

REGULAR BOARD MEETING MINUTES

MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT BOARD OF EDUCATION

July 15, 2025

Call to Order and Roll Call

The meeting was called to order at 8:30 a.m. by MCISD President Dale DeSloover.

MCISD BOARD

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

MCISD BOARD

MEMBERS ABSENT: none

MCISD

STAFF PRESENT: Superintendent Steve McNew, Josh Dyer and Andrea Murphy

MCISD

STAFF ABSENT: Lisa Montrief and Rachel Kopke

OTHERS PRESENT: Christopher and Carloyn Hasley

Pledge of Allegiance

The Pledge of Allegiance was led by President DeSloover.

Organizational Matters

Temporary Chair

Mr. DeSloover appointed Dr. McNew as temporary chairperson.

Election of President

Ms. Larzelere nominated Dale DeSloover for the office of President, Mr. Bless seconded. Since only one nomination was voiced, nominations were closed. Dale DeSloover was announced President.

President DeSloover assumed chairmanship of the meeting.

Election of Vice President

Mr. Miller nominated Ms. Larzelere for the office of Vice President, Mr. Bless seconded. Since only one nomination was voiced, nominations were closed. Renee Larzelere was announced Vice President.

Election of Secretary

Mr. Bless nominated Mr. Miller for the office of Secretary, Ms. Larzelere seconded. Since only one nomination was voiced, nominations were closed. Paul Miller was announced Secretary.

Election of Treasurer

Ms. Larzelere nominated Mr. Bless for the office of Treasurer, Dr. Martin seconded. Since only one nomination was voiced, nominations were closed. Russell Bless was announced Treasurer.

Appointment to MCABOE and MASB Legislative Relations Network

President DeSloover appointed Ms. Larzelere as the representative to the Monroe County Association of Boards of Education Board of Directors and appointed Dale DeSloover will serve as the Michigan Association of School Boards' Legislative Relations Network liaison.

Motion to Approve Organizational Matters

Mr. Bless made a motion, supported by Ms. Larzelere to approve the following organizational matters:

Designation of Depositories for District Funds

- First Merchants Bank – This is the “GSS” account (Accounts Payable), including the general operating fund, the special education operating fund, technology enhancement funds, student activities fund, and the food service fund; capital projects, employee cash, and a zero-balance account for BASIC have separate accounts.
- 5/3 Bank –Investment account, managed by Mainstreet Advisors.
- Wells Fargo – This is a zero-balance account for the 403(b)/457 (b) program managed by TSA Consulting Group
- Flagstar Bank – potential bank account(s) for investing in CD/CDARS.
- BakerTilley Investments and UMB Bank as investment accounts, co-managed by BakerTilley and MiCLASS utilizing UMB Bank accounts for bond funds and pooled investments from other funds.

Designation of Authorized Signatures for District Funds

Designate any two of the Treasurer, Superintendent or Assistant Superintendent for Business and Administrative Services as the authorized signatures for the General Operating Fund, the Special Education Operating Fund, the School Service Fund, the Payroll Fund; the Activity Accounts, the Capital Projects Fund, the Municipal Investment Account; and the Employee Cash Fund.

Designation of Authorized Signatures for Purchase Transactions

Designate the Superintendent or Assistant Superintendent for Business and Administrative Services as the authorized signature for purchase order transactions up to the State bid limit without formal Board approval.

Designation of Authorized Signature for Contracts

Designate the Superintendent as the authorized signature for all contracts.

Designation of Authorized Signatures for State and Federal Categorical Projects

Designate the Superintendent or Assistant Superintendent for Business and Administrative Services as the authorized signature for using the MEGS grant system.

Designation of Legal Counsel for the District

Designate legal counsel for the 2025-2026 school year as follows:

- The Thrun Law Firm for external general education and special education issues
- Assistant Superintendent for Human Resources & Legal Counsel for the Board of Education

Designation of District Auditors

Designate Rehmann Robson as auditors for the 2025-2026 school year. The motion carried unanimously.

Determination of Board Member Compensation for 2025-2026

Continue board member compensation at \$30 per meeting, subcommittee meeting, or other authorized duty and mileage reimbursement at the current Board approved rate.

Adoption of the Board By-Laws Including Meeting Dates

- | | |
|--------------------------------|----------------------------|
| • August 19, 2025 - 8:30 AM | • March 17, 2026 - 5:00 PM |
| • September 15, 2025 - 5:00 PM | • April 14, 2026 - 9:00 AM |
| • October 21, 2025 - 5:00 PM | • April 21, 2026 – 5:00 PM |
| • November 18, 2025 - 5:00 PM | • May 19, 2026 - 5:00 PM |
| • December 16, 2025 - 5:00 PM | • June 16, 2026 – 8:30 AM |
| • January 20, 2026 - 5:00 PM | • July 21, 2026 – 8:30 AM |
| • February 17, 2026 - 5:00 PM | |

Adoption of the Board Cooperative Purchasing Agreements

In accordance with Policy 6440, and as permitted by law, by payment of dues for, or establishing membership into the following associations, the Board establishes the agreement with these associations to follow all procedures and policies – REMC Association of Michigan, MiDeal, MiCTA, Hospital Purchasing Services (HPS), Midwestern Higher Education Compact (MHEC), The Interlocal Purchasing System (TIPS), E&I Cooperative Services, Oakland Schools Cooperative and PEPPM Cooperative Purchasing.

