



MINUTES  
BOARD OF EDUCATION MEETING  
DECEMBER 19, 2022  
5:30 PM

- 1) Call to Order – The meeting was called to order by President Dwight Vines at 5:30 p.m.
- 2) Pledge of Allegiance
- 3) Roll Call showed the following members present: Dwight Vines, Mary Schaab, Lisa Tyler, Kevin Donovan, Wanda Lee Suits  
  
Members Absent: None
- 4) Registration of Guests – None.
- 5) Approval of Agenda with Additional Items and Order of Priority – It was moved by Mr. Donovan and supported by Ms. Suits to approve the agenda as submitted. All Ayes (5) Nays (0) Motion carried.
- 6) Consent Agenda – It was moved by Ms. Suits and supported by Ms. Tyler to approve the Consent Agenda consisting of the following items. All Ayes (5) Nays (0) Motion carried.
  - a) Minutes of the November 21, 2022 Regular Meeting
  - b) Financial Statements as of November 30, 2022:
    - Financial Summary
    - Resolution - Board Treasurers Report
    - Balance Sheet
    - Budget to Actual Comparison
    - Purchase Orders Over \$5,000
    - Purchasing Card Transactions Over \$300
    - Report of Vendor Payments of \$5,000 or Greater

|   |               |
|---|---------------|
| Total YTD General Fund Expenditures 2022-23           | \$ 12,096,598 |
| Total YTD Special Education Fund Expenditures 2022-23 | \$ 7,466,390  |
| <i>Fund Balances: November 2022</i>                   |               |
| General Fund  | \$ 6,145,838  |
| Special Education Fund                                | \$ 907,528    |
| School Lunch Fund                                     | \$ 21,264     |
| Vocational Education Fund                             | \$ 3,410,891  |
| School Activity Fund                                  | \$ 97,193     |
| Capital Projects Fund (General)                       | \$ 2,292,775  |
| Capital Projects Fund (CTC)                           | \$ 5,913,359  |

- 7) Communications – None.
- 8) Public Participation in the MAISD Board of Education Meeting – None.
- 9) Reports
  - a) Superintendent's Report
    - 1) Head Start Report – Mr. Lindquist noted the Head Start Program Report dated December 2022, the Head Start Financial Report containing activity through November 2022 for Grant Year December 2021-November 2022, the Head Start Financial Report-COVID and ARP, and the Head Start Program Monitoring Report (January-November 2022).
  - b) Financial Report – Mr. Helsen provided a brief financial report for November 2022.
  - c) Education Update - Instructional Services/Special Education Update – Megan Perrault, , Sarah Coleman, Dave Hundt, and Lisa Bailey provided an update on the IS/SE Service Delivery at the Muskegon Area ISD.
- 10) Old Business – None.
- 11) New Business
  - a) It was moved by Ms. Tyler and supported by Ms. Schaab to approve the transfer of \$2,000,000 from the Special Education Building and Equipment account to the Special Education Operations account for the 2022-23 year and set a target for the Special Education Operations Fund balance and future capital projects. All Ayes (5) Nays (0) Motion carried.
  - b) It was moved by Ms. Schaab and supported by Mr. Donovan to approve the distribution of local districts' estimated share of \$2,000,000 of Act 18 Special Education net available revenues. \$1,000,000 is to be paid in January 2023, and \$1,000,000 paid in March 2023. All Ayes (5) Nays (0) Motion carried.
  - c) It was moved by Mr. Donovan and supported by Ms. Suits to approve the purchase of a 2023 Chevy Silverado 2500 for \$52,810 through Art Moehn Chevrolet in Jackson, MI. Steve Fillmore has obtained multiple quotes on both used and new trucks recently and we have consulted with the MiDeal cooperative program to confirm proper pricing. All Ayes (5) Nays (0) Motion carried.
  - d) It was moved by Ms. Suits and supported by Ms. Tyler to approve the Final 2021-22 Head Start Self Assessment Report & Action Plan. All Ayes (5) Nays (0) Motion carried.
  - e) It was moved by Ms. Tyler and supported by Ms. Schaab to approve the Out-of-State Conference Requests as follows. All Ayes (5) Nays (0) Motion carried.
    - 1) Lisa Bailey, ASD Consultant for Special Education  
Therapeutic Crisis Intervention for Schools (TCIS) Trainer Update  
February 14-15, 2023

Knoxville, TN

- 2) Deanna Holman, Regional Assistance Grant Coordinator  
Academies of Nashville Study Visit  
March 6-8, 2023  
Nashville, TN
  - 3) Project Safe Coaches (Kiana Longnecker, Monique Hovinga, Kelly VanDyke, Kelly Hoekenga)  
20th International Conference on Positive Behavior  
March 28-April 1, 2023  
Jacksonville, FL
- f) It was moved by Ms. Schaab and supported by Mr. Donovan to approve the Employment of the Following Personnel. All Ayes (5) Nays (0) Motion carried.
- 1) Barbara Holmes - Early Interventionist-ECSE Teacher - Effective 12/05/22
  - 2) Adrianne Schmitt - Human Services Administrative Assistant - Effective 12/12/22
  - 3) Tabitha Glynn - Early Head Start Nurse - Effective 12/12/22
  - 4) Missy Tibbs - Financial Services Specialist - Effective 12/19/22
  - 5) Megan Graham - District Support Coordinator - Effective 12/19/22
- g) It was moved by Mr. Donovan and supported by Ms. Suits to approve the Following New Positions/ Changes. All Ayes (5) Nays (0) Motion carried.
- 1) Pamela Mahn - Career Tech Education Compliance & Reporting Assistant - Effective 01/01/23
- h) It was moved by Ms. Suits and supported by Ms. Tyler to approve New Salary Schedules/Changes as follows. All Ayes (5) Nays (0) Motion carried.
- 1) Amber Schubert, Financial Services Specialist - Salary Change - Move to Step I-4 - Effective 01/01/23
  - 2) Kelsie Farkas, Financial Services Specialist - Salary Change - Move to Step I-5 - Effective 01/01/23
  - 3) Project Safe Team (Kianna Longnecker, Monique Hovinga, Kelly Vandyke, Kelly Hoekenga, Kristen Anderson) - Salary Change - Move to Grade V - Effective 01/01/23
  - 4) Amanda Krentz - Salary Change - Move to Step X-4 - Effective 01/01/23
- i) The Board acknowledge the Retirement/Resignation/Layoff/Separation of the following personnel:

- 1) Mindy Kieft - Financial Services Specialist - Resignation - Effective 11/01/22
  - 2) Cadence Chase - Human Services Administrative Assistant - Resignation - Effective 11/18/22
  - 3) Jason Helsen - Associate Superintendent for Administrative Services - Resignation - Effective 01/31/23
  - 4) Courtney Moe - Early Childhood Teacher - Non-Renewal - Effective 12/31/22
- 12) Other – None.
- 13) Adjournment

There being no further business, the meeting adjourned at 6:10 p.m.

Signed: \_\_\_\_\_  
Lisa Tyler, Secretary

\_\_\_\_\_  
Dwight Vines, President

Date Approved: 01/17/23