

**MINUTES**  
**BOARD OF EDUCATION**  
**LIVONIA PUBLIC SCHOOLS**  
**Regular Meeting**  
**June 17, 2024**

President Bradford convened the meeting at 6:37 p.m.

<b>Members Present</b>	Acosta, Bonifield, Bradford, Burton, Frank, Jarvis, Johnson
<b>Members Absent</b>	None
<b>District Update from the Superintendent</b>	Superintendent Oquist presented highlights of recent activities taking place across the District, as well as upcoming events.
<b>Written Communications</b>	None
<b>Response to Prior Audience Communications</b>	None
<b>Audience Communications</b>	None
<b>Introduction of Rosedale Principal</b>	Mrs. Keatts introduced Benjamin Hillard as the new Principal at Rosedale Elementary. Mr. Hillard was appointed during the BOE Regular meeting of May 20, 2024, and was unable to attend. Mr. Hillard expressed gratitude and excitement to the BOE and Superintendent Oquist and for his appointment.
<b>Appointment of Assistant Principal</b>	<p>It was moved by Mrs. Frank and supported by Mrs. Jarvis that the Board of Education of the Livonia Public Schools School District accept the recommendation of the Superintendent and appoint Paul Kennedy as the Assistant Principal at Stevenson High School. Mr. Kennedy expressed gratitude and excitement to the BOE and Superintendent Oquist for his appointment.</p> <p>Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Jarvis, Johnson Nays: None</p>
<b>Appointment of Elementary Coordinator of District Innovation</b>	<p>It was moved by Mrs. Acosta and supported by Mrs. Burton that the Board of Education of the Livonia Public Schools School District accept the recommendation of the Superintendent and appoint Lawrence Grezak as the Elementary Coordinator of District Innovation. Mr. Grezak expressed gratitude and excitement to the BOE and Superintendent Oquist and excitement for his appointment.</p> <p>Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Jarvis, Johnson Nays: None</p>

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**Resignations**

The Board was informed of the following resignations:

<u>Name</u>	<u>Date Effective</u>
Tanner Belanger	June 7, 2024
Blake Ellison	June 10, 2024
Lauren Gershman	June 17, 2024
Adam Good	June 7, 2024
Robert Hough	June 30, 2024
Daniel McIlhenney	June 7, 2024
Anna Merkel	June 7, 2024
Brittany Morris	June 15, 2024
Amanda Sanders	August 14, 2024
Jack Tolen	June 10, 2024

**Retirements**

It was moved by Mrs. Bonifield and supported by Mrs. Frank that the Board of Education of the Livonia Public Schools School District adopt a resolution of appreciation for:

**Christine Bednarczyk**

**WHEREAS**, It has been brought to the attention of the Board of Education of the Livonia Public Schools School District that Christine Bednarczyk will retire from the district on June 30, 2024; and,

**WHEREAS**, Christine Bednarczyk has devoted 27 years of dedicated, loyal, and outstanding service to the students of Franklin High School as a teacher; and,

**WHEREAS**, She has made many contributions to the educational profession and has touched the lives of countless students during her tenure with the Livonia Public Schools;

**NOW, THEREFORE, BE IT RESOLVED** That the Board of Education does hereby congratulate Christine Bednarczyk on her years of service to the educational profession and expresses publicly its sincere appreciation and offers its best wishes for her retirement.

**Lorraine Giorgino**

**WHEREAS**, It has been brought to the attention of the Board of Education of the Livonia Public Schools School District that Lorraine Giorgino will retire from the district on July 31, 2024; and,

**WHEREAS**, Lorraine Giorgino has devoted 30 years of dedicated, loyal, and outstanding service to the students of Tyler Elementary, Nankin Mills Elementary, Riley Middle School, Hayes Elementary, Roosevelt Elementary, Buchanan Elementary, Coolidge Elementary, Frost Middle School, Emerson Middle School, Kennedy Elementary, Cooper Upper Elementary, Niji Iro Japanese Immersion Elementary, and Webster Elementary as a teacher; and,

**WHEREAS**, She has made many contributions to the educational profession and has touched the lives of countless students during her tenure with the Livonia Public Schools;

**NOW, THEREFORE, BE IT RESOLVED** That the Board of Education does hereby congratulate Lorraine Giorgino on her years of service to the educational profession and expresses publicly its sincere appreciation and offers its best wishes for her retirement.

**Gary Harper**

**WHEREAS**, It has been brought to the attention of the Board of Education of the Livonia Public Schools School District that Gary Harper has retired from the district on June 1, 2024; and,

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**WHEREAS**, Gary Harper has devoted 23 years of dedicated, loyal, and outstanding service to the students of Churchill High School, Franklin High School, Stevenson High School and the Livonia Career Technical Center as a teacher, assistant principal and principal; and,

**WHEREAS**, He has made many contributions to the educational profession and has touched the lives of countless students during his tenure with the Livonia Public Schools;

**NOW, THEREFORE, BE IT RESOLVED** That the Board of Education does hereby congratulate Gary Harper on his years of service to the educational profession and expresses publicly its sincere appreciation and offers its best wishes for his retirement.

