



**MONTCALM AREA INTERMEDIATE SCHOOL DISTRICT**  
**621 NEW STREET, P.O. BOX 367**  
**STANTON, MICHIGAN 48888**

**MAISD BOARD OF EDUCATION**  
**MEETING MINUTES - Regular Meeting**  
**Friday, April 11, 2025**

**Call to Order**

President Mark Christensen called a Regular Meeting of the Board of Education of the Montcalm Area Intermediate School District to order at 8:01 AM.

**I. Roll Call**

Members Present: Mark Christensen, Brian Corwin, Deborah Snyder, Andrea Tabor, and Amy Thomas (arrived at 8:04 AM - missed one vote as noted below)  
Members Absent: None  
Administrators: Katie Flynn, Tricia Root, Shannon Tripp, Tom Staten, Zach Most, and Penny Dora  
Media: None

**II. Recognition of Visitors - None**

**III. Public Participation - None**

**IV. Approval of Agenda**

**Motion**

Moved by Andrea Tabor, seconded by Deborah Snyder, to approve the agenda as presented.

**Action**

Approve agenda as presented.

**Regular Vote    Ayes: 4    Nays: 0**  
(Amy Thomas was not present for this vote.)

**Motion passed 4-0**

**V. Correspondence and Recognition - None**

**VI. Approval of Consent Agenda**

**Motion**

Moved by Brian Corwin, seconded by Andrea Tabor, to approve the Consent Agenda as follows:

**Action**

Approved Consent Agenda as follows:

- Approval of regular board meeting minutes for Friday, March 21, 2025.
- Approval of personnel changes as presented.
- Approval of travel requests as presented.

**Roll Call Vote**

**Ayes: Christensen, Corwin, Snyder, Tabor, and Thomas**  
(Amy Thomas was present for this vote.)

**Nays: None    Motion passed 5-0**

**VII. Approval of Invoices for Payment**

Tricia Root, MAISD Associate Superintendent of Finance and Human Resources, reviewed the previous month's financial activities as presented in the monthly financial review.

**Motion**

Moved by Andrea Tabor, seconded by Deborah Snyder, to approve Invoices for Payment as presented.

**Action**

Approved invoices for payment.

**Roll Call Vote**

**Ayes: Christensen, Corwin, Snyder, Tabor, and Thomas**

**Nays: None**

**Motion passed 5-0**

**VIII. Acknowledgement of Donations**

- Donation of \$250 to the Business Administration Program at Montcalm Area Career Center from Ferris State Auto Owners Insurance Challenge for the Afternoon Class who placed 2nd in the Crimson Division.

**Motion**

Moved by Deborah Snyder, seconded by Brian Corwin, to acknowledge and accept this donation as presented.

**Action**

Donation acknowledged and accepted.

**Roll Call Vote**

**Ayes: Christensen, Corwin, Snyder, Tabor, and Thomas**

**Nays: None**

**Motion passed 5-0**

**IX. Approval of New Position for Human Resources Supervisor  
Finance and Human Resources Department**

Tricia Root explained the need for additional support in the human resources area of the business office. This will be a new position to work with the existing position of Human Resources Coordinator in supporting the functions of the human resources process. It is a non-union year-round position.

**Motion**

Moved by Amy Thomas, seconded by Andrea Tabor, to approve the new position of Human Resources Supervisor as requested and presented.

**Action**

This new position was approved.

**Roll Call Vote**

**Ayes: Christensen, Corwin, Snyder, Tabor, and Thomas**

**Nays: None**

**Motion passed 5-0**

**X. Approval of New Position for Intervention Coordinator - Special Education Department**

Kim Iverson explained this new position will coordinate the FBA process within the ISD special education programs. Functional Behavior Assessment (FBA) is a process used to understand the function or purpose of a specific behavior, determine why it is occurring, and develop an effective intervention strategy.

**Motion**

Moved by Deborah Snyder, seconded by Brian Corwin, to approve the new position of Intervention Coordinator as requested and presented.

**Action**

This new position was approved.

**Roll Call Vote**

**Ayes: Christensen, Corwin, Snyder, Tabor, and Thomas**

**Nays: None**

**Motion passed 5-0**

**XI. Approval of New Position for Adaptive PE Teacher - Special Education Department**

The Adaptive PE teacher will design and implement physical education programs for students with disabilities, focusing on improving fitness, motor skills, and social interaction.

**Motion**

Moved by Amy Thomas, seconded by Andrea Tabor, to approve the new position of Adaptive PE Teacher as requested.

**Action**

This new position was approved.

**Roll Call Vote**

**Ayes: Christensen, Corwin, Snyder, Tabor, and Thomas**

**Nays: None**

**Motion passed 5-0**

**XII. Approval of New Position for COTA - Art Instruction/Fine Motor Development Special Education Department**

The Certified Occupational Therapy Assistant (COTA) supports students' fine motor, sensory, and daily living skills under an Occupational Therapist's supervision, with a focus on integrating art instruction to enhance motor skill development.

