

## **REGULAR BOARD MEETING MINUTES**

### **MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT BOARD OF EDUCATION**

**December 16, 2025**

#### **Call to Order and Roll Call**

The meeting was called to order at 5:00 p.m. by MCISD President Dale DeSloover.

##### **MCISD BOARD**

MEMBERS PRESENT: Dale DeSloover, Renee Larzelere, Russell Bless, Paul Miller and Barry Martin

##### **MCISD BOARD**

MEMBERS ABSENT: none

##### **MCISD**

STAFF PRESENT: Superintendent Steve McNew, Josh Dyer, Lisa Montrief, Rachel Kopke, Anya Lusk and Andrea Murphy

##### **MCISD**

STAFF ABSENT: none

OTHERS PRESENT: Rebecca Martin

#### **Pledge of Allegiance**

The Pledge of Allegiance was led by President DeSloover.

#### **Important Dates**

- December 18 Holiday Concert & Open House, 6:30 PM
- December 24-Jan 2 MCISD Administration Building Closed
- Jan 5 School Resumes
- Jan 20 MCISD Board Meeting, 5:00 PM

#### **Expressions from the Public**

None

## Recommended Actions

### Routine Matters

Ms. Larzelere made a motion, supported by Mr. Bless to approve the minutes of the November 18, 2025 meeting that were presented. The motion carried unanimously.

### Financial Reports

	Special		Food		Tech	Student	Debt		ESPC	
	Gnl <u>Fund</u>	Ed. <u>Fund</u>	Service <u>Fund</u>	Tax			Ret.	CP	Bond	Total
<u>Check Registers</u>										
11/10-11/01/25	2,817,027.78	1,194,113.58	31,493.91	35.06	1,856.98	0	68,760.00	0	4,113,287.31	
12/1-12/9/25	395,315.30	111,546.45	2,816.43	0	91.65	0	0	70,645.00	580,414.83	
<u>ACH Transactions</u>										
Gross Payroll	948,025.38	2,207,843.27	0	0	450.37	0	0	0	0	
3,156,319.02										
Student Activity Transfers	0	0	0	0	0	0	0	0	0	

### Early Head Start & Head Start FY25

Year to Date as of November 30, 2025      \$1,217,614.41

Dr. Martin made a motion, supported by Mr. Miller, to approve the data substantiation report, the balance sheets, and the combined check registers. The motion carried unanimously.

### Old or New Business Requiring Board Action

#### 2025 Budget Amendment #1

Mr. Bless made a motion, supported by Ms. Larzelere, to approve the following revisions to the 2025-2026 General Fund, Special Education Fund, School Service, Technology Enhancement Fund, School Activity and Capital Projects budgets:

	Approved	Requested
<u>Budget Revision</u>		
<u>General Fund</u>		
Revenue	\$26,099,375	\$32,693,175
Expenditures	\$27,196,061	\$33,890,495
<u>Special Education Fund</u>		
Revenue	\$57,796,774	\$59,662,284
Expenditures	\$63,543,565	\$65,909,317
<u>Food Service Fund</u>		
Revenue	\$262,334	\$258,813

## MCISD EHS/Head Start Director's Report

Expenditures	\$266,595	\$263,683
Technology Enhancement Fund		
Revenue	\$7,749,705	\$7,784,296
Expenditures	\$7,749,705	\$7,792,050
School Activity Fund		
Revenue	\$50,000	\$50,000
Expenditures	\$50,000	\$50,000
Capital Projects Fund		
Revenue	\$735,000	\$664,500
Expenditures	\$725,000	\$725,000
ESPC CP Fund		
Revenue	\$60,000	\$59,000
Expenditures	\$1,500,000	\$2,000,116
Bond Debt Service Fund		
Revenue	\$385,000	\$385,000
Expenditures	\$384,625	\$384,625

The motion carried unanimously.

## Approval of Personnel Update

Mr. Miller made a motion, supported by Dr. Martin to approve the following personnel update:

- Employment
  - o Susan Ingram, Head Start Teacher
  - o Sarah Yu, Educational and Transition Center Principal
- Leaves of Absence
  - o Rachael Coci, ECSE Bus Driver, Medical Leave
- Resignations/Retirement
  - o Amy Hempel, resigned
  - o Meena Iott, resigned
  - o Mary Beth Malolepszy, resigned
  - o Olivia Moore, resigned

The motion carried unanimously.

## Out of State Conference Request – Wayne, J.

Ms. Larzelere made a motion, supported by Mr. Bless to approve the attendance of Jacquelyn Wayne at the 2025 Association for Experiential Learning Education Conference in Pittsburgh, PA from November 5 through 9, 2025. The motion carried unanimously.