**Richard Martin**

**WHEREAS**, It has been brought to the attention of the Board of Education of the Livonia Public Schools School District that Richard Martin has retired from the district on January 5, 2024; and,

**WHEREAS**, Richard Martin has devoted 37.8 years of dedicated, loyal, and outstanding service to the Livonia Public Schools as a mechanic and garage supervisor at Transportation; and,

**WHEREAS**, He has given conscientious, careful, and loyal service to the students, staff, and community during his tenure with the Livonia Public Schools;

**NOW, THEREFORE, BE IT RESOLVED** That the Board of Education does hereby express its deep appreciation to Richard Martin for his countless contributions to our school system and extends best wishes for an enjoyable and rewarding retirement.

**Arthur Velthoven Jr.**

**WHEREAS**, It has been brought to the attention of the Board of Education of the Livonia Public Schools School District that Arthur Velthoven Jr. will retire from the district on June 30, 2024; and,

**WHEREAS**, Arthur Velthoven Jr. has devoted 11.8 years of dedicated, loyal, and outstanding service to the Livonia Public Schools as a driver at Transportation; and,

**WHEREAS**, He has given conscientious, careful, and loyal service to the students, staff, and community during his tenure with the Livonia Public Schools;

**NOW, THEREFORE, BE IT RESOLVED** That the Board of Education does hereby express its deep appreciation to Arthur Velthoven Jr. for his countless contributions to our school system and extends best wishes for an enjoyable and rewarding retirement.

Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Jarvis, Johnson

Nays: None

**Consent Agenda**

It was moved by Mrs. Jarvis and supported by Mrs. Frank that the Board of Education of the Livonia Public Schools School District approve the following consent agenda items, as recommended by the Superintendent.

IV.D. \*Authorization to Accept Resignations

VI.A. \*Minutes of the Regular Meeting of May 20, 2024

VII.E. \*Approval for Cedar Crest Dairy

VII.J. \*Approval of Food Service Purchase for 2024-2025

VII.K. \*Approval of Purchase of Photocopy Paper for 2024-2025

VII.L. \*Approval of MHSAA Membership Resolution for 2024-2025

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Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Jarvis, Johnson  
Nays: None

**Approval of Wayne  
County Enhancement  
Millage**

It was moved by Mrs. Burton and supported by Mr. Johnson that the Board of Education of the Livonia Public Schools School District adopt the Resolution for WRESA Enhancement Millage for 2028-2034.

Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Jarvis, Johnson  
Nays: None

**Adoption of 2023-  
2024 Final Budget  
Amendments**

It was moved by Mr. Johnson and supported by Mrs. Jarvis that the Board of Education of the Livonia Public Schools School District approve the amended budgets for the 2023-2024 school year: General Fund, Funded Projects Fund, Special Education Fund, Debt Retirement Fund, 2021 Bond Fund, 2023 Bond Fund, Sinking Fund, Capital Projects Fund, Food Services Fund, Health and Welfare Fund, Scholarship Fund and School Activities Fund.

Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Jarvis, Johnson  
Nays: None

**Adoption of 2024-  
2025 Proposed  
Budgets and Millage  
Rates**

It was moved by Mrs. Frank and supported by Mrs. Jarvis that the Board of Education of the Livonia Public Schools School District adopt the proposed budgets for the 2024-2025 school year: General Fund, Funded Projects Fund, Special Education Fund, Debt Retirement Fund, 2023 Bond Fund, Sinking Fund, Capital Projects Fund, Food Services Fund, Health and Welfare Fund, Scholarship Fund and School Activities Fund.

Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Jarvis, Johnson  
Nays: None

**Property and Casualty  
Insurance**

It was moved by Mrs. Acosta and supported by Mrs. Bonifield that the Board of Education of the Livonia Public Schools School District approve the Superintendent or her designee to provide notification to the Metropolitan Association for Improved School Legislation (MAISL) Joint Risk Management Trust of the District's intent to withdraw from the pool in order to consider bids for insurance beginning July 1, 2025.

Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Jarvis, Johnson  
Nays: None

**Approval of Stevenson  
High School Practice  
Field**

It was moved by Mrs. Bonifield and supported by Mrs. Acosta that the Board of Education of the Livonia Public Schools School District approve the recommendation of the Owner's Representative, Plante Moran Realpoint, to award the contracts for installation for new field

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turf at Stevenson High School to Midwest Landscape Group, located in Commerce, Michigan in the contract amount of \$1,055,708, Astroturf Great Lakes, located in Novi, Michigan in the contract amount of \$481,079, and RMD Holdings “doing business as” Nationwide Construction Group, located in Richmond, Michigan in the contract amount of \$51,700, for a total recommended project amount of \$1,715,565, which includes 8% contingency, and authorize the Superintendent or her designee to negotiate and execute final contracts.

Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Jarvis, Johnson  
Nays: None

**Approval of Purchase and Installation of Security Window Film**

It was moved by Mrs. Jarvis and supported by Mr. Johnson that the Board of Education of the Livonia Public Schools School District approve the purchase and installation of security window film from Safe Haven Defense located in Phoenix, Arizona for an amount not to exceed \$580, 217.20.

Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Jarvis, Johnson  
Nays: None

**Approval of Parts Wash for Transportation**

It was moved by Mrs. Burton and supported by Mrs. Bonifield that the Board of Education of the Livonia Public Schools School District approve the purchase of G-2000 “Genesis Series” aqueous parts cleaning system from Better Engineering, located in Joppa, MD in the amount of \$30,100.

Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Jarvis, Johnson  
Nays: None

**Approval of CO Furniture Purchase**

It was moved by Mrs. Frank and supported by Mrs. Jarvis that the Board of Education of the Livonia Public Schools School District approve the purchase and installation of the glass cubicle surrounds and glass swinging door from Interior Environments located in Novi, MI in the amount of \$65, 492.

Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Jarvis, Johnson  
Nays: None

**Approval of the Expulsion of a Secondary Student**

It was moved by Mrs. Acosta and supported by Mrs. Bonifield that the Board of Education of the Livonia Public Schools School District expel one secondary student for violations of the Livonia Public Schools’ Board of Education policies.

Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Jarvis, Johnson

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Nays: None

**Approval of Adoption  
and Purchase of U.S.  
Government Textbook**

It was moved by Mrs. Bonifield and supported by Mr. Johnson that the Board of Education of the Livonia Public Schools School District approve the purchase of classroom sets of *Government Alive!* by TCI Publishing located in Mountain View, CA digital and physical textbooks for high school Government courses for total amount of \$84,080.00. This purchase would include classroom sets of textbooks, and 6-year student licenses. The physical teacher guides, resources and 6-years of teacher digital licenses will be provided at no cost to the district. In addition to Government Alive the committee recommends the purchase of Albert.io, an on-line supplemental curriculum for all eleventh and twelfth graders, to utilize the PSAT and SAT aligned lessons. This three-year purchase is for \$94,218.00 with free access to all ninth and tenth grade students. This total purchase for US Government is for \$178,298.00

Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Jarvis, Johnson  
Nays: None

**Approval of Adoption  
and Purchase of U.S.  
History Textbook**

It was moved by Mrs. Jarvis and supported by Mrs. Bonifield that the Board of Education of the Livonia Public Schools School District approve the purchase of classroom sets of History Alive! From TCI-Teachers' Curriculum Institute located in Mountainview, CA for 6 years of digital licenses and class sets of physical textbooks for \$82,496.00. The purchase of 6 years of teacher licenses, physical teacher guides and supplemental materials are included at no cost to the district.

Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Jarvis, Johnson  
Nays: None

**Approval of Adoption  
and Purchase of AP  
U.S. Government  
Textbook**

It was moved by Mrs. Burton and supported by Mrs. Frank that the Board of Education of the Livonia Public Schools School District approve the purchase of classroom sets of AP US Government and Politics from Perfection Learning located in Logan, Iowa, digital and consumable textbooks for high school AP Government courses for a total amount of \$53,447.10. This purchase includes consumable textbooks, and 6-year student licenses. The physical teacher guides and 6 years of teacher digital licenses will be provided at no cost to the district.

Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Jarvis, Johnson  
Nays: None

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**Approval of Adoption and Purchase of AP Language Textbook**

It was moved by Mrs. Frank and supported by Mrs. Jarvis that the Board of Education of the Livonia Public Schools School District approve the purchase of classroom sets of AP Language and Composition from Perfection Learning located in Logan, Iowa, digital and consumable textbooks for high school AP Language courses for a total amount of \$38,533.01. The purchase would include consumable textbooks and 6-year student licenses. The physical teacher guides and 6 years of teacher digital licenses will be provided at no cost to the district. In addition to the student textbook, this approval includes the purchase of the AP Lesson Library and scoring services from Macro Learning for \$26, 973.00. This purchase is for 5 years with a 10% discount. The total purchase for AP Language is \$65,506.01.

Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Jarvis, Johnson  
Nays: None

**Approval of Purchase of HMH Into reading Materials and Rigby Reader Cards for Upper Elementary Schools**

It was moved by Mrs. Acosta and supported by Mrs. Bonifield that the Board of Education of the Livonia Public Schools School District approve the purchase of HMH Into Reading consumable student journals for fifth and sixth grades for \$135,116.75 and HMH Rigby Reader Cards for \$58,900.66 from Houghton Mifflin Harcourt, in Chicago IL for a total purchase of \$194,017.41. This purchase provides 2 years' worth of consumable student journals for fifth and sixth graders and short passages for teachers to use during small group instruction.

Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Jarvis, Johnson  
Nays: None

**Approval of Appointment of WPAC Parent Representative**

It was moved by Mr. Johnson and supported by Mrs. Jarvis that the Board of Education of the Livonia Public Schools School District nominate Ms. Kara Clarke for a three-year term on the Wayne RESA Parent Advisory Committee (PAC). The three-year term will commence on the date the nomination is approved by the RESA Board.

Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Jarvis, Johnson  
Nays: None

**Approval of Purchase of Act 18 Instructional Materials and Supports**

It was moved by Mrs. Bonifield and supported by Mrs. Frank that the Board of Education of the Livonia Public Schools School District approve the Act 18 Capital Outlay Technology purchase for the ASD, WKSCL, MOCi and VI programs for the 2024-2025 school year from CDW\*G in Chicago, IL for \$46,914.40, N2Y in Huron, OH for \$32,454.24 and Apple in Dallas, TX for \$32,785.50 for a total of \$112,154.14.

Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Jarvis, Johnson

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Nays: None

**Approval of Purchase  
of 35j Preschool Books**

It was moved by Mrs. Jarvis and supported by Mrs. Bonifield that the Board of Education of the Livonia Public Schools School District approve the purchase of books to support literacy development through the purchase of 5 books for each student in our Preschool programs from Scholastic, Follett, and Amazon, for a total purchase of \$30,000.

Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Jarvis, Johnson  
Nays: None

**Approval of Purchase  
of i-Ready Diagnostic**

It was moved by Mrs. Burton and supported by Mrs. Frank that the Board of Education of the Livonia Public Schools School District approve the purchase math and reading i-Ready Diagnostic Licenses for kindergarten through eighth grade students from Curriculum Associates, in North Billerica, MA for a total cost of \$110,489.20. This purchase includes 6 days of professional development, and the total reflects a discount of \$24,322.30 in reduced pricing per license.

Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Jarvis, Johnson  
Nays: None

**Approval of Purchase  
of Creative Curriculum  
for Young Fives**

It was moved by Mrs. Frank and supported by Mrs. Acosta that the Board of Education of the Livonia Public Schools School District approve the purchase of Creative Curriculum for Pre-K from Teaching Strategies in Bethesda, MD for \$35,478.60 which includes curriculum materials and access to the online platform for teachers. The purchase also includes 1 day of professional development.

Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Jarvis, Johnson  
Nays: None

**Establishment of Date  
for First Regular  
Meeting of 2024-2025**

It was moved by Mrs. Acosta and supported by Mrs. Bonifield that the Board of Education of the Livonia Public Schools School District hold it's first Regular Board meeting of the 2024-2025 school year on July 15, 2024 at 7:15 p.m.

Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Jarvis, Johnson  
Nays: None

**Approval of In-District  
MASB Superintendent  
Evaluation and Rater**

It was moved by Mr. Johnson and supported by Mrs. Burton that the Board of Education of the Livonia Public Schools School District approve the MASB Superintendent Evaluation and Rater Reliability Training on July 17, 2024, for a total cost not to exceed \$1600. This in-district workshop satisfies the new



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**Reliability Training  
Workshop**

MASB training requirements that all current Board of Education members and Superintendents in the state of Michigan must be trained using this evaluation tool no later than September 1, 2024.

Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Jarvis, Johnson  
Nays: None

**First Reading – Board  
Policy - Bylaws of the  
Board / Board  
Operations**

**BYLAWS OF THE BOARD  
BOARD OPERATIONS  
BOARD MEMBER EXPENSES AND DEVELOPMENT OPPORTUNITIES**

**BBBC  
April 27, 2020**

The District may pay (through reimbursement or otherwise) the actual and necessary expenses incurred by its Board members in the discharge of their official duties or in the performance of functions authorized by the Board.

**BBBC – Board Member  
Expenses and  
Development  
Opportunities**

Board members are encouraged to attend educational, leadership, and developmental classes, workshops, conferences, and seminars ~~which will~~ that may assist them in the performance of their duties. Members may be reimbursed for their actual and necessary expenses, which include registration fees, costs of travel, lodging, and meals (not including alcoholic beverages).

The approval of Board expenses and reimbursements shall be conducted according to the following stipulations:

- Direct District expenditures must be approved by the Board at a voting Board meeting prior to the expenses being incurred.
- Individual Board member reimbursements must be approved at a voting Board meeting prior to payment of the reimbursement to the Board member.
- ~~Any expenditure of District funds that exceeds \$500 per event or includes overnight travel, whether it is a direct District expenditure or Board reimbursement, must have prior Board approval at a voting Board meeting.~~
- In order to facilitate the aforementioned approvals, the Board will bring forth an annual request for approval at the start of each school year with the intent of preapproving anticipated professional development expenditures.
- Any Board expenditures associated with out-of-state events, travel, etc., or any Board expense that totals \$750 or above must be brought to a voting Board meeting, separate from the annual preapproval request, for approval prior to the expense being incurred.

~~Board members are encouraged to attend educational, leadership, and developmental classes, workshops, conferences, and seminars which will assist them in the performance of their duties. Members may be reimbursed for their actual and necessary expenses, which include registration fees, costs of travel, lodging, and meals (not including alcoholic beverages). Members shall be subject to the same per diem rates and mileage rates as employees of the District. The District's standard expense reporting procedure will be followed.~~

**First Reading- Board  
Policy – Instructional  
Program**

LEGAL REF: MCL 380.1254  
**BOARD POLICY  
INSTRUCTIONAL PROGRAM  
FINAL EXAMINATIONS  
COMMON SUMMATIVE ASSESSMENTS**

**IHAA  
MAY 7, 2012**

**IHAA – Common  
Summative  
Assessments**

Time shall be allocated for **Common Summative Assessments (CSA)** ~~final examinations~~ in all senior-high **secondary** schools at the end of each **quarter** semester. Students are expected to be in attendance during these periods.

**Common Summative Assessments** ~~Final examinations~~ may not be considered more than 20 percent of the **marking period** ~~semester-grade~~. Every student shall be permitted to see his/her

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corrected ~~assessment~~ examination, including the ~~examination~~ questions, within a reasonable time after ~~semester~~ grades are recorded.

