronic fund transfers as submitted**
- **Receiving of financial reports/investment reports**

- Employment recommendations:
 - Employment of **Linda Sykora** in the position of **One on One Teacher Assistant** for Special Education, effective **February 6, 2025**.
 - Conditional employment of **Heather Vaughn** in the position of **ECSE Inclusion Teacher**, effective **February 20, 2025**.
 - Employment of **Kamryn Keyton** in the position of **Teacher Assistant** for DKDC, effective **March 3, 2025**.
 - Employment of **Autumn Cousino** in the position of **Special Education Teacher Consultant** for the Intensive Supports Team (IST), effective **March 4, 2025**.
 - Employment of **Kaleb Green**, Power Equipment/Heavy Truck Instructor - MYCA Cycle 52.

Motion passed unanimously.

E. Other Action Items to come before the Board (Part 1)

4. MASB Region 6 Executive Board Representative Ballot Casting

It was moved by Lindsey and supported by Greene that the CISD Board of Education cast their ballot for one of the following Region 6 MASB Executive Board Candidates for a Three-Year Term.

- **Elizabeth O'Dell - St. Joseph County ISD, St. Joseph County**

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

Voting no: None

Motion passed unanimously.

(President Goodrich left the meeting. Vice President Greene presided over the meeting from this point forward.)

F. Special Presentations

1. 2024-2025 Revised Budget Presentation - Kori Rafferty, Assistant Superintendent of Finance and Operations and Mark Ludlow, Chief Accountant

Each year at this time, the administration reviews with the Board of Education the first revision of the CISD general, CDOT, special education, vocational education and student activity fund budgets for this fiscal year. Kori Rafferty, Assistant Superintendent of Finance and Operations with assistance from Mark Ludlow, Chief Accountant, will present revised revenues and expenditures for all budgets which represent a more accurate picture than what we were able to provide back in June when the board approved the 2024-2025 preliminary budget. An overview of the preliminary 2025-2026 budget will also be given.

G. Other Action Items to come before the Board (Part 2 / Continued)

1. **Approve Resolution for Revised Budget of the Calhoun Intermediate School District**

It was moved by Ponds and supported by Lindsey that the CISD Board of Education approve the Revision One 2024-2025 General Appropriations Resolution reflecting the revision of budgets for the 2024-2025 Fiscal Year.

Roll call vote taken.

Voting yes: Yates, Greene, Lindsey and Ponds

Voting no: None

Motion passed unanimously.

2. **Adopt Revised Policies, Administrative Guidelines, and Forms:**

Policies:

3115 - Non-Discrimination, Anti-Harassment, and Retaliation

3115A - Definitions for 3115 Series

3115B - Designation of Coordinators

3115C - Supportive Measures

3115D - Informal Resolution

3115E - Grievance Procedure and Remedies

3115F - Compliant Dismissal and Appeals

3115G - Intentionally Left Blank

3115H - Training Requirements and Policy Notice

3115-F-2 - *To be Deleted*
3118 - Title IX Sexual Harassment
3118-F-1 - Title IX Sexual Harassment Formal Complaint Form (**New**)
4101 - Non-Discrimination
4102 - Anti-Harassment
4104 - Employment Complaint Procedure for Allegations Implicating Civil Rights
4105A - Pregnancy Workplace Accommodations for Employees and Applicants
5202 - Unlawful Discrimination, Harassment, and Retaliation Against Students
5206 - Student Discipline

Administrative Guidelines:

4104-AG - Employment Complaint Procedure

Forms:

3115-F 2 Compliant Notice Letter
3115-F-3 Compliant Dismissal Letter
3115-F-3 Documentation of Supportive Measure Form (To Be Removed)
3115-F-4 Determination Letter
3115-F-5 Declining to File Complaint (was 3115-F-9)
3115-F-5 Notice of Additional Allegations Letter (To Be Removed)
3115-F-6 Informal Resolution Notice Letter
3115-F-8 Determination Letter - Title IX (To Be Removed)
3115-F-10 Initial Procedures Checklist (To Be Removed)
3115-F-12 Title IX Record Retention Requirements (To Be Removed)
3118-F-2 Title IX Documentation of Supportive Measures Form (**New**)
3118-F-3 Title IX Formal Complaint Notice Letter (**New**)
3118-F-4 Title IX Notice of Additional Allegations Letter (**New**)
3118-F-5 Title IX Mandatory Dismissal Letter (**New**)
3118-F-6 Title IX Discretionary Dismissal Letter (**New**)
3118-F-7 Title IX Investigation Report Checklist (**New**)
3118-F-8 Title IX Determination of Responsibility (**New**)
3118-F-9 Title IX Record Retention Requirements (**New**)
3118-F-10 Title IX Informal Resolution Notice Letter (**New**)
3118-F-11 Declining to File Title IX Formal Complaint (**New**)
5206-F-2 Victim-Offender Conference Agreement