**Motion**

Moved by Brian Corwin, seconded by Amy Thomas, to approve the new position of COTA-Art Instruction/Fine Motor Development as requested and presented.

**Action**

This new position was approved.

**Roll Call Vote**

**Ayes: Christensen, Corwin, Snyder, Tabor, and Thomas**

**Nays: None**

**Motion passed 5-0**

**XIII. Approval of New Position for Teacher Consultant ASD (0.6 FTE) and START Project (0.4 FTE) Special Education Department**

This position supports neurodiverse students, including those with Autism Spectrum Disorders (ASD), by coordinating and implementing evidence-based practices to promote integration into the Least Restrictive Environment (LRE). Responsibilities include participating in identification and placement decisions, collaborating on Multi-Tiered Systems of Support (MTSS) and interventions, and assisting with specialized materials and devices to enhance student outcomes across the LRE continuum.

**Motion**

Moved by Andrea Tabor, seconded by Brian Corwin, to approve the new position of Teacher Consultant ASD and START Project as presented.

**Action**

This new position was approved.

**Roll Call Vote**

**Ayes: Christensen, Corwin, Snyder, Tabor, and Thomas**

**Nays: None**

**Motion passed 5-0**

**XIV. Report from MAISD Superintendent Katie Flynn**

- During the first week of May, we will be celebrating our staff during Staff Appreciation Week.
- Working with Neola to review board policies and prepare new and revised policies for board approval in the coming months.
- Continuing to monitor changes occurring at the federal level regarding the USDOE as well as funding, budget, and programming.
- Kim Iverson and Tina Sleight will attend training called Therapeutic Crisis Intervention (TCI) which is a behavior intervention model and a "train the trainer" approach. It will replace the current Crisis Prevention Intervention (CPIO) model.

### **XIII. Reports from MAISD Leadership Team**

#### **Shannon Tripp, Associate Superintendent of CTE and Early College**

- Early College applications are due by Friday.
- Early College students who are graduating will walk with MCC at their graduation on May 2nd.
- The State of Michigan has implemented an improvement plan for all career centers in the state surrounding math achievement data. Khan Academy and Number Talks are two featured programs.
- Many students at The MACC are achieving their certifications in their CTE programs and there are a lot of outstanding success stories being featured.

#### **Tricia Root, Associate Superintendent of Finance and Human Resources**

- The district is implementing a new human resources platform called K-12 Informed that will house all onboarding and offboarding documentation in one warehouse.
- General education budgets have been sent to the local districts for their approvals in preparation for the June budget hearing.
- Montabella and Lakeview have non-homestead operating millage renewals on the ballot for the May 6 election.
- Several employees in the business office will be attending the Michigan School Business Officials annual conference later this month.

#### **Kim Iverson, Associate Superintendent of Special Education**

- The special education department has created two newsletters for staff - one focused for Seiter Education Center staff specifically and the other for all special education staff.
- Katie mentioned the TCI training that we will be attending. Along with this training certification, a network of trainers from ISD throughout the state will be created so there will be opportunities available at regional ISD locations when special education staff need training updates.
- Early On referrals have increased this year.
- Seiter Education Center principal position remains vacant with an anticipating start date of July 1 for an incoming candidate. Kim continues to fill this role along with her other duties.

#### **Zach Most, Director of Facilities**

- We will be posting items to the municipal auction through the site called Ranger Bid next week. Items include a shed built by the Construction Trades program, several old refrigerators from storage, and 2 trucks that are on the 2 year rotating replacement cycle.

### **XIV. Information and Discussion for Future Meetings**

- Board Elections - Monday, June 2, 2025 at 8:00 AM (as per legislation)
- Budget Hearing - Friday, June 27, 2025 at 7:45 AM (rescheduled from June 26, 2025)
- Regular Board Meeting - Friday, June 27, 2025 at 8:00 AM (rescheduled from June 26, 2025)
- Organizational Meeting - Must be scheduled prior to July 15 (per board policy)
  - Discussion as to the tentative date of July 7 at 8:00 AM - TBD.

**XV. Adjournment**

**Motion**

Moved by Amy Thomas, seconded by Andrea Tabor,  
to adjourn the meeting at 8:58 AM.

**Regular Vote    Ayes: 5    Nays: 0**

**Action**

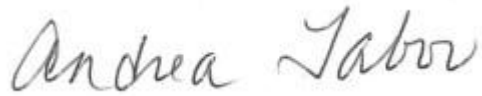
Meeting adjourned at 8:58 AM.

**Motion passed 5-0**



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Minutes recorded by  
Penny Dora  
MAISD Director of Communications



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Minutes approved by board action on 5/23/2025  
Andrea Tabor, Board Secretary  
MAISD Board of Education