It is recognized that ~~final examinations~~ **Common Summative Assessments** may not be required of every student in every ~~course. class situation.~~ **Courses that do not give a CSA must have approval from Academic Services and the Director of Secondary Programs.** ~~Procedures and regulations shall be developed which clearly define:~~

1. ~~When and/or which final examinations will be optional.~~
2. ~~Provisions which specify when students shall be advised of the examinations to be given.~~
3. ~~The criteria used by the teachers to determine that a student shall be required to take an otherwise optional final examination.~~

**First Reading – Board  
Policy – Instructional  
Program**

**BOARD POLICY  
INSTRUCTIONAL PROGRAM  
REPORTING TO PARENTS/GUARDIANS CARDS**

**IHAB  
MARCH 16, 2015**

**IHAB – Reporting to  
Parents and Guardians**

The superintendent or ~~his/her~~ designee shall have the authority to **determine** ~~classify and control~~ the promotion of students in accordance with the general school laws of the State of Michigan.

Reporting to parents is an integral part of the school program and is requisite to assuring a sharing of responsibility by parents and teachers for the learning and growth of the ~~student~~ **child.**

The progress of each ~~student~~ **pupil** shall be measured periodically, and reports of such progress shall be communicated to his/her parents or guardian. ~~at regular intervals.~~ These reports, both oral and written, are intended to assist both the student and the parent and **to promote** ~~to stimulate their cooperation in furthering the student's continued growth.~~ **The responsibility of devising various reporting forms and practices shall be that of the superintendent or his/her designee.**

~~Reports shall at all times attempt to assess the pupil's performance in terms of both his/her capacity and actual achievement. The responsibility of devising various reporting forms and practices shall be that of the superintendent or designee and the staff.~~

**ADMINISTRATIVE PROCEDURES      IHAB**

**INSTRUCTIONAL PROGRAM  
7, 2012  
REPORTING TO PARENTS/GUARDIANS CARDS**

**May**

**A comprehensive reporting system is in place to communicate a student's progress on academic and behavioral standards.**

**Elementary Level**

1. Reports to parents should be by means of both written report cards and by parent teacher conferences.
2. Parents should be informed about the progress their child is making **on state standards and district behavioral standards both:**
  - a. ~~in comparison to other students at the same grade level and~~
  - b. ~~in comparison to the individual's potential.~~
3. Communication about the student's progress should be a constant process. Conferences other than those scheduled may be requested at any time by the teacher or the parent.

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**Secondary Level**

The course selection process in secondary schools is designed to place students in courses where they are most likely to succeed, based on their abilities. Placement is based on recommendations from prior teachers, guidance from counselors, and criteria developed by specific curricular areas, and student and parent interest.

The responsibility of the teacher is to assess prior learning and provide instruction to allow each student to grow in knowledge as much as possible during the time spent with the teacher. Both the student and the teacher share in the responsibility for success of the student.

**Reporting Guidelines**

The school district procedures are as follows: **At the secondary level:**

1. Teachers will should communicate to students and parents early in the semester school year, the criteria and grading scales methods used in determining grades, through a course syllabus.
2. Teachers will should develop a means to make sure students know their input classwork, assignments, and assessment grades standing at regular intervals. End-of-the-marking-period "surprises" should be minimized.
3. Teachers should communicate share with students and parents early in the semester course the standards needed to determine citizenship grades.
4. Teachers should factor in the student's progress relative to goals based on ability as well as measured against fixed standards for the course.
5. Teachers should grade based on the state standards, avoid assigning grades punitively. The emphasis should be on promoting achievement and growth.
6. Teachers should provide regular and frequent opportunities for students to contribute to their grade standing through factors such as written and verbal testing, daily assignment grades, homework grades, special projects, and makeup work. A minimum of one entry per week must be recorded for each student in the class record book. The electronic record book must be updated on a weekly basis.
7. Teachers should use a marking period grade to reflect achievement during that one marking period only.

Final Grades

1. In general, a teacher's final evaluation of a student's progress should reflect the student's cumulative performance on the identified standards and Common Summative Assessment, assessed by some averaging of each card-marking period and the grade on the final examination.
2. No single assignment or project shall be the sole determiner of a credit for a course, without prior approval of the principal.
3. The teacher will list the factors involved in the determination of the final semester mark in the class record book for each class. Also, the teacher must include a statement including the weighting of grades in determining the final mark and the grading scale for each class showing how those final marks were determined. The teacher will use the district determined grade book weights with  $\mp$  the marking periods must be weighted equally.

In instances where a student would otherwise fail a required Michigan Merit Curriculum course in which a district developed common assessment is administered, but earns a score of 80% or higher on the district common assessment, the student will receive credit for the course and a grade of "S" for satisfactory.

Incompletes

Incompletes may be indicated by marking an "I" in the academic marks column. Incompletes should be given only when the student is ill or has a legitimate reason for being behind in his/her

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work. The "I" is given only with the understanding that the work will be completed within a two week period of time. With the exception of special cases (approved by the principal), all incompletes will be removed from the records at the end of the two-week period beyond the end of a marking period. It is the teacher's responsibility to see that the incompletes are changed to a letter grade.

NO INCOMPLETES, HOWEVER, WILL BE ALLOWED TO BE ENTERED AT THE CLOSE OF THE SCHOOL YEAR WITHOUT PRIOR APPROVAL FROM THE SCHEDULING ASSISTANT PRINCIPAL.