It was moved by Lindsey and supported by Ponds that the CISD Board of Education approve the revisions to the policy bylaws, administrative guidelines, and forms as presented.

Roll call vote taken.

Voting yes: Ponds Yates, Greene, and Lindsey

Voting no: None

Motion passed unanimously.

3. CASB Award Nominations

It was moved by Greene and supported by Yates that the Calhoun ISD Board of Education nominate Kathleen Moore for the 2025 CASB Professional Award and Catherine LaValley for the 2025 CASB Citizen Award.

Roll Call Vote Taken:

Voting yes: Lindsey , Ponds Yates, and Greene

Voting no: None

Motion passed unanimously.

5. Purchase of Academic Readiness Intervention System (ARIS) Curriculum Kits for Early Childhood Special Education

It was moved by Yates and supported by Lindsey that the CISD Board of Education approves the purchase of six (6) ARIS Curriculum Kits for use by all Early Childhood Special Education (ECSE) and Early Learning (ELR) classrooms across the County for a total cost of \$35,970.00.

Roll Call Vote Taken:

Voting yes: Yates, Greene, Lindsey and Ponds

Voting no: None

Motion passed unanimously.

6. Purchase of Classroom and Office Furniture for the Adult Transition Program (ATP) House

It was moved by Lindsey and supported by Yates that the CISD Board of Education approves the purchase of classroom and office furniture for the ATP House from School Speciality in the amount of \$33,352.25.

Roll Call Vote Taken:

Voting yes: Ponds, Yates, Greene, Lindsey

Voting no: None

Motion passed unanimously.

H. Information:

1. Cash Flow Summary

2. Professional/Support Staff Resignations & Retirements:

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 Nyesha Wilson from the position of Special Education Job Coach, effective at the end of the business day January 7, 2025. (9/23/24)
- Resignation of Jordan Fowler from the position of Teacher Assistant, effective at the end of the business day January 24, 2025. (Hired 8/19/2024)
- Resignation of Janice Scales Nelson from the position of Teacher Coach, effective at the end of the business day January 31, 2025, (Hired 7/23/2024)
- Resignation of Mallory Etheridge from the position of Registered Nurse, effective at the end of the business day February 6, 2025. (Hired 4/2/2024)
- Resignation of Angela Adams from the position of SWFT Implementation & Improvement Consultant at the end of the business day February 18, 2025. (Hired 7/1/2024)
- Resignation of Rebecca Reed from the position of CDOT Student Services Consultant at the end of the business day June 30, 2025. (Hired 10/18/2021)

I. Administrative Reports

1. Superintendent's Report - The Superintendent Updated the Board on the following items:

- Technical Assistance Grant (TAG)
- ISD Superintendent Openings

2. Department Reports: (for your information)

- Special Education - Nicole Lawrence

3. Correspondence:

The following thank-you notes were received from mini-grant recipients:

- Ashley Hall - K-12 Music Educator
- Patricia Hebenstreit - Delton Kellogg Ag. Science

J. Next Board Meetings of the CISD Board to be held at the Gifford/Schultz Educational Service Center, 17111 G Drive North, Marshall, MI.:

- Special Meeting - February 25, 2025 at 4:00 p.m. (First-Round Interviews for CISD Superintendent Position)
- Special Meeting - March 5, 2025 at 4:00 p.m. (Final Interviews for CISD Superintendent Position)
- Regular Meeting - March 19, 2025 at 4:00 p.m.

K. Adjournment

There being no further business to come before the board, Vice President Greene adjourned the meeting at 5:29 p.m.

Vice President: Eric Greene

Secretary: Kenneth Ponds