### **Recognition of Student Activities Fund**

Mr. Bless made a motion, supported by Ms. Larzelere to approve the establishment of the MCISD Adaptive Gaming Club student activities account. The motion carried unanimously.

### **Approval of the MCISD EOP**

Dr. McNew reviewed the MCISD Emergency Operations Plan. Dr. Martin made a motion, supported by Ms. Larzelere to approve the MCISD EOP as presented. The motion carried unanimously.

### **Creation of the MCMC Global Squads Chapter**

Mr. Bless made a motion, supported by Ms. Larzelere to approve the creation of the Monroe County Middle College Global Squads Chapter for the purpose of participating in global oversees mission trips. The motion carried unanimously.

## **Reports from the Superintendent and Administrative Staff**

### **Business and Administrative Services – Josh Dyer**

- No further report

### **Human Resources and Legal Counsel – Anya Lusk**

- Informed the board that the MCISD will be hosting a pension seminar for all county employees to attend. More information to come.
- In discussion with the Monroe YMCA to establish an employee discount program.

### **Curriculum and Instruction – Lisa Montrief**

- Discussed Care Solace
- Gave the board an update on the student enrichment programs taking place.

### **Special Education and Early Childhood Services – Rachel Kopke**

#### **Enrollment Report-November 2025**

Program	Total Enrollment/Funded Enrollment (total enrollment should equal funded enrollment)	Over Income Enrollment CP#2004 (130% FPL+: under 10%) (101-130% FPL: under 35%)	Disabilities Enrollment (Over 10%)	Students Enrolled Receiving Tiered Intervention Services/In Process of SE Evaluation
Head Start	Enrolled: 236 Reserved (not to exceed 7): 2	130% FPL+: 7/240=3% 101-130%	56/240=23% 5-Autism 3-Other Health Impairment 18-ECDD 30-Speech and Language Impaired	51/240=21% 1 Newly Assigned 4-Initial Screening 2- comprehensive evaluation

MCISD EHS/Head Start Director's Report

	<p>Vacant less than 30 days: 2</p> <p><b>Total Enrollment: 240/240-0%</b></p>	FPL: 9/240=4%		<ul style="list-style-type: none"> <li>• 13 SAT Process</li> <li>• 4-Academic Intervention Plan</li> </ul> <p>10- speech only evaluation</p> <ul style="list-style-type: none"> <li>• 8 Speech Intervention</li> </ul> <p>5-Monitoring Progress/Data Collection 4 Home Support</p>
Early Head Start	<p>Enrolled: 46</p> <p>Reserved (not to exceed 1): 1</p> <p>Vacant less than 30 days: 1</p> <p><b>Total Enrollment: 48/48-100%</b></p>	<p>130% FPL+: 2/48=4%</p> <p>101-130% FPL: 2/48=4%</p>	<p>12/48=25%</p> <p>2-Autism 1-Other Health Impairment 7-ECDD 2-Speech and Language Impaired</p>	<p>3/48=10%</p> <p>3-comprehensive evaluation 2-Home Support</p>
			68/288-24%	54/288-19%

**Current Waitlist Report-As of 12/4/25**

Program	Income Eligible	Over Income 101-130% FPL	Over Income 130+% FPL
<b>Early Head Start</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>Head Start</b>	<b>25</b> (can be counted in more than 1 location)	<b>2</b> (can be counted in more than 1 location)	<b>37</b> (can be counted in more than 1 location)
Airport-Niedermeier Elementary 31 slots	6	1	8
Bedford-Smith Rd Elementary 31 Slots	3	1	9
Dundee-Dundee Elementary 15 Slots	1	0	11
Ida-Ida Elementary 15 Slots	0	0	12
Monroe-Custer 2 Elementary 77 slots	7	0	14
Monroe-Riverside Elementary 71 Slots	16	0	14

**Head Start Attendance Reports-November 2025**

Site	Attendance Percentage
In Person Custer	84.09%
In Person Dundee	83.81%
In Person Ida	84.34%
In Person Niedermeier	83.41%
In Person Riverside	85.36%
In Person SRE	90.55%
<b>In Person Program Attendance Total</b>	<b>85.25%</b>

**Early Head Start Attendance Reports-November 2025**

Site	Attendance Percentage
HV 1	65%
HV 2	69%
HV 3	76%
HV 4	55%
<b>Program Attendance Total</b>	<b>66%</b>

**Self-Assessment Updates****Head Start Attendance Tracking**

Month	# of students under 85% Attendance/# enrolled	# of students under 85% attendance due to TRANSPORTATION issues	# of students under 85% attendance due to ILLNESS	# of students under 85% attendance due to OTHER- please list reasons x=number of FPS mentioned reason/5 fps
March 2025	70/239=29%	5/70=7%	39/70=56%	9/239-4%
April 2025	72/238=30%	6/72=8.33%	46/72=64%	6/238-3%