Important Dates

- July 26-Aug 2 Monroe County Fair
- August 19 MCISD Board Meeting, 8:30 AM

Expressions from the Public

Christopher Hasley, newly hired MCMC Teacher, introduced himself to the board. Mr. Hasley previously taught math at Dundee High School.

Recommended Actions

Routine Matters

Dr. Martin made a motion, supported by Mr. Miller to approve the minutes of the June 17, 2025 meeting that were presented. The motion carried unanimously.

Financial Reports

	Gnl	Special	Food				ESPC	
	<u>Fund</u>	<u>Ed.</u>	<u>Service</u>	Tech	Student	CP	Bond	<u>Total</u>
<u>Check Registers</u>								
6/10-6/30/25	2,657,086.99	616,138.29	18,198.03	265,964.97	3,497.49	35,480.00	0	3,596,365.77
7/1-7/9/25	392,415.35	368,303.80	363.00	0	0	0	0	761,082.15

ACH Transactions

Gross Payroll	1,012,072.33	2,159,691.22	0	0	1,029.58	0	0	3,172,793.13
Student Activity	0	0	0	0	0	0	0	0
Transfers								

Early Head Start & Head Start FY25

Year to Date as of June 30, 2025 \$3,870,370.09

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

2nd Reading of Board Policy: Recipient Rights Policy and Administrative Guidelines

Dr. Martin made a motion, supported by Ms. Larzelere to approve the second reading and adoption of Recipient Rights Policy and Administrative Guidelines. The motion was carried unanimously.

Approval of the Personnel Update

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

- Employment
 - o Evelyn Creutz, Teacher, MCMC
 - o Christina Fancsal, Teacher, Head Start
 - o Jill Gerweck, Literacy Coach
 - o Christopher Hasley, Teacher, MCMC
 - o Tatum Pack, Teacher, Head Start
 - o Erin Woods, Speech and Language Pathologist
- Leaves of Absence
 - o none
- Resignations
 - o Kaitlin Fiser, resigned
 - o Brian Francisco, resigned
 - o Danielle Munger, resigned
 - o Nicole Seitz, resigned

The motion carried unanimously.

Request for New Position: Shared-Time Help Desk Technician

Dr. Martin made a motion, supported by Mr. Bless to approve the establishment and posting of a Shared Time Help Desk Technician at Mason Consolidated Schools, effective immediately. The motion carried unanimously.

Out of State Conference Request – AESA Board

Mr. Miller made a motion, supported by Dr. Martin to approve the out of state conference request for Dale DeSloover, Renee Larzelere, Paul Miller, Barry Martin and Russell Bless to attend the 2025 AESA Conference in Colorado Springs, CO from December 2-5, 2025. The motion carried unanimously.

Out of State Conference Request – AESA McNew, Montrief and Murphy

Ms. Larzelere made a motion, supported by Mr. Bless to approve the out of state conference request for Steve McNew, Lisa Montrief and Andrea Murphy to attend the 2025 AESA Conference in Colorado Springs, CO from December 2-5, 2025. The motion carried unanimously.

Out of State Conference Request – AESA Kopke, Lechlak and Preston

Mr. Bless made a motion, supported by Mr. Miller to approve the out of state conference request for Rachel Kopke, Margot Lechlak and Lynn Preston to attend the 2025 AESA Conference in Colorado Springs, CO from December 2-5, 2025. The motion carried unanimously.

Out of State Conference Request – Dippman, S.

Ms. Larzelere made a motion, supported by Mr. Bless to approve the out of state conference request for Shawna Dippman to attend the 2025 NAME Annual Conference in Philadelphia, PA from October 5-11, 2025. The motion carried unanimously.

Reports from the Superintendent and Administrative Staff

Business and Administrative Services – Josh Dyer

- Discussed the business office operations at Mason Consolidated Schools.
- Gave the Board an update on the MCISD Energy Project.

