

**CALHOUN INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
MINUTES of the BUDGET HEARING AND REGULAR MEETING OF JUNE 16, 2025
4:00 p.m.
Gifford/Schultz Educational Service Center, Marshall, MI**

A. Call to Order - Roll Call - Public Hearing - Pledge of Allegiance

The budget hearing of the Calhoun Intermediate School District Board of Education was called to order on June 16, 2025, at 4:03 p.m. at the Gifford/Schultz Educational Service Center, 17111 G Drive North, Marshall, Michigan by Board President Goodrich.

Present were: Jean Goodrich, Kenneth Ponds, Catherine Yates

Absent was: Eric Greene, Richard Lindsey, Jr.

Also present were: Dr. Terance Lunger, Superintendent; Jessica Clothier, Assistant Superintendent of Human Resources; Tim Staffen, Assistant Superintendent for CTE, Kori Rafferty, Assistant Superintendent for Finance and Operations; Mark Ludlow, Chief Accountant; Lorie Upright, Assistant Superintendent for Technology and Data Services; Karen Dysinger, Human Resources/Executive Office Coordinator; Jerry Johnson, Assistant Superintendent for Legislation & Education Policy; Nicole Lawrence, Assistant Superintendent for Special Education; Carrie Johnson, Assistant Superintendent for Regional Instructional Services; Elizabeth Insley.

B. Budget Hearing 2025-2026 CISD Preliminary Budgets

Kori Rafferty, Assistant Superintendent of Finance and Operations along with Mark Ludlow, Chief Accountant, presented anticipated revenues, expenditures and other budget items in each of the CISD funds for the 2025-2026 fiscal year in the following budget categories:

General Fund
Special Education
Vocational Education
CDOT
Student Activity

C. Consideration to Adjourn Public Hearing

There being no further business, President Goodrich adjourned the Public Hearing at 4:22 p.m.

D. Call to Order of Regular Meeting and Request to Approve Agenda as Printed or with Additions/Changes including the Exclusion of Selected Actions in the Consent Group

President Goodrich called the regular meeting to order at 4:22 p.m. and asked if there were any additional agenda items or changes in the agenda.

It was moved by Yates and supported by Ponds that the meeting agenda be approved as printed.

E. Visitors' Comments

- Elizabeth Insley - board agendas

F. Routine Matters - Consent Grouping:

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

- a. Approve minutes of regular meeting of May 14, 2025**
- b. Review bills and electronic fund transfers as submitted**
- c. Receiving of financial reports/investments reports**
- d. Employment recommendations:**
 - Employment of **Anastasia Lambert** in the position of Health Aide for DKDC, effective May 15, 2025.
 - Employment of **Sharlene Heinrich** in the position of Special Education Administrative Assistant, effective May 29, 2025.
 - Employment of **Miranda Bowdish** in the position of Teacher Assistant, effective June 16, 2025.
 - Transfer of **Kathy Slee** to the position of Special Education Supervisor, effective July 1, 2025.
 - Conditional employment of **Anya Frever** in the position of Speech-Language Pathologist, effective August 18, 2025.
 - Employment of **Alyson Dwire** in the position of CTE Allied Health Instructor, effective August 18, 2025.
- e. Superintendent Conference Pre-Approval Request**
 - MASA Fall Conference, September 17-19, 2025, Traverse City, MI

Motion Passed Unanimously

G. Other Action Items to come before the Board

1. Revision of 2024-2025 Budgets - Resolution

It was moved by Yates and supported by Ponds, that the CISD Board of Education approve the 2024-2025 Revision 2 General Appropriations Budget Resolution reflecting changes in the budgets for this fiscal year as presented.

Roll call vote taken.

Voting yes: Goodrich, Yates, Ponds

Voting no: None

Motion passed unanimously.

2. 2025-2026 CISD Preliminary Budgets - Resolution

It was moved by Ponds and supported by Yates, that the CISD Board of Education approve the fiscal year 2025-2026 Preliminary General Appropriations Budget Resolution as presented.

Roll call vote taken.

Voting yes: Goodrich, Yates, Ponds

Voting no: None

Motion passed unanimously.

3. Set Date for July Organizational/Regular Meeting

It was moved by Yates and supported by Ponds that the CISD Board of Education set the time, date and place of its July Organizational meeting as follows: 4:00 p.m., July 16, 2025, at the Gifford/Schultz Educational Service Center.

Roll call vote taken.

Voting yes: Yates, Ponds, Goodrich

Voting no: None

Motion passed unanimously.

4. Human Resource Employment Requests - Add Positions

- Addition of Positions:

- 2.0 FTE Special Education Teachers:

- *Career Readiness Teacher (under Secondary Functional Teacher Job Description)*
 - *Secondary Functional Teacher (adult programming)*

- 2.0 FTE Speech-Language Pathologists

- 1.0 Early On Student Services Coordinator

- 1.0 Certified Occupational Therapist Assistant

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

Roll call vote taken.

