

HERITAGE SOUTHWEST INTERMEDIATE S/D  
61682 Dailey Road  
Cassopolis, Michigan 49031  
269-445-6204

MINUTES OF THE BOARD OF EDUCATION  
(ORGANIZATIONAL & REGULAR MEETING)  
July 20, 2022

- Call to Order* Mr. Hubbard called the organizational meeting of the Heritage Southwest Intermediate School District Board of Education to order at 10:00 a.m. in Conference Room #1 of the Administrative Services Center on Wednesday, July 20, 2022.
- Roll Call* Members present: Ms. Cripe, Mr. Garber, Mr. Dyes, Mr. Ross  
Members absent: Mr. Anderson  
Administrators present: Mr. Hubbard, Mr. Jasper, Ms. Butchbaker, Ms. Davis, Mr. Sheffey
- Declaration of a Quorum* Mr. Hubbard declared a quorum of the Board.
- Pledge to the Flag* Pledge to the Flag was recited.
- Approval of Agenda* Moved by Ms. Cripe, supported by Mr. Ross, to approve the agenda as presented. All in favor. Motion carried.
- Election of Officers* Moved by Mr. Ross, supported by Mr. Garber, to nominate Mr. Dyes for President, Mr. Anderson for Vice-President, Ms. Cripe for Secretary, Mr. Ross for Treasurer, and Mr. Garber for Trustee.  
Roll Call Vote. Ayes: Mr. Dyes, Ms. Cripe, Mr. Garber, Mr. Ross  
Nays: None  
All in favor. Motion carried.
- Regular Meetings of the Board* Moved by Mr. Ross, supported by Ms. Cripe, that regular meetings of the Heritage Southwest Intermediate Board of Education be held on the 3<sup>rd</sup> Wednesday of each month with the exception of September, January and June, meetings to be convened at 10:00 a.m. at the HSISD Administrative Services Center at 61682 Dailey Road and no new business to be introduced after 12:00 p.m.  
Roll Call Vote. Ayes: Mr. Garber, Ms. Cripe, Mr. Dyes, Mr. Ross  
Nays: None  
All in favor. Motion carried.
- Posting Notices of Meetings* Moved by Mr. Ross, supported by Mr. Dyes, that the Superintendent's Executive Assistant be appointed the designee for posting notices of meetings.  
Roll Call Vote. Ayes: Ms. Cripe, Mr. Garber, Mr. Dyes, Mr. Ross  
Nays: None  
All in favor. Motion carried.
- Security Bonds* Moved by Ms. Cripe, supported by Mr. Ross, that the security bonds be set at a minimum of \$10,000 for the board treasurer and \$100,000 for employees.  
Roll Call Vote. Ayes: Mr. Dyes, Mr. Garber, Ms. Cripe, Mr. Ross  
Nays: None  
All in favor. Motion carried.
- Depositories* Moved by Mr. Ross, supported by Mr. Dyes, that the depositories will continue to be the Banks of Cass County, Michigan Class, and the Michigan Liquid Asset Fund (MILAF).  
Roll Call Vote. Ayes: Mr. Garber, Ms. Cripe, Mr. Ross, Mr. Dyes  
Nays: None  
All in favor. Motion carried.
- Check Signature Authorization* Moved by Mr. Dyes, supported by Mr. Ross, that the Superintendent, Chief Financial Officer, Accounting Supervisor, and the Board Treasurer be authorized to sign checks for Accounts Payable, Payroll, Trust and Agency, and Edustaff Accounts.  
Roll Call Vote. Ayes: Ms. Cripe, Mr. Dyes, Mr. Ross, Mr. Garber  
Nays: None  
All in favor. Motion carried.

- Memberships* Moved by Ms. Cripe, supported by Mr. Ross, to approve the memberships in the Michigan Association of School Boards and School Equity Caucus organizations.  
Roll Call Vote. Ayes: Mr. Dyes, Ms. Cripe, Mr. Ross, Mr. Garber  
Nays: None  
All in favor. Motion carried.
- Retainer Contract* Moved by Mr. Dyes, supported by Mr. Garber, to appoint Thrun Law Firm, P.C. as legal counsel and that a retainer be paid.  
Roll Call Vote. Ayes: Mr. Ross, Ms. Cripe, Mr. Garber, Mr. Dyes  
Nays: None  
All in favor. Motion carried.
- Newspapers of General Circulation* Moved by Mr. Ross, supported by Ms. Cripe, that the Marcellus News and Leader Publications be designated as the newspapers of general circulation for the current school year.  
Roll Call Vote. Ayes: Mr. Dyes, Mr. Ross, Mr. Garber, Ms. Cripe  
Nays: None  
All in favor. Motion carried.
- Compensation for Board Members* Moved by Mr. Ross, supported by Mr. Garber, that board members get a per diem of \$30 per meeting and other functions as related directly to the member's responsibility as a board member plus mileage.  
Roll Call Vote. Ayes: Mr. Dyes, Ms. Cripe, Mr. Garber, Mr. Ross  
Nays: None  
All in favor. Motion carried.
- Communications to the Board* None
- Communication from the Audience* None
- Presentation* Emotionally Impaired Programming  
Staff Member, Adriene Davis, gave the board an update on ISD & LEA programming protocol for EI students and presented a handout on the Intensive Behavior Support Process for all programs.
- Approval of Minutes* Moved by Mr. Ross, supported by Ms. Cripe, to approve the minutes of June 29, 2022, as presented. All in favor. Motion carried.
- Treasurer's Report* Moved by Mr. Ross, supported by Ms. Cripe, to accept the Treasurer's Report as presented. All in favor. Motion carried.
- Payment of Bills* Moved by Ms. Cripe, supported by Mr. Ross, that the Board of Education hereby approves payment of bills which includes General Fund totaling \$550,523.00; Special Ed Fund totaling \$396,213.88; and Food Service Fund totaling \$13,034.00.  
Roll Call Vote. Ayes: Mr. Garber, Ms. Cripe, Mr. Dyes, Mr. Ross  
Nays: None  
All in favor. Motion carried.
- Hirings* Moved by Mr. Ross, supported by Mr. Garber that the Board of Education approve the hiring of Natasha Holesinger, Jessica Humphries, and Julie Florey as recommended by administration.  
Roll Call Vote. Ayes: Ms. Cripe, Mr. Dyes, Mr. Ross, Mr. Garber  
Nays: None  
All in favor. Motion carried.
- Berrien-Cass School Boards Association Rep* Moved by Mr. Ross, supported by Mr. Garber, that the Board of Education appoint Debra Cripe as representative to the Berrien-Cass School Board Association.  
Roll Call Vote. Ayes: Mr. Dyes, Mr. Ross, Mr. Garber, Ms. Cripe  
Nays: None  
All in favor. Motion carried.
- Technology Dept* Staff Member, Rob Sheffey, gave the board an update on the transition of technology services from KRESA to HSISD.
- Adjournment* Moved by Mr. Ross, supported by Mr. Garber, to adjourn at 11:02 a.m. All in favor. Motion carried.

Respectfully submitted,

---

 Debra Cripe  
Secretary