

## **REGULAR BOARD MEETING MINUTES**

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

**November 18, 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, Paul Miller, Russell Bless and Barry Martin

#### **MCISD BOARD**

**MEMBERS ABSENT:** none

#### **MCISD**

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

#### **MCISD**

**STAFF ABSENT:** none

**OTHERS PRESENT:** Dan Merritt from Rehmann and his wife (for audit presentation only)

#### **Pledge of Allegiance**

The Pledge of Allegiance was led by President DeSloover.

#### **Audit Presentation**

Daniel Merritt, Signing Principal at Rehmann reviewed the 2024-2025 final audit with the board. The MCISD received a clean opinion.

#### **Important Dates**

- November 27-28 Thanksgiving Holiday, MCISD Closed
- December 10 MCABOE General Membership Meeting, 6:00 PM
- December 16 MCISD Board Meeting, 5:00 PM

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

none

## MCISD EHS/Head Start Director's Report

### Recommended Actions

#### Routine Matters

Ms. Larzelere made a motion, supported by Mr. Bless to approve the minutes of the October 21, 2025 meeting that were presented. The motion carried unanimously.

### Financial Reports

	Gnl	Special	Food						
	Ed.	Service	Tech	Student	Debt		ESPC		
	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	Tax	Acts	Ret.	CP	Bond	<u>Total</u>
<u>Check Registers</u>									
10/10-10/31/25	3,262,164.08	702,125.58	18,891.05	232.61	3,024.40	275,900.01	0	0	4,262,337.73
11/1-11/9/25	44,229.02	119,976.74	2,513.28	0	876.82	0	0	0	167,595.86
<u>ACH Transactions</u>									
Gross Payroll	1,017,772.57	2,614,817.71	0	0	835.71	0	0	0	,633,425.99
Student Activity	0	0	0	0	0	0	0	0	0
Transfers									

Early Head Start & Head Start FY26

Year to Date as of October 31, 2025                      \$893,592.37

Mr. Miller made a motion, supported by Dr. Martin, 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

#### Approval of the Personnel Update

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

- Employment
  - o Cameron Eggly, Administrative Assistant for Human Resources
- Leaves of Absence
  - o Camryn Bezeau, medical
  - o Ashley McClish, unpaid leave
- Resignations
  - o Deb Cadle, retired
  - o Samantha Devine, resigned
  - o Michelle Emery, resigned
  - o Nicole Ford, resigned
  - o Kathryn Karaffa, resigned
  - o Elizabeth Stewart, resigned
  - o Heather Stucki, resigned

The motion carried unanimously.

**PAC Recommendation – Cox, E.**

Ms. Larzelere made a motion, supported by Mr. Bless to approve the appointment of Elissa Cox to a two-year term to the MCISD Parent Advisory Committee to represent Triumph Academy from November 2025 through November 2027. The motion carried unanimously.

**PAC Recommendation – Dobbertin, K.**

Mr. Miller made a motion, supported by Ms. Larzelere to approve the appointment of Katie Dobbertin to a two-year term to the MCISD Parent Advisory Committee to represent Airport Community Schools from November 2025 through November 2027. The motion carried unanimously.

**PAC Recommendation – McCoy, M.**

Mr. Miller made a motion, supported by Dr. Martin to approve the appointment of Michelle McCoy to a two-year term to the MCISD Parent Advisory Committee to represent Airport Community Schools from November 2025 through November 2027. The motion carried unanimously.

**Revised Out of State Conference Request – Evers, J.**

Mr. Bless made a motion, supported by Dr. Martin to approve the revised out of state conference request for Jason Evers to attend the ACTE CTE Vision Conference in Nashville, TN from December 9-12, 2025. The motion carried unanimously.

**MCMC Food Service Bid Award**

Ms. Larzelere made a motion, supported by Mr. Bless to award the Monroe Family YMCA the Monroe County Middle College Food Service Bid. The motion carried unanimously.

**Reports from the Superintendent and Administrative Staff**

**Business and Administrative Services – Josh Dyer**

- Updated the board on the local district audits that are in process.
- Updated the board on the MCISD Energy Savings Project that is wrapping up.
- Informed the board that a Budget Amendment will take place at the December meeting.

**Curriculum and Instruction – Lisa Montrief**

- Discussed the professional development trainings that are taking place throughout the county.
- Discussed CTE programs that are in the process of holding parent information nights for next year.

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

- Cameron Eggly started in the HR Department and is learning quickly.
- Discussed the New Teacher Labor Market Report by Oakland County and will be attending a conference regarding this in the spring.

## Special Education and Early Childhood Services – Rachel Kopke

- Informed the board that Carrie Marchese has been nominated for Teacher of the Year.
- Discussed the growth of Project Search and the Business Advisory Council.

