

# **REGULAR BOARD MEETING MINUTES**

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

**September 15, 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, Russell Bless, Renee Larzelere, 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:** Josh Adams and Jim Crammond

### **Pledge of Allegiance**

The Pledge of Allegiance was led by President DeSloover.

### **Educational Presentation**

Josh Adams, Academic Liaison for the River Raisin National Battlefield Park (RRNBP), updated the board on the educational programming at the RRNBP.

### **Important Dates**

- August 25 MCISD Opening Day, 8:30 AM, Meyer Theater
- Sept 1 Labor Day
- Sept 2 First Day of School
- Sept 15 MCISD Board Meeting, 5:00 PM

### **Expressions from the Public**

Jim Crammond, Monroe County Historical Society, addressed the board on what can be done to strengthen the relationship between the Monroe County Historical Society, Monroe County Museum and the educational agencies in the county.

## Recommended Actions

### Routine Matters

Dr. Martin made a motion, supported by Mr. Bless to approve the minutes of the August 19, 2025 meeting that were presented. The motion carried unanimously.

### Financial Reports

|                        | Gnl          | Special     | Food        |         |            |          |      |              |
|------------------------|--------------|-------------|-------------|---------|------------|----------|------|--------------|
|                        | Ed.          | Service     | Tech        | Student |            | ESPC     |      |              |
|                        | <u>Fund</u>  | <u>Fund</u> | <u>Fund</u> | Tax     | Activities | CP       | Bond | <u>Total</u> |
| <u>Check Registers</u> |              |             |             |         |            |          |      |              |
| 8/10-8/31/25           | 1,344,144.98 | 801,599.78  | 11,549.24   | 763.16  | 459.70     | 0        | 0    | 2,158,516.86 |
| 9/1-9/9/25             | 108,592.98   | 50,901.45   | 922.49      | 0       | 186.49     | 33,99171 | 0    | 194,595.12   |

#### ACH Transactions

|                  |            |              |   |   |        |   |   |              |
|------------------|------------|--------------|---|---|--------|---|---|--------------|
| Gross Payroll    | 777,690.18 | 1,679,249.43 | 0 | 0 | 149.80 | 0 | 0 | 2,457,089.41 |
| Student Activity | 0          | 0            | 0 | 0 | 0      | 0 | 0 | 0            |
| Transfers        |            |              |   |   |        |   |   |              |

Early Head Start & Head Start FY25

Year to Date as of August 31, 2025 \$4,000,366.49

Early Head Start & Head Start FY26

Year to Date as of August 31, 2025 \$239,443.45

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

#### 2<sup>nd</sup> Reading and Approval of Board Policy: EHS/HS/GSRP Policy and Administrative Guidelines

Ms. Larzelere made a motion, supported by Mr. Bless to approve the 2<sup>nd</sup> reading and approval of the following Early Head Start/Head Start/GSRP Administrative Guidelines:

- AG4120A – Screening and Hiring
- AG4120.09A – Use of Unpaid Volunteer Aides
- AG4xxx (new) – EHS/HS/GSRP Probationary Procedures
- AG4xxx (new) – EHS/HS/GSRP Recruitment and Retainment Procedures

The motion carried unanimously.

#### Approval of the Personnel Update

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

- Employment
  - Giuseppe Cusumano, Shared-Time Help Desk Technician
  - Ann Duff, School Social Worker
  - Lauren Vanisacker, Teacher Consultant
  - Nichole Wright, Shared-Time Accountant
  - Treca Zdybek, CTE Secondary Educator
- Leaves of Absence

- McKaily Cusumano, maternity
- Karleigh Savett, maternity
- Resignations
  - Kelsey Ackley, resigned
  - Hannah Brothers, resigned
  - Rosemary Cusumano, resigned
  - Deborah Drouillard, retired
  - Amber Hassett, resigned
  - Sarah Hyden, resigned
  - Amanda Kraus, resigned
  - Kelly Keyes, resigned
  - Zoey Lynn, resigned
  - Lynn Maye, resigned
  - Steven Monk, resigned
  - Amanda Muncy, resigned
  - Sarah Neff, resigned
  - Connie Smithingell, resigned
  - Brynn Trouten, resigned
  - Magdalene Waldecker, resigned
  - Sara Whipple, resigned

The motion carried unanimously.

### **Change of Title and Responsibilities – Murphy, A.**

Mr. Bless made a motion, supported by Ms. Larzelere to approve the title change and salary increase for Andrea Murphy to Director of Communications. The motion carried unanimously.

### **Salary Increase – Mental Health Crisis Consultant**

Mr. Miller made a motion, supported by Ms. Larzelere to increase the salary for the Mental Health Crisis Coordinator effective retroactively to July 1, 2025. The motion carried unanimously.

### **Request for New Position- Director for Human Resources**

Mr. Bless made a motion, supported by Ms. Larzelere to approve the establishment and posting of a Director of Human Resources position effective immediately. The motion carried unanimously.