**Progress Letters**

1. Progress letters may be used to report improvement, outstanding achievement or performance on the part of the student that is less than expected.
2. A progress letter should be generated for a student who is not doing as well as the teacher feels he or she could do or is failing or in danger of failing. This means a student who is functioning at a D or E level.

Parents have a right to know when their children are doing poorly in time to help prevent failure. A teacher is expected to initiate a two way communication with the parent advising them of poor or missing work and seeking their assistance BEFORE issuing a D or an E on the report card. Record the date, with necessary notes, of home contacts to facilitate any later questions or contacts.

**First Reading – Board Policy – Instructional Program**

**BOARD POLICY  
 INSTRUCTIONAL PROGRAMS  
 GRADUATION REQUIREMENTS**

**IHF  
 December 8, 2023**

**IHF – Graduation Requirements**

The Board of Education will delegate to the Superintendent or his/her designee to ensure that graduates of Livonia Public Schools meet the state graduation requirements. The school district will review any new state graduation requirements and determine how they will be implemented.

**First Reading – Board Policy – Business Management**

**BOARD POLICY  
 BUSINESS MANAGEMENT  
 INSURANCE MANAGEMENT**

**EG  
 JUNE 20, 1988  
 Reviewed 2/2014**

**EG – Insurance Management**

The District will purchase insurance (such as property and casualty insurance) as required by law. The District may purchase other insurance or participate in pools and other forms of risk management as the Board deems appropriate to provide indemnity and defense for the District, Board members, employees, and volunteers. The superintendent or designee shall be responsible for the management of all school insurance programs and the safekeeping of insurance policies.

LEGAL REF.: MCL 380.1269; 380.1332; ~~380.1333~~; 691.1406; 691.1409

**First Reading – Board Policy – Business Management**

**BOARD POLICY  
 BUSINESS MANAGEMENT  
 ANNUITIES**

**EGAE  
 MAY 19, 2014**

**EGAE - Annuities**

Public school employee are automatically enrolled in the Michigan Public School Employees' Retirement System (MPSERS). In addition to retirement savings through MPSERS, the district will provide employees the additional option to have payroll deductions taken for 403(b) and 457(b) retirement savings plans outside of MPSERS.

For additional information, see individual Master Agreements:

- AFSCME (American Federation of State, County & Municipal Employees)

**MINUTES**  
**BOARD OF EDUCATION**  
**LIVONIA PUBLIC SCHOOLS**  
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- ~~LCEA~~ (~~Livonia Community Education Association~~)
- LEA (Livonia Education Association)
- LEADS (Livonia Educational Administrators)
- LPA (Livonia Paraprofessionals' Association)
- LSA (Livonia Secretarial Association)
- SEALS (Supervisory Employees' Association)

**First Reading – Board Policy – Insurance Program**

**BOARD POLICY  
INSURANCE PROGRAM  
STUDENT INSURANCE**

**EGB  
~~JUNE 20, 1988~~  
Reviewed 2/2014**

**EGB – Student Insurance**

~~Each year the school district may arrange for an insurance company to offer a student insurance plan which will be an agreement between the insurance company and the parent or guardian of the student.~~

As the District is not a guarantor or insurer as it relates to coverage for student health or safety, parents/guardians are encouraged to secure insurance for their students' healthcare needs, including coverage for injuries that may occur while at school and while participating in athletics and other school activities.

The District, in its sole discretion, may provide information about insurance policies available for purchase by parents/guardians for their students from third-party vendors. Providing that information does not imply District endorsement of any insurance policy, nor is it a guarantee or warranty that coverage will be provided by the vendor in any specific instance.

LEGAL REF.: MCL 380.1332(3); 691.1405

**Second Reading and Adoption of Board Policy -Instructional Program**

It was moved by Mrs. Bonifield and supported by Mrs. Frank that the Board of Education of the Livonia Public Schools School District accept the recommendation of the Policy Committee and adopt the following Board Policy language:

**ICFA – Curriculum, Guides and Course Outlines**

**BOARD POLICY  
INSTRUCTIONAL PROGRAM  
CURRICULUM GUIDES AND COURSE OUTLINE**

**ICFA  
~~JULY 21, 2014~~  
June 17, 2024**

The Board of Education delegates to the professional staff the responsibility for developing and writing curriculum guides, courses of study, syllabi, and other such materials describing the nature of the instructional program in detail. Curriculum guides will include the state standards taught instructional strategies and techniques, materials, resources, and technology to meet the diverse needs of students. Guides will include the priority standards that will be assessed on the district common assessments.

In recognition of the needs of students and teaching styles and techniques of teachers, it is expected that these instructional guides will provide an outline with a recommended pacing in order for students to be prepared for the end of marking period assessments All teachers will exercise sensitivity and creativity in their planning and in their instruction and management of individual students and student groups.

The administration shall keep a file of current curriculum guides, courses of study, syllabi, and list of course materials in the Academic Services Department, where they may be accessible to members of the Board of Education, to parents, and to citizens of the community in general. Such materials shall be regularly reviewed and revised so that they represent current best practices, state standards and updated resources.

The school district's curriculum will be consistent with requirements of the state and federal government.

