

REGULAR BOARD MEETING MINUTES

MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT BOARD OF EDUCATION

October 21, 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 and Barry Martin

MCISD BOARD

MEMBERS ABSENT: Russell Bless

MCISD

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

MCISD

STAFF ABSENT: Lisa Montrief

OTHERS PRESENT: Melissa Morton, Emily Mast, Kristin Roman, and student parent, Rob

Pledge of Allegiance

The Pledge of Allegiance was led by President DeSloover.

Educational Presentation

Priscilla Byrd, Amy Lukaszek, Lisa Gramlich and students Chloe and Ella discussed the WORK program at Monroe High School.

Important Dates

- November 18 MCISD Board Meeting, 5:00 PM

Expressions from the Public

none

Recommended Actions

Routine Matters

Dr. Martin made a motion, supported by Mr. Miller to approve the minutes of the September 15, 2025 meeting that were presented. The motion carried unanimously.

Financial Reports

	Gnl	Special	Food					
	Fund	Ed.	Service	Tech	Student	CP	ESPC	Total
		Fund	Fund	Tax	Activities		Bond	
<u>Check Registers</u>								
9/10-9/30/25	2,220,004.63	4,177,090.32	12,534.92	0	369.76	145,900.00	145,900.00	26,701,799.63
10/1-10/9/25	356,110.70	319,030.78	0	50,247.22	311.30	0	0	725,700.00

ACH Transactions

Gross Payroll	920,127.40	2,043,980.08	0	0	0	0	0	2,964,107.48
Student Activity	0	0	0	0	0	0	0	0
Transfers								

Early Head Start & Head Start FY26

Year to Date as of September 30, 2025 \$531,7667.92

Ms. Larzelere 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 none
- Leaves of Absence
 - o Briana Amato, maternity
 - o Caitlyn Barton, personal
 - o Lachelle Germain, maternity
 - o Joann Kohler, medical
 - o Jordyn Rightnowar, maternity
- Resignations
 - o Rhonda Allen, resigned
 - o Nicole Blankenship, resigned
 - o Courtnee Bray, resigned
 - o Brandi Burkett, resigned
 - o Kimanna Couch, resigned
 - o Ann Duff, resigned
 - o Maria Gillean, resigned
 - o Kristin Miller, resigned
 - o Amanda Twork, resigned
 - o Celena Viera, resigned
 - o Renee Werner, resigned

The motion carried unanimously.

Temp. Employment Extension – Thompson, N.

Ms. Larzelere made a motion, supported by Dr. Martin to approve the temporary employment extension of Nancy Thompson through September 30, 2026 to support the CASA program. The motion carried unanimously.

Temp. Employment Extension – Walter, B.

Mr. Miller made a motion, supported by Ms. Larzelere to approve the temporary employment extension of Bethany Walter through September 30, 2026 as the CASA Volunteer Coordinator. The motion carried unanimously.

Request for Increase: CASA Program

Dr. Martin made a motion, supported by Mr. Miller to approve a 3% rate increase for CASA program employees retroactive to October 1, 2025. The motion carried unanimously.

Request for Increase: Early On Program

Ms. Larzelere made a motion, supported by Mr. Miller to approve a 3% rate increase for Early On program employees. Dale DeSloover abstained. The motion carried.

Temp. Local Based Special Education Teacher

Ms. Larzelere made a motion, supported by Dr. Martin to approve the temporary employment of Shawn Polak as a teacher at Wagar Elementary School for the 2025-2026 school year. The motion carried unanimously.

Temp. School Psychologist

Dr. Martin made a motion, supported by Ms. Larzelere to approve the temporary employment of Donna Mihalec as a school psychologist for up to 2 days a week for the 2025-2026 school year. motion carried unanimously.

Request for New Position: LBSE Paraprofessional

Mr. Miller made a motion, supported by Dr. Martin to approve the establishment and posting of a local based special education paraprofessional at Monroe Road Elementary, effective immediately. The motion carried unanimously.

Request for New Position: Family Engagement Coordinator

Ms. Larzelere made a motion, supported by Dr. Martin to approve the establishment and posting of a Family Engagement Coordinator position, effective immediately. The motion carried unanimously.

