



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

MAISD BOARD OF EDUCATION
MEETING MINUTES - Regular Meeting
Friday, August 22, 2025

Call to Order

Vice-President Deborah Snyder 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: Brian Corwin, Deborah Snyder, and Andrea Tabor
Members Absent: Mark Christensen and Amy Magirl
Administrators: Katie Flynn, Tricia Root, Adel DiOrio, Shannon Tripp, Kim Iverson, Cari O'Connor, Tom Staten, and Penny Dora
Media: Cory Smith from The Daily News

II. Recognition of Guests - None

III. Public Participation - None

IV. Approval of Agenda

Motion

Moved by Andrea Tabor, seconded by Brian Corwin,
to approve the agenda as presented.

Action

Agenda was approved as presented.

Regular Vote Ayes: 3 Nays: 0

Motion passed 3-0

V. Correspondence and Recognition

Received a note of thanks from retired MAISD Superintendent Ron Simon for the flowers sent by the board to the funeral services for his wife, Carol Simon.

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.

- Approval of board's organizational meeting minutes - Monday, July 7, 2025
- Approval of personnel changes as presented.
- Approval of conference travel requests as presented.

Roll Call Vote

Ayes: Corwin, Snyder, and Tabor Nays: None Motion passed 3-0

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 Brian Corwin, to approve Invoices for Payment as presented.

Action

Approved invoices for payment.

Roll Call Vote

Ayes: Corwin, Snyder, and Tabor

Nays: None Motion passed 3-0

VIII. Acknowledgement of Donations

- Acknowledged grant funds received from Greenville Area Community Foundation in the amount of \$10,000 to support the Montcalm Dolly Parton Imagination Library.

Motion

Moved by Brian Corwin, seconded by Andrea Tabor, to acknowledge and accept this donation as presented.

Action

Donation acknowledged and accepted.

Roll Call Vote

Ayes: Corwin, Snyder, and Tabor

Nays: None Motion passed 3-0

IX. Approved the Use of a Signature Stamp, Signature Image, and/or Electronic Signature for Board Secretary Andrea Tabor during the 2025-2026 School Year

This image will be used primarily for board meeting minutes and board meeting public notice postings.

Motion

Moved by Andrea Tabor, seconded by Brian Corwin, to approve the use of a signature stamp, signature image, and/or electronic signature for the Board Secretary Andrea Tabor during the 2025-2026 school year.

Action

Approved the use of a signature image for Board Secretary Andrea Tabor.

Regular Vote Ayes: 3 Nays: 0

Motion passed 3-0

X. Considered First Reading of Revised Board Policies

No board action required. MAISD Superintendent Katie Flynn reviewed policy revisions and updates.

- Policy 0100 - Bylaws - Definitions
- Policy 0131.2(b) - Bylaws - Transfer of Territory
- Policy 0151 - Bylaws - Organizational Meeting
- Policy 1422 - Administration - Non-Discrimination and Equal Employment Opportunity
- Policy 1440 - Administration - Reimbursement of Job-Related Expenses
- Policy 1623 - Administration - Section 504/ADA Prohibition Against Disability Discrimination
- Policy 1662 - Administration - Anti-Harassment
- Policy 2105 - Program - Mission of the District
- Policy 2260.01 - Program - Non-Discrimination and Access to Equal Educational Opportunity
- Policy 2260 - Program - Section 504/ADA Prohibition Against Discrimination Based on Disability
- Policy 2370.01 - Program - Online/Blended Learning Program

XI. Approved 2025-2026 Rates for Substitute Staffing

These substitute staffing positions are contracted through EduStaff and include special education teachers, CTE teachers, para-professionals, COTAs, interpreters, and support staff. Rates are also included for retired MAISD staff returning as substitute staff.

Motion

Moved by Andrea Tabor, seconded by Brian Corwin, to approve 2025-2026 rates for substitute staffing.

Action

Approved 2025-2026 MAISD Substitute Staffing rates as presented.

Roll Call Vote

Ayes: Corwin, Snyder, and Tabor

Nays: None Motion passed 3-0

XII. Approved Xerox Copy Purchase Proposal

MAISD Director of Technology Tom Staten reviewed the proposal. It spans over the course of a five year window to allow transition of leased copy machines and related equipment to become purchased copy machines and related equipment. This cost savings projected through this plan is \$30,000 over the five year period.

Motion

Moved by Brian Corwin, seconded by Andrea Tabor, to approve the Xerox Copy Purchase proposal as presented.

Action

Xerox Copy Purchase proposal for a five year plan was approved as presented.

Roll Call Vote

Ayes: Corwin, Snyder, and Tabor

Nays: None Motion passed 3-0

XIII. Approved Contract with AMN Healthcare, Inc. for School Social Worker Services at Seiter Education Center during the 2025-2026 School Year (extension of services)

This contract is due to a vacancy in a school social worker position in addition to the contract approved by the board last month for similar services from the same provider.

Motion

Moved by Brian Corwin, seconded by Andrea Tabor, to approve contract with AMN Healthcare for 2025-2026 school year for the services of a school social worker.

Action

AMN Healthcare contract approved as presented for 2025-2026 school year.