### **Request to Attend 2025 MASB Annual Conference**

Mr. Bless made a motion, supported by Ms. Larzelere for Paul Miller and Dale DeSloover to approve the 2025 MASB Annual Conference in Traverse City, MI from October 23-26, 2025. The motion carried unanimously.

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

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

- Updated the Board on the MCISD budget and local district audits.
- Gave the Board an update on the MCISD Energy Project.

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

- Informed the board that the state CTE Director is visiting the MCMC program this Friday.
- Discussed the MCISD student programs that are taking place.

- Informed the board that the Rotary Club of Monroe is purchasing dictionaries for all 3<sup>rd</sup> graders in the county.
- Manufacturing Day is October 2<sup>nd</sup>.

### 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-August 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: 0<br>Reserved (not to exceed 7):<br>Vacant less than 30 days: 0<br><b>Total Enrollment:0/240-0%</b>       | 130% FPL+:<br>0/240=0%<br>101-130% FPL:0/240=0%                                 | 0/240=0%                           | 0/240=0%                                                                             |
| Early Head Start | Enrolled: 45<br>Reserved (not to exceed 1): 0<br>Vacant less than 30 days: 3<br><b>Total Enrollment: 48/48-100%</b> | 130% FPL+:<br>1/48=2%<br>101-130% FPL:<br>1/48=1%                               | 10/48=21%                          | 1/48=2%                                                                              |

### 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                                 | -<br>(can be counted in more than 1 location) | -<br>(can be counted in more than 1 location) | -<br>(can be counted in more than 1 location) |
| Airport-Niedermeier Elementary<br>31 slots | 6                                             | 1                                             | 7                                             |
| Bedford-Smith Rd Elementary<br>31 Slots    | 3                                             | 0                                             | 9                                             |
| Dundee-Dundee Elementary<br>15 Slots       | 2                                             | 0                                             | 11                                            |
| Ida-Ida Elementary<br>15 Slots             | 1                                             | 0                                             | 13                                            |
| Monroe-Custer 2                            | 1                                             | 0                                             | 13                                            |

|                                            |    |   |    |
|--------------------------------------------|----|---|----|
| Elementary<br>77 slots                     |    |   |    |
| Monroe-Riverside<br>Elementary<br>71 Slots | 10 | 0 | 14 |

**Current Projected Enrollment for the 25-26 School Year-As of 9/9/25**

| Program                                    | Income Eligible | Over Income 101-130% FPL | Over Income 130+% FPL | % of slots filled | Remaining Slots |
|--------------------------------------------|-----------------|--------------------------|-----------------------|-------------------|-----------------|
| <b>Head Start 25-26 Enrollment</b>         | <b>214-89%</b>  | <b>8-3%</b>              | <b>7-3%</b>           | <b>95%</b>        | <b>11-5%</b>    |
| Airport-Niedermeier Elementary<br>31 slots | 30              | 0                        | 1                     | 100%              | 0-0%            |
| Bedford-Smith Rd Elementary<br>31 Slots    | 30              | 1                        | 0                     | 100%              | 0-0%            |
| Dundee-Dundee Elementary<br>15 Slots       | 15              | 0                        | 0                     | 100%              | 0-0%            |
| Ida-Ida Elementary<br>15 Slots             | 8               | 4                        | 3                     | 100%              | 0-0%            |
| Monroe-Custer 2 Elementary<br>74 slots     | 61              | 1                        | 2                     | 86%               | 10-14%          |
| Monroe-Riverside Elementary<br>74 Slots    | 70              | 1                        | 1                     | 97%               | 2-3%            |

**Head Start Attendance Reports-August 2025**

| Site                                      | Attendance Percentage |
|-------------------------------------------|-----------------------|
| In Person Arborwood                       | 0%                    |
| In Person Dundee                          | 0%                    |
| In Person Ida                             | 0%                    |
| In Person Niedermeier                     | 0%                    |
| In Person Riverside                       | 0%                    |
| In Person SRE                             | 0%                    |
| <b>In Person Program Attendance Total</b> | <b>0%</b>             |

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

| Site | Attendance Percentage |
|------|-----------------------|
|------|-----------------------|