**MINUTES**  
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Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Jarvis, Johnson  
Nays: None

**Second Reading and  
Adoption of Board  
Policy – Educational  
Program**

It was moved by Mrs. Jarvis and supported by Mrs. Frank that the Board of Education of the Livonia Public Schools School District accept the recommendation of the Policy Committee and adopt the following Board Policy language:

**IDA- Educational  
Programming**

**BOARD POLICY**  
**INSTRUCTIONAL PROGRAM**  
**EDUCATIONAL PROGRAMMING**

**IDA**  
**JULY 21, 2014**  
**JUNE 17, 2024**

The educational programming is designed for preschool through post-secondary students in Livonia Public Schools. The educational programming will meet the academic, social emotional, and career and college needs of the students entrusted to the district through meeting state standards, accrediting requirements, and current laws.

The Board of Education, or their designee, shall establish and enforce policies and standards for school operation to ensure equitable education programs, curricula, offerings, and opportunities.

Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Jarvis, Johnson  
Nays: None

**Second Reading and  
Adoption of Board  
Policy – Instructional  
Program**

It was moved by Mrs. Burton and supported by Mrs. Acosta that the Board of Education of the Livonia Public Schools School District accept the recommendation of the Policy Committee and adopt the following Board Policy language:

**IDDB – Multi-Tiered  
System of Supports**

**BOARD POLICY**  
**INSTRUCTIONAL PROGRAM**  
**MULTI-TIERED SYSTEM OF SUPPORTS**

**IDDB**  
**June 20, 1998**  
**June 17, 2024**

The Livonia Public Schools School District will provide a multi-tiered system of supports that provides instructional and behavioral supports to students who need additional time, instruction or guidance to meet grade level standards. The school district will abide by federal and state laws when providing interventions and supports.

LEGAL REF: MCL, 388.1631, Section 31a, Michigan State School Code Act of 1979  
(updated 2023)

Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Jarvis, Johnson  
Nays: None

**Second Reading and  
Adoption of Board  
Policy – Students**

It was moved by Mrs. Frank and supported by Mrs. Burton that the Board of Education of the Livonia Public Schools School District accept the

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**JN – Letter Jackets,  
Letter Awards and  
Scholarships**

recommendation of the Policy Committee and adopt the following Board Policy language:

**BOARD POLICY**  
**STUDENTS**  
**LETTER JACKETS, LETTER AWARDS AND SCHOLARSHIPS**

**JN**  
**June 17, 2024**

It shall be the policy of the school district to give appropriate recognition to pupils for progress and/or attainment in all areas of classroom scholastic endeavors as well as in areas of the school's co-curriculum, athletics and/or extracurricular activities.

The recognition will be as closely related as possible to the nature of the achievement and should be assessed by district and/or school administration.

**Letter Jackets**

Letter jackets (also known as varsity jackets) are a means to recognize and celebrate academic, activity, and/or athletic achievements, and are awarded to high school students who have excelled in these areas.

**Letter Awards**

Students may be awarded letters in academic, activity, and/or athletic achievements. An awarded letter shall be placed on the left front panel of the letter jacket. Informing student members of the requirements and standards for earning a letter award will be the responsibility of the club activity sponsor, club athletics team coach, or Board of Education approved athletic team coach in that respective area. Letters given by the school will be awarded to students who have met the established criteria. The method of distributing an earned letter award will be at the discretion of each school.

A student athlete on a Board of Education approved athletic team or club athletic team who completes three full seasons of athletic experience in a particular sport but does not qualify for an athletic letter in any of those three seasons will be granted an athletic letter at the end of the third season. The awarding of an athletic letter in this manner is intended to recognize those student athletes who regularly attend practice and participate in team activities, but whose skills and abilities may not earn the athletic letter based solely on the criteria of the coach.

**Scholarships**

As approved by the Board of Education, district administration, and/or building administration, students may be awarded scholarships directly related to the shared vision and/or collective commitments of Livonia Public Schools. (Example: James P Carli Scholarship awarded to one student at each high school: Churchill High School, Franklin High School, and Stevenson High School).

Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Jarvis, Johnson

Nays: None

**Second Reading and  
Adoption of Board  
Policy – Personnel**

It was moved by Mrs. Acosta and supported by Mrs. Bonifield that the Board of Education of the Livonia Public Schools School District accept the recommendation of the Policy Committee and adopt the following Board Policy language:

**GAHB – Student/Staff  
Relations**

**BOARD POLICY**  
**PERSONNEL**  
**STAFF/STUDENT RELATIONS**

**GAHB**  
**June 17, 2024**

**MINUTES**  
**BOARD OF EDUCATION**  
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Appropriate professional relationships are paramount to the success of our students, and staff members must uphold the highest ethical standards in all interactions with students, specifically maintaining appropriate physical, verbal, emotional, and social boundaries both within and outside of school. Further, staff must understand that even the appearance of inappropriate relationships with students will adversely impact their effectiveness in the school environment, which in turn could result in a formal District investigation and potential disciplinary action. All staff members are encouraged to discuss issues with their site administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

Staff members are prohibited from engaging in any of the following conduct, regardless of whether the conduct occurs on or off school property, or before, during, or after school hours. The following examples of prohibited conduct do not, and are not intended to, constitute an exhaustive list of conduct for which discipline may be imposed:

- (a) Engaging in any romantic or sexual interactions or relationships with students, including dating, flirting, sexual contact, inappropriate physical displays of affection, or sexually suggestive comments between staff and students;
- (b) Fostering, encouraging, or participating in emotionally or socially intimate relationships with students through communication, in-person interaction, or gift-giving;
- (c) Initiating or continuing communications with students for reasons unrelated to any direct educational purpose, including oral or written communication, telephone calls, or electronic communication such as texting, instant messaging, email, chat rooms, social networking apps, webcams, or exchange of photographs;
- (d) Providing alcohol or drugs (regardless of age) to students – either prescription or illegal (except for those provided in accordance with district policy on medication administration); and
- (e) Transporting individual students for any purpose unrelated to a school function or event, when not related to a staff member's job duties, and without the permission of a parent/guardian and administration.