Roll Call Vote

Ayes: Corwin, Snyder, and Tabor

Nays: None Motion passed 3-0

XIV. Approved New Position for Associate Superintendent of Early Childhood Services

MAISD Superintendent Katie Flynn explained this position replaces the current position of Director of Early Childhood Services and will be an executive level position reporting to MAISD Superintendent. The position will become effective October 1, 2025

Motion

Moved by Andrea Tabor, seconded by Brian Corwin, to approve this new position as presented.

Action

The position of Associate Superintendent of Early Childhood Services will become effective on October 1, 2025.

Roll Call Vote

Ayes: Corwin, Snyder, and Tabor

Nays: None Motion passed 3-0

XV. Report from MAISD Superintendent Katie Flynn

- Katie was proud to recap the Opening Day activities with all staff in attendance for the Back to School kick-off event. MAISD has selected a theme for the year centering around the Energy Bus and looking to the new school year with positivity and renewed focus. Katie shared the book of the same title with board members. This renewed focus included a revisit to the Strategic Plan and work that will be done this year toward the development of a new district-wide plan.
- Katie shared details on a Communication Plan and Email Protocol which she explained during Opening Day as well.

XVI. Reports from MAISD Leadership Team

Adel DiOrio, Associate Superintendent of Instruction

- Adel was excited to highlight several learning opportunities in professional development featuring this year - Future of Learning Conference, Disciplinary Literacy, Igniting Passionate Leaders.
- She reviewed other topics of professional development being offered for school leaders.
- MDE will be hosting a team of leaders onsite and MAISD for three days later this month.
- Miranda Holmberg will be attending meetings around the county with MTSS Coordinators to plan for continued implementation and systems development support.
- Will Lepech attended the Michigan Continuous Improvement Facilitator's Network Summer Conference where he co-presented on the Early Warning Intervention and Monitoring System.
- The Instructional Services team has created an opportunity for a Community of Practice focused on improving secondary instruction and deepening the understanding of Disciplinary Literacy.
- Review of the Early Math and Early Literacy Institutes teams from MAISD attended this summer.
- See the press release regarding the CAP Report Card and rankings of Montcalm County schools.

Shannon Tripp, Associate Superintendent of CTE/Early College

- The house built by the Construction Trades students has been sold and is already moved from the MACC property.
- The MACC has a waiting list for 12 of the 24 sections of programming.
- The MACC staff will be focusing on attendance strategies this year to improve student attendance.
- Shannon will be presenting information about Early College to the MCC Board of Trustees at their September meeting which will be held in Howard City.
- Montabella Community Schools has recently hired a new teacher who is an Early College alumni.

Tricia Root, Associate Superintendent of Finance and Human Resources

- The business office continues to make adjustments to the budgets as we receive more information about federal grants and state aid funding. It is incredibly frustrating to have so little detail on which to rely when trying to project the financial forecast.

Kim Iverson, Associate Superintendent of Special Education

- Seiter Education Center held a Meet the Teacher event last week.
- Adaptive PE and music classes have been added to the class schedule at Seiter Education Center.
- The special education leadership team attended the annual MAASE conference and enjoyed an incredible three days of learning opportunities and professional development.
- Kim is proud to report nearly all job vacancies have been filled.

Cari O'Connor, Director of Early Childhood

- Cari detailed family activities held throughout the summer for families and young children.
- In the school year 2025-2026, GSRP will have 27 preschool programs.
- The Montcalm County Preschool Annual Report shows we are serving 475 preschoolers.
- In the month of July, participation numbers for Dolly Parton Imagination Library reached 1,880 children receiving books.

Tom Staten, Director of Technology

- Tom is pleased to announce the news released on July 7 that the Fiber Optic Network grant has been approved in the full amount of \$8 million requested. This opportunity brings a tremendous collaborative effort to bring fiber availability throughout the county with an out of pocket cost not more than \$6,000 total. This project was covered in great detail several months ago when the initial application was made.

Zach Most, Director of Facilities

- Transition Center parking lot construction will begin on September 2.

Penny Dora, Director of Communications

- MCSBA Fall General Membership Meeting will be held at Seiter Education Center with the topic of "Michigan Law and the Use of Seclusion and Restraint in Public Schools" presented by MAISD Superintendent Katie Flynn. The date is Monday, September 22. Information will be sent.
- MCSBA Executive Committee met and elected President Ed Jonaitis (Lakeview) and Vice-President Stacey Springsteen (Carson City - Crystal). Their next executive committee meeting is October 29 at 4:00 PM.
- Penny explained the MAISD school store and how to find it on our website.
- On Opening Day, we recognized 13 employees with service awards for 205 years of service.

XVII. Information and Discussion for Future Meetings

- Montcalm County School Boards Association - General Membership Meeting
Monday, September 22, 2025 - 6:30 PM
- MAISD Board of Education - Regular Meeting
Friday, September 26, 2025 - 8:00 AM

XVIII. Adjournment

Motion

Moved by Brian Corwin, seconded by Andrea Tabor,
to adjourn the meeting at 9:33 AM

Action

The meeting adjourned at 9:33 AM.

Regular Vote Ayes: 3 Nays: 0

Motion passed 3-0



Minutes recorded by
Penny Dora
MAISD Director of Communications



Minutes approved by board action on 9/5/2025
Andrea Tabor, Board Secretary
MAISD Board of Education