|                                 |            |
|---------------------------------|------------|
| HV 1                            | 63%        |
| HV 2                            | 69%        |
| HV 3                            | 67%        |
| HV 4                            | 50%        |
| <b>Program Attendance Total</b> | <b>62%</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<br>x=number of FPS mentioned reason/5 fps                                                                                      |
|---------------|-----------------------------------------------|-----------------------------------------------------------------|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| March 2025    | 70/239=29%                                    | 5/70=7%                                                         | 39/70=56%                                         | HS Required Screening-1<br>Early Pick Ups-1<br>Vacation-2<br>Sick Family Member-3<br>Parent in Rehab-1<br>Custody Issues-1<br><b>TOTAL-9</b>                                                       |
| April 2025    | 72/238=30%                                    | 6/72=8.33%                                                      | 46/72=64%                                         | HS Required Screening- 1<br>Early Pick Ups- 1<br>Vacation-2<br>Sick Family Member-2<br>Parent in Rehab- 0<br>Custody Issues-0<br><b>TOTAL-6</b>                                                    |
| May 2025      | 74/238=31%                                    | 6/74=8.10%                                                      | 46/74=62%                                         | HS Required Screening- 1<br>Early Pick Ups-0<br>Vacation-3<br>Sick Family Member-5<br>Parent in Rehab-1<br>Custody Issues-0<br>Funeral/Death in Family-2<br>CPS-2<br>Slept In-1<br><b>TOTAL-15</b> |
| June 2025     | NA                                            | NA                                                              | NA                                                | NA                                                                                                                                                                                                 |
| July 2025     | NA                                            | NA                                                              | NA                                                | NA                                                                                                                                                                                                 |
| August 2025   | NA                                            | NA                                                              | NA                                                | NA                                                                                                                                                                                                 |
| <b>Annual</b> | <b>71/238.5=29.8%</b>                         | <b>5.5/71=7.7%</b>                                              | <b>42.5/71=59.9%</b>                              | <b>HS Required Screening-</b>                                                                                                                                                                      |

|                |  |  |  |                                                                                                                                                                                                                                                       |
|----------------|--|--|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Average</b> |  |  |  | <b>3</b><br><b>Early Pick Ups-2</b><br><b>Vacation-7</b><br><b>Sick Family Member-10</b><br><b>Parent in Rehab-2</b><br><b>Custody Issues-1</b><br><b>Death in</b><br><b>Family/Funeral-2</b><br><b>CPS-2</b><br><b>Slept In-1</b><br><b>TOTAL-30</b> |
|----------------|--|--|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### 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>#</b><br><b>Students</b><br><b>enrolled</b><br><b>less than</b><br><b>90 days</b><br><small>*Not yet required to have a dental on file</small> | <b>#</b><br><b>Students</b><br><b>who</b><br><b>have</b><br><b>been</b><br><b>enrolled</b><br><b>for 90+</b><br><b>days</b> | <b>#</b><br><b>Students</b><br><b>who</b><br><b>have a</b><br><b>dental</b><br><b>exam on</b><br><b>file</b><br><b>within</b><br><b>90 days</b><br><b>of entry</b><br><b>(Goal-</b><br><b>95%+)</b><br><b>(D/C=%)</b> | <b># of</b><br><b>students</b><br><b>who</b><br><b>have a</b><br><b>dental</b><br><b>exam on</b><br><b>file</b><br><b>after 90</b><br><b>days of</b><br><b>entry</b> | <b>Total # of</b><br><b>students</b><br><b>who have</b><br><b>been</b><br><b>enrolled</b><br><b>90+days</b><br><b>with a</b><br><b>dental</b><br><b>exam on</b><br><b>file (Goal-</b><br><b>95%+)</b><br><b>((D+E)/C))</b> | <b># of</b><br><b>students</b><br><b>still</b><br><b>missing</b><br><b>a dental</b><br><b>exam</b><br><b>(Goal-</b><br><b>5%/&lt;)</b><br><b>(G/C=%)</b> | <b># of</b><br><b>students</b><br><b>who</b><br><b>required</b><br><b>follow</b><br><b>up from</b><br><b>delta</b><br><b>exam</b><br><b>(H/F=%)</b> | <b># of</b><br><b>students</b><br><b>who</b><br><b>needed</b><br><b>follow</b><br><b>up and</b><br><b>received</b><br><b>it</b><br><b>(Goal-</b><br><b>0%)</b><br><b>(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                                                                                                                                                                                |
| <b>Annual Average</b> | <b>38</b>                                                                                                                                         | <b>242</b>                                                                                                                  | <b>159-66%</b>                                                                                                                                                                                                        | <b>10</b>                                                                                                                                                            | <b>169-70 %</b>                                                                                                                                                                                                            | <b>74- 31%</b>                                                                                                                                           | <b>28-17%</b>                                                                                                                                       | <b>9-32%</b>                                                                                                                                                                     |

### 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 | <a href="#">ACF-OHS-PI-25-02</a> | <a href="#">Program Instructions   ECLKC (hhs.gov)</a> |
|----------------------|----------------------------------|--------------------------------------------------------|

### **Program Updates**

- The Custer 2 location opened with a childcare license on time!
- The program was notified via 45-day letter for the Focus Area 2 monitoring that will be conducted by the Office of Head Start the week of 10/20/25.

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

- Discussed Title XIV training that will be taking place in the near future.
- Discussed Leadership Monroe

### **Superintendent – Stephen McNew**

- Informed the board that discussions will be taking place for the Monroe County Technology Millage Renewal.
- Will be attending the MASA Conference this week.
- Recently attended the Rebeccas Williams Golf Outing; funds have been raised to support three more Certified Therapy Dogs around the state.
- Discussed the Monroe County Safe Program.

### **Adjourn**

At 6:48 a.m. Ms. Larzelere made a motion, supported by Mr. Bless, to adjourn the meeting. The motion carried unanimously.

Respectfully submitted,

Paul Miller  
Secretary