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

MINUTES OF THE BOARD OF EDUCATION
(ORGANIZATIONAL & REGULAR MEETING)
July 16, 2025

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 16, 2025.

Roll Call
Members present: Mr. Dyes, Ms. Dodd, Mr. Ross, Mr. Garber, Ms. Cripe
Members absent: None
Administrators Present: Mr. Hubbard, Ms. Butchbaker, Mr. Jasper, Ms. Wimberley, Mr. Vaughn

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 Mr. Ross, supported by Ms. Dodd, to approve the agenda as presented. All in favor. Motion carried.

Election of Officers Moved by Ms. Dodd, supported by Mr. Ross, to nominate Mr. Dyes for President, Mr. Ross for Vice-President, Ms. Cripe for Secretary, Mr. Garber for Treasurer, and Ms. Dodd for Trustee.
Roll Call Vote. Ayes: Ms. Cripe, Mr. Garber, Mr. Dyes, Mr. Ross, Ms. Dodd
Nays: None
All in favor. Motion carried.

Consent Agenda Moved by Mr. Ross, supported by Mr. Garber, that the Consent Agenda be approved as presented.
Roll Call Vote. Ayes: Mr. Dyes, Ms. Cripe, Mr. Garber, Ms. Dodd, Mr. Ross
Nays: None
All in favor. Motion carried.

Regular Meetings of the Board
To be held on the 3rd 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.

Posting Notices of Meetings
Superintendent's Executive Assistant is the designee for posting notices of meetings.

Security Bonds
Security bonds be set at a minimum of $10,000 for the board treasurer and $100,000 for employees.

Depositories
Depositories will be the Banks of Cass County, Michigan Class, and the Michigan Liquid Asset Fund (MILAF).

Check Signature Authorization
Superintendent, Chief Financial Officer, Accounting Supervisor, and the Board Treasurer be authorized to sign checks for Accounts Payable, Payroll, Student Activities, and Edustaff Accounts.

Memberships
Michigan Association of School Boards and School Equity Caucus organizations.

Retainer Contracts
Thrun Law Firm, P.C. as legal counsel for state level matters and labor negotiations and Clark Hill PLC as legal counsel for special education matters and that a retainer be paid to each firm.

Newspapers of General Circulation
Marcellus News and Leader Publications be designated as the newspapers of general circulation for the current school year.

Compensation for Board Members
Board members get a per diem of $30.00 per meeting and other functions as related directly to the member's responsibility as a board member plus mileage.

Communi-cations to the Board	None
Communi-cation from the Audience	None
Presentation	Special Education Update Staff Member, Tina Wimberley, gave the board a handout on department updates. Staff Member, Molly High, gave a PowerPoint presentation on our Cass County Transition Better Life Yet (BLYET) summer job training program.
Approval of Minutes	Moved by Mr. Ross, supported by Ms. Dodd, to approve the minutes of June 25, 2025 as presented. All in favor. Motion carried.
Treasurer's Report	Moved by Ms. Cripe, supported by Mr. Garber, to accept the Treasurer's Report as presented. All in favor. Motion carried.
Payment of Bills	Moved by Mr. Ross, supported by Ms. Dodd, that the Board of Education hereby approves payment of bills which includes General Fund totaling $336,567.63 and Special Ed Fund totaling $337,954.16. Roll Call Vote. Ayes: Mr. Garber, Ms. Cripe, Ms. Dodd, Mr. Ross, Mr. Dyes Nays: None All in favor. Motion carried.
Hiring	Moved by Ms. Dodd, supported by Mr. Ross, that the Board of Education approve the hiring of Adam Payne upon appropriate unprofessional conduct review and criminal background check as recommended by the administration. Roll Call Vote. Ayes: Mr. Dyes, Ms. Cripe, Mr. Garber, Mr. Ross, Ms. Dodd Nays: None All in favor. Motion carried.
Berrien-Cass School Boards Association Rep	Moved by Mr. Ross, supported by Mr. Dyes, that the Board of Education appoint Debra Cripe as representative to the Berrien-Cass School Board Association. All in favor. Motion carried.
Adjournment	Moved by Ms. Dodd, supported by Mr. Ross, to adjourn at 10:38 a.m. All in favor. Motion carried.

Respectfully submitted,

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Debra Cripe
Secretary

These minutes are subject to board approval.