Voting yes: Ponds, Goodrich, Yates

Voting no: None

Motion passed unanimously.

5. Non-Union Personnel Handbook Changes

It was moved by Ponds and supported by Yates that the CISD Board of Education approve the recommended changes to the Non-Union Personnel Handbooks.

Roll call vote taken.

Voting yes: Goodrich, Yates, Ponds

Voting no: None

Motion passed unanimously.

6. Appoint WMHIP Trustee

It was moved by Ponds and supported by Yates that the CISD Board of Education appoint Jessica Clothier and Kori Rafferty to serve on the West Michigan Health Insurance Pool (“WMHIP”) Board of Trustees as Trustee and Alternate Trustee.

Roll call vote taken.

Voting yes: Goodrich, Yates, Ponds

Voting no: None

Motion passed unanimously.

7. Adult Transition Program (ATP) Facility Naming

It was moved by Yates and supported by Ponds that the CISD Board of Education formally name the newly constructed Adult Transition Program (ATP) facility located in Battle Creek after retiring Superintendent Dr. Terance Lunger in honor of his nearly eighteen years of service to the Calhoun Intermediate School District.

The facility shall be named ***The Lunger ATP House.***

Roll call vote taken.

Voting yes: Yates, Ponds, Goodrich

Voting no: None

Motion passed unanimously.

8. Superintendent Succession Plan

It was moved by Ponds and supported by Yates that the CISD Board of Education approve the Superintendent Succession Plan pursuant to Board Policy 4604.”

Roll call vote taken.

Voting yes: Ponds, Goodrich, Yates

Voting no: None

Motion passed unanimously.

H. 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, Non-Renewals and Terminations:

Pursuant to Board Policy 4223 (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 Dakota Sutfin from the position of Teacher Assistant, effective at the end of the business day June 4, 2025. (Hired 9/16/2024)
- Resignation of Carol Hicks from the position of Special Education Administrative Assistant supporting virtual ancillary staff, effective at the end of the business day June 6, 2025. (Hired 8/14/2023)
- Resignation of Phillip Hicks from the position of Special Education Administrative Assistant supporting virtual ancillary staff, effective at the end of the business day June 6, 2025. (Hired 10/31/2023)
- Non-Renewal of the contract of Donna Zimmerman, Employee Benefits Coordinator, effective at the end of the business day June 30, 2025. (Hired 8/17/2016)
- Non-Renewal of the contract of Pamela English, SWFT Consultant - Coordinated Supports, effective at the end of the business day June 30, 2025. (Hired 9/25/2023)
- Resignation of Heather Farrington from the position of Teacher Assistant for DKDC, effective at the end of the business day May 13, 2025. (Hired 2/11/2020)
- Resignation of Jim Riker from the position of MYCA Coordinator, effective at the end of the business day May 29, 2025. (Hired as MYCA Coordinator 8/2024)
- Resignation of Heidi Bremer-Koelper from the position of School Social Worker, effective at the end of the business day June 30, 2025. (Hired 8/23/2021)
- Resignation of Lauren Gallagher from the position of School Psychologist, effective at the end of the day June 30, 2025. (Hired 8/31/2009)
- Termination of Jarica McManus from the position of Special Education Administrative Assistant, effective at the end of the business day June 30, 2025. (Hired 5/28/2024)
- Resignation of Cassandra Inman from the position of Special Education ASD Teacher, effective at the end of the business day August 7, 2025. (Hired 11/15/2021)
- Resignation of Kerri Schaffer from the position of Special Education ASD Teacher, effective at the end of the business day August 7, 2025. (Hired 8/23/2021)

- Resignation of Amanda Luna-Bailey from the position of Speech-Language Pathologist, effective at the end of the business day August 31, 2025. (Hired 8/23/2021)

I. Administrative Reports

1. Superintendent's Report: The Superintendent updated the Board on the following Items:
 - Special Education Student Information System
 - Superintendent Transition
2. Department Reports: (for your information)
 - Finance & Operations - Kori Rafferty
 - Curriculum, Instruction & Assessment - Carrie Johnson
3. Dates:
 - August 18 - Back-to-School Professional Development at 8:00am - Woodland Church, Battle Creek
3. Communication - Mini Grant Thank You Note

J. Pre-Audit Communication to the Board of Education June 30, 2025

K. Next Meeting of CISD Board, Organizational Meeting July 16, 2025, 4:00 p.m. to be held at the Gifford/Schultz Educational Service Center, 17111 G Drive North, Marshall, MI

L. There being no further business to come before the board, President Goodrich adjourned the meeting at 4:47 pm

President: Jean Goodrich

Secretary: Kenneth Ponds