MCISD EHS/Head Start Director's Report

May 2025	74/238=31%	6/74=8.10%	46/74=62%	15/238-6%
June 2025	NA	NA	NA	NA
July 2025	NA	NA	NA	NA
August 2025	NA	NA	NA	NA
September 2025	59/234-25%	4/234-2%	38/234-16%	17/234-7%
October 2025	86/234-25%	4/232-2%	58/232-25%	25/232-11%
November 2025	75/237-32%	4/237-2%	55/237-23%	16/237-7%

**Head Start Dental Tracking**

A	B	C	D	E	F	G	H	I
<b>MONTH</b>	# Students enrolled less than 90 days <small>*Not yet required to have a dental on file</small>	# Students who have been enrolled for 90+ days	# Students who have a dental exam on file within 90 days of entry (Goal- 95%+) (D/C=%)	# of students who have a dental exam on file after 90 days of entry	Total # of students who have been enrolled 90+days with a dental exam on file (Goal- 95%+) ((D+E)/C))	# of students still missing a dental exam (Goal- 5%/<) (G/C=%)	# of students who required follow up from delta exam (H/F=%)	# of students who needed follow up and received it (Goal- 0%) (I/H=%)
March 2025	41	236	154-65%	6	160-68%	76-32%	27-17%	6-22%
April 2025	44	237	157-66%	9	166-70%	71-30%	27-16%	8-29%
May 2025	33	248	162-65%	12	174-70%	74-29%	28-16%	10-36%
June 2025	33	248	162-65%	12	174-70%	74-29%	28-16%	11-39%
July 2025	0	0	0	0	0	0	0	0
August 2025	0	0	0	0	0	0	0	0
September 2025	234	0	174-75%	0	0	58-25%	21-9%	1-5%
October 2025	232	0	181	0	0	50	19	1-5%
November 2025	30	206	183/206- 89%	0	183/206- 89%	33/206- 16%	19/183- 10%	3-16%

**DENTAL NOTES:** The program has implemented targeted strategies such as asking families to complete Smiles on Wheels consent during the initial home visit and bringing outlying centers to the

ISD to ensure access to Smiles on Wheels. By implementing these two strategies, the program has exceeded the percentage of total dental exams completed during the 24-25 school year by 10%, within the first 45 days of the 25-26 school year. The 90-day deadline for dentals to come in is December 1, 2025. The revised goal is to get 85% of dental exams for those who have been in school for 90 days by that time. The program exceeded their revised goal of 85% of students enrolled for 90 days obtaining a dental exam by 12/1/25, 89% received an exam by 12/1/25.

### Office of Head Start Communication

Communication Type	New Postings	Links to Postings
Information Memorandums	NONE	<a href="#">Information Memoranda   ECLKC (hhs.gov)</a>
Program Instructions	NONE	<a href="#">Program Instructions   ECLKC (hhs.gov)</a>

### Program Updates

- The program is planning the Music Lady to perform during our winter Family Engagement Event scheduled for 2/20/26!
- Recruiting and retaining highly qualified staff has become a significant concern again in the Head Start and GSRP programs. Program administration is starting to look at ways to support recruitment and retainment of qualified staff again using current data.

*Using 25-26 staffing data since July 1, 2025 there have been 14 resignations.*

- 50% reported low pay as the reason for change in employment.
- 36% reported high student need impacting staff mental health as their primary reason for change in employment.
- The remaining reasons varied (childcare, caring for family member, returning to school, and unknown)

*Using 25-26 recruitment data, since October 2025, 17 applicants applied for positions through the program's employment website position pools. Of those 17 applicants, 9 answered the inquiry for an interview. Of those 9 applicants:*

- 67% (6/9) either cancelled their interview or were no longer interested in the position, noting low pay.
- 22% (2/9) accepted a position.

**Out of all applicants in the position pools available, the programs were able to hire 2 staff members, still leaving 7 staff vacancies with 0 potential applicants.**

- The fall CLASS ([Classroom Assessment Scoring System-a quality improvement tool](#)) observations are under way. Outlined below are program averages based on 16/16 classrooms that have been completed.

Scores	Emotional Support	Classroom Organization	Instructional Support
Program Averages	6.53	6.27	3.62
Required Threshold	5	5	2.75

**Superintendent – Stephen McNew**

- Attending the NSBA Advocacy Institute in February, 2026
- Discussed the MCISD Strategic Plan

**Adjourn**

At 6:26 p.m. Ms. Larzelere made a motion, supported by Mr. Bless, to adjourn the meeting. The motion carried unanimously.

Respectfully submitted,

Paul Miller  
Secretary