### Enrollment Report-October 2025

Program	Total Enrollment/Fund ed 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: 232 Reserved (not to exceed 7): Vacant less than 30 days: 8 <b>Total Enrollment:240/240-0%</b>	130% FPL+: 7/240=3% 101-130% FPL:8/240=3%	52/240=22% 5-Autism 3-Other Health Impairment 17-ECDD 27-Speech and Language Impaired	42/240=18% 9- comprehensive evaluation 7- speech only evaluation 6-In Tiered Monitoring 1-PTR 19-Other (home support, MHC, Parenting, Health, etc.)
Early Head Start	Enrolled: 41 Reserved (not to exceed 1): 1 Vacant less than 30 days: 3 <b>Total Enrollment: 45/48-94%</b>	130% FPL+: 2/48=4% 101-130% FPL: 1/48=2%	11/48=23% 1-Autism 1-Other Health Impairment 6-ECDD 3-Speech and Language Impaired	2/48=4% 2-comprehensive evaluation

### Current Waitlist Report-As of 11/5/25

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>22</b>	<b>2</b>	<b>38</b>
Airport-Niedermeier Elementary 31 slots	6	1	8
Bedford-Smith Rd Elementary 31 Slots	3	1	9
Dundee-Dundee Elementary 15 Slots	1	0	13
Ida-Ida Elementary	0	0	15

## MCISD EHS/Head Start Director's Report

15 Slots			
Monroe-Custer 2 Elementary 77 slots	5	0	14
Monroe-Riverside Elementary 71 Slots	14	0	13

### Head Start Attendance Reports-October 2025

Site	Attendance Percentage
In Person Custer	85%
In Person Dundee	94%
In Person Ida	84%
In Person Niedermeier	88%
In Person Riverside	86%
In Person SRE	91%
<b>In Person Program Attendance Total</b>	<b>87%</b>

### Early Head Start Attendance Reports-October 2025

Site	Attendance Percentage
HV 1	45%
HV 2	64%
HV 3	53%
HV 4	81%
<b>Program Attendance Total</b>	<b>60%</b>

### Self-Assessment Updates

#### Head Start Attendance Tracking

Month	# of students under 85%	# of students under 85% attendance due to	# of students	# of students under 85%
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# MCISD EHS/Head Start Director's Report

	<b>Attendance/# enrolled</b>	<b>TRANSPORTATION issues</b>	<b>under 85% attendance due to ILLNESS</b>	<b>attendance due to OTHER- please list reasons x=number of FPS mentioned reason/5 fps</b>
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%
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%	38/232-16%	17/234-7%
October 2025	86/232-37%	4/232-2%	58-232-25%	25/232-11%

## ATTENDANCE NOTES:

A new [Information Memorandum](#) was released on 9/26/25 addressing vacant slots due to chronic absenteeism. Possible revisions to attendance procedures may be needed as they outline if a child has not attended school for a max of 30 consecutive calendar days and the program has made at least 3 attempts to contact, the slot should be considered vacant/child dropped from the program. However, there are also exceptions outlined within the IM. The program does have a policy to complete a "Special Cases Application" signed by parent, FPS and program Director when those exceptions are identified as a need.

Since March of 2025, the numbers outlined below are reasons why 1+ children fell below 85% attendance in 1+ months that were not due to transportation or illness.

## MCISD EHS/Head Start Director's Report

HS Required Screening-5  
Early Pick Ups-2  
Vacation-10  
Sick Family Member-12  
Parent in

Rehab/Incarcerated-4  
Custody Issues-2  
Funeral/Death in Family-4  
CPS-2  
Slept In-1

Separation Anxiety-1  
Special Cases Application-4  
Temporarily Moved-1

### Head Start Dental Tracking

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>
<b>MONTH</b>	<b># Students enrolled less than 90 days</b> <small>*Not yet required to have a dental on file</small>	<b># Students who have been enrolled for 90+ days</b>	<b># Students who have a dental exam on file within 90 days of entry (Goal- 95%+) (D/C=%)</b>	<b># of students who have a dental exam on file after 90 days of entry</b>	<b>Total # of students who have been enrolled 90+days with a dental exam on file (Goal- 95%+) ((D+E)/C))</b>	<b># of students still missing a dental exam (Goal- 5%/&lt;) (G/C=%)</b>	<b># of students who required follow up from delta exam (H/F=%)</b>	<b># of students who needed follow up and received it (Goal- 0%) (I/H=%)</b>
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	181-78%	0	0	50-22%	19-8%	1-5%

**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 in for those who have been in school for 90 days by that time.

#### **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 completed the Focus Area 2 onsite Federal Monitoring Review. With the government still closed, it is unclear how long it will take to get results back; however, below are quotes from the monitoring review that were shared with staff:
- The fall CLASS ([Classroom Assessment Scoring System-a quality improvement tool](#)) observations are under way. Outlined below are program averages based on 12/16 classrooms that have been completed.

Scores	Emotional Support	Classroom Organization	Instructional Support
<b>Program Averages</b>	6.57/7	6.28/7	3.65/7
<b>Required Threshold</b>	5	5	2.75

#### **Superintendent – Stephen McNew**

- Informed the board that the relationship with Jefferson School and the MCISD Administration has greatly improved.
- Discussed the MCISD Strategic Plan
- Discussed the MCISD EOP

#### **Adjourn**

At 6:41 p.m. Mr. Bless made a motion, supported by Ms. Larzelere, to adjourn the meeting. The motion carried unanimously.

Respectfully submitted,

Paul Miller  
Secretary