All staff members are directed to consult their supervisor(s), and/or the LPS Human Resources Department, if they require clarification of these requirements as they apply to student relationships.

The District will take appropriate disciplinary action, up to and including dismissal, against any staff member found to have violated this policy in accordance with District policies, regulations, applicable collective bargaining agreements, and state/federal laws. A violation of this policy may also subject staff members to referral for criminal and/or civil sanctions as required by law.

Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Jarvis, Johnson

Nays: None

**Second Reading and  
Adoption of Board  
Policy – Personnel**

**GAHC – Digital  
Communications**

It was moved by Mr. Johnson and supported by Mrs. Burton that the Board of Education of the Livonia Public Schools School District accept the recommendation of the Policy Committee and adopt the following Board Policy language:

**BOARD POLICY  
PERSONNEL  
DIGITAL COMMUNICATIONS**

**GAHC  
June 17, 2024**

*Personal Use*



**MINUTES**  
**BOARD OF EDUCATION**  
**LIVONIA PUBLIC SCHOOLS**  
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**June 17, 2024**

Digital communication (including social networking) that occurs on District premises or involves the use of District equipment is governed by the Acceptable Use Policy and this Policy. This Policy also applies to digital communication that occurs off District premises and/or using non-District equipment.

Digital communication (including social networking) provides educational and other opportunities for staff and students. The Board of Education expects that staff and students who engage in digital communication will do so in a reasonable and appropriate manner. Specifically, digital communication between staff and students, or to which students reasonably may be exposed, should be professional and of the same content, tone and demeanor as in-school communication between staff and students. Similarly, digital communication between staff and parents, community members, and other adults, or to which staff members, parents, and community members reasonably may be exposed, should be professional.

Positive interactions, digital or otherwise, are encouraged among employees of Livonia Public Schools, recognizing that unprofessional communications may reflect poorly upon, and negatively impact the reputations of staff members, individual school communities, or the District as a whole. Staff members must be conscious of the public nature of their positions in the District and mindful of how their communications may be perceived by others. As they relate to students, parents, families, colleagues, community members, and/or the District generally, staff members' comments made online (including those posted to personal social media accounts) that are harassing, defamatory, inclusive of confidential student information, or disruptive to the educational environment, and are not otherwise protected by law, may be addressed directly by the District as an employment action ranging from consultation to disciplinary action.

***Public Use***

The District's social media, to the extent it is open to the public for use, collectively constitutes a limited public forum. All comments and postings on District social media are subject to monitoring and, where permitted, removal by the District.

Public posts or comments on District social media must address District business and, where applicable, the particular District business under discussion. The District reserves the right to remove comments or postings by members of the public when the District determines that the content (including links to such content) falls under any of the following prohibited categories:

- Off-topic (e.g., a post unrelated to District business, a comment to a District Related post that is unrelated to the post, spam, content that is incoherent or contains a virus, etc.)
- Abusive (e.g., threatening, harassing, discriminatory against protected classes, personal attacks, etc.)
- Illegal (e.g., defamation, promotion of violence/destruction or illegal activities, etc.)
- Obscenity, vulgarity, profanity, or sexually explicit or pornographic
- Campaigning, whether in support of or opposition to political campaigns, candidates, or ballot measures
- Content that may compromise the safety or security of the District, its community, or members of the public
- Content that contains personal identifying information or sensitive personal information (e.g., doxing)
- Commercial information (e.g., solicitation, advertisement, product/service endorsement, etc.)
- Copyrighted, trademarked, or otherwise legally-protected content the posting of which violates another's ownership interest

Users who repeatedly or egregiously violate the content-related guidelines in this policy may be banned from posting and/or commenting on the District's social media (e.g., multiple off-topic posts or a single instance of posting a link to a pornographic video, etc.).

**Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Jarvis, Johnson**

**Nays: None**

**MINUTES**  
**BOARD OF EDUCATION**  
**LIVONIA PUBLIC SCHOOLS**  
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**June 17, 2024**

**Second Reading and  
Adoption of Board  
Policy – Students**

It was moved by Mrs. Bonifield and supported by Mrs. Jarvis that the Board of Education of the Livonia Public Schools School District accept the recommendation of the Policy Committee and adopt the following Board Policy language:

**JGFG – Accidents and  
Illness**

**BOARD POLICY  
STUDENTS  
ACCIDENTS AND ILLNESS**

**JGFG  
JUNE 17,2024**

All students shall have updated emergency care information in the District’s Student Information System (MISTAR). Parents/guardians are responsible to update the school throughout the year if emergency contact and/or care information changes.

Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Jarvis, Johnson  
Nays: None

**Adjournment  
Off/Supt/tg**

President Bradford adjourned the meeting at 9:23 p.m.