Curriculum and Instruction – Lisa Montrief

- Not in attendance (conference)

Special Education and Early Childhood Services – Rachel Kopke

- Not in attendance (conference)

Human Resources and Legal Counsel – Anya Lusk

- In the process of updating individual employee contracts and employee handbooks

Enrollment Report-June 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: 238	130% FPL+: 13/240=5%	62/240=26%	36/240=15%

	Reserved (not to exceed 7): 2 Vacant less than 30 days: 0 Total Enrollment: 240/240-0%	101-130% FPL: 7/240=3%		
Early Head Start	Enrolled: 48 Reserved (not to exceed 1): 0 Vacant less than 30 days: 0 Total Enrollment: 48/48-100%	130% FPL+: 2/48=4% 101-130% FPL: 0/48=0%	15/48=31%	2/48=4%

Program	Income Eligible	Over Income 101-130% FPL	Over Income 130+% FPL
Early Head Start	0	2	2
Head Start	- (can be counted in more than 1 location)	- (can be counted in more than 1 location)	- (can be counted in more than 1 location)
Airport-Niedermeier Elementary 31 slots	-	-	-
Bedford-Smith Rd Elementary 31 Slots	-	-	-
Dundee-Dundee Elementary 15 Slots	-	-	-
Ida-Ida Elementary 15 Slots	-	-	-
Monroe-AWS Elementary 77 slots	-	-	-
Monroe-Riverside Elementary 71 Slots	-	-	-

Current Waitlist Report-As of 7/2/25

Current Projected Enrollment for the 25-26 School Year-As of 7/2/25

Program	Income Eligible	Over Income 101-130% FPL	Over Income 130+% FPL	% of slots filled	Remaining Slots
Head Start 25-26 Enrollment	186	0	3	79%	51-21%
Airport-Niedermeier	28	0	1	94%	2-6%

Elementary 31 slots					
Bedford-Smith Rd Elementary 31 Slots	27	0	0	87%	4-13%
Dundee-Dundee Elementary 15 Slots	15	0	0	100%	0-0%
Ida-Ida Elementary 15 Slots	7	0	0	47%	8-53%
Monroe-Custer 2 Elementary 74 slots	39	0	1	54%	34-46%
Monroe-Riverside Elementary 74 Slots	70	0	1	96%	3-4%

Head Start Attendance Reports-June 2025

Site	Attendance Percentage
In Person Arborwood	91.11%
In Person Dundee	85.56%
In Person Ida	92.22%
In Person Niedermeier	84.41%
In Person Riverside	80.05%
In Person SRE	87.10%
In Person Program Attendance Total	86.13%

Early Head Start Attendance Reports-May 2025

Site	Attendance Percentage
HV 1	67%
HV 2	65%
HV 3	70%
HV 4	67%
Program Attendance Total	67%

Self-Assessment Updates

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%	HS Required Screening-1

				Early Pick Ups-1 Vacation-2 Sick Family Member-3 Parent in Rehab-1 Custody Issues-1 TOTAL-9
April 2025	72/238=30%	6/72=8.33%	46/72=64%	HS Required Screening- 1 Early Pick Ups- 1 Vacation-2 Sick Family Member-2 Parent in Rehab- 0 Custody Issues-0 TOTAL-6
May 2025	74/238=31%	6/74=8.10%	46/74=62%	HS Required Screening- 1 Early Pick Ups-0 Vacation-3 Sick Family Member-5 Parent in Rehab-1 Custody Issues-0 Funeral/Death in Family-2 CPS-2 Slept In-1 TOTAL-15
June 2025	NA	NA	NA	NA
July 2025	NA	NA	NA	NA
August 2025	NA	NA	NA	NA
Annual Average	71/238.5=29.8%	5.5/71=7.7%	42.5/71=59.9%	HS Required Screening-3 Early Pick Ups-2 Vacation-7 Sick Family Member-10 Parent in Rehab-2 Custody Issues-1 Death in Family/Funeral-2 CPS-2 Slept In-1 TOTAL-30

Dental Tracking

A	B	C	D	E	F	G	H	I
MONTH	# Students enrolled less than 90 days *Not yet required to	# Students who have been enrolled	# Students who have a dental exam on file	# of students who have a dental exam on	Total # of students who have been enrolled 90+days with a	# of students still missing a dental exam (Goal-	# of students who required follow up from delta	# of students who needed follow up and received

	have a dental on file	for 90+ days	within 90 days of entry (Goal- 95%+) (D/C=%)	file after 90 days of entry	dental exam on file (Goal- 95%+) ((D+E)/C))	5%/(%) (G/C=%)	exam (H/F=%)	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%
Annual Average	38	242	159- 66%	10	169-70 %	74- 31%	28-17%	9-32%

Office of Head Start Communication

Communication Type	New Postings	Links to Postings
Information Memorandums	NONE	Information Memoranda ECLKC (hhs.gov)
Program Instructions	NONE	Program Instructions ECLKC (hhs.gov)

Program Updates

- All classrooms have been successfully moved!
 - The program passed the environmental and lead inspection
 - There are fixes required following the fire inspection, and they have been communicated
- During the first two open interviews, we welcomed 9 applicants for interviews for various positions. From these interviews, we have been able to secure 6 new staff members.

Superintendent – Stephen McNew

- Discussed the USAA Conference he recently attended
- Discussed the MCISD Emergency Operations Plan (EOP) that is currently being updated.

Adjourn

At 9:53 a.m. Mr. Bless made a motion, supported by Ms. Larzelere, to adjourn the meeting. The motion carried unanimously.

Respectfully submitted,

Paul Miller
Secretary