Out of State Conference Request – Berry and Todd

Dr. Martin made a motion, supported by Ms. Larzelere to approve the out of state conference request for Chris Todd and Kathy Berry to attend the 2025 PLC+ Conference in New Orleans, LA from November 2-6, 2025. The motion carried unanimously.

Out of State Conference Request – DeSloover, Bless, McNew and Lusk

Ms. Larzelere made a motion, supported by Dr. Martin to approve the out of state conference request for Dale DeSloover, Russell Bless, Stephen McNew and Anya Lusk to attend the NSBA Advocacy Institute in Washington, DC from February 1-3, 2026. The motion carried unanimously.

Reports from the Superintendent and Administrative Staff

Business and Administrative Services – Josh Dyer

- Reviewing the MCISD audit reports; will finalize soon
- Discussed the Administration Building generator replacement project

Curriculum and Instruction – Lisa Montrief

- Not in attendance

Human Resources and Legal Counsel – Anya Lusk

- Interviewed and sent offer for HR Administrative Asst. position
- Discussed 31aa funding; having a Zoom meeting with supts to discuss further

Special Education and Early Childhood Services – Rachel Kopke

- Informed the board that the YOP audit took place, only 1 finding that is being corrected.
- Discussed the online student evaluation process for ancillary staff use.

Enrollment Report-September 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: 233 Reserved (not to exceed 7): Vacant less than 30 days: 7 Total Enrollment: 240/240-0%	130% FPL+: 7/240=3% 101-130% FPL: 7/240=3%	50/240=21% 5-Autism 2-Other Health Impairment 17-ECDD 26-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: 48 Reserved (not to exceed 1): 0 Vacant less than 30 days: 8 Total Enrollment: 48/48-100%	130% FPL+: 1/48=2% 101-130% FPL: 1/48=2%	10/48=21% 1-Autism 1-Other Health Impairment 6-ECDD 2-Speech and Language Impaired	3/48=6% 3-comprehensive evaluation

Current Waitlist Report-As of 9/9/25

Program	Income Eligible	Over Income 101-130% FPL	Over Income 130+% FPL
Early Head Start	0	0	0
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	7	1	8
Bedford-Smith Rd Elementary 31 Slots	3	1	9

Dundee-Dundee Elementary 15 Slots	1	0	14
Ida-Ida Elementary 15 Slots	0	0	15
Monroe-Custer 2 Elementary 77 slots	1	0	14
Monroe-Riverside Elementary 71 Slots	9	0	13

Head Start Attendance Reports-September 2025

Site	Attendance Percentage
In Person Custer	88.27%
In Person Dundee	92.89%
In Person Ida	87.79%
In Person Niedermeier	91.32%
In Person Riverside	90.28%
In Person SRE	88.36%
In Person Program Attendance Total	89.61%

Early Head Start Attendance Reports-September 2025

Site	Attendance Percentage
HV 1	73%
HV 2	78%
HV 3	70%
HV 4	83%
Program Attendance Total	76%

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
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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%	38/234-16%	17/234-7%

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.

Head Start Dental Tracking

A	B	C	D	E	F	G	H	I
MONTH	# 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=0%)	# 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=0%)	# of students who required follow up from delta exam (H/F=0%)	# of students who needed follow up and received it (Goal- 0%) (I/H=0%)
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	234	0	174-75%	0	0	58-25%	21-9%	1-5%

2025								
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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	ACF-OHS-IM-25-06	Information Memoranda ECLKC (hhs.gov)
Program Instructions	NONE	Program Instructions ECLKC (hhs.gov)

Program Updates

- The program is currently in process of the Focus Area 2 onsite Federal Monitoring Review.
- The fall CLASS ([Classroom Assessment Scoring System-a quality improvement tool](#)) observations are under way. Outlined below are program averages based on 5/16 classrooms that have been completed.

Scores	Emotional Support	Classroom Organization	Instructional Support
Program Averages	6.46	6.22	3.77
Required Threshold	5	5	2.75

Superintendent – Stephen McNew

- Presented Michigan School Aid funding and how it affects the MCISD.
- Discussed the MCCC milage.

Adjourn

At 6:42 a.m. Ms. Larzelere made a motion, supported by Dr. Martin, to adjourn the meeting. The motion carried unanimously.

Respectfully submitted,

Paul Miller
Secretary