



**REGULAR MEETING  
OF THE BOARD OF EDUCATION  
Virtual via Webex  
Tuesday, August 11, 2020  
6:00 PM**

**AGENDA**

|  |           |
|--|-----------|
| <b>I. CALL TO ORDER</b>  |           |
| A. Roll Call   |           |
| B. Pledge of Allegiance  |           |
| <b>II. ITEMS FROM THE PRESIDENT</b>  |           |
| A. Approval of the Agenda  |           |
| B. Announcements   |           |
| C. Board Committee/Representatives 2020/2021 Appointments                        | 3         |
| <b>III. ITEMS FROM THE SECRETARY</b>   | <b>4</b>  |
| A. Correspondence  | 5         |
| <b>IV. LEGISLATIVE UPDATE</b>  |           |
| <b>V. PUBLIC COMMENTS</b>  |           |
| <b>VI. DISTRICT UPDATES</b>  |           |
| <b>VII. REPORTS FROM BOARD COMMITTEES</b>  |           |
| A. Academic Excellence/Strategic Planning/Communications Committee               |           |
| B. Finance/Facilities Committee  |           |
| C. Human Resources Committee   |           |
| D. Policy/Board Governance Committee   |           |
| <b>VIII. DISCUSSION ITEMS</b>  | <b>7</b>  |
| A. OCSBA DEI Ad Hoc Committee - FPS BOE Designees                                | 8         |
| B. OCSBA Proposal to Amend the Bylaws  | 10        |
| C. Policy Updates - First Reading  | 29        |
| <b>IX. ACTION ITEMS</b>  | <b>41</b> |
| A. Recommendation for Approval of Emergency Operations Plan (EOP)                |           |
| B. Recommendation for Approval of Policies 4002 & 8008 (Title IX)<br>Revisions   | 42        |
| C. Recommendation for Approval of FPS COVID-19 Preparedness<br>and Response Plan | 45        |
| D. Recommendation for Approval of FPS Proclamation                               | 60        |
| E. Recommendation for Approval of Notice of Layoff List (ESP)                    |           |
| <b>X. ITEMS FROM THE TREASURER</b>   | <b>62</b> |
| A. Expenditures  |           |
| <b>XI. CONSENT AGENDA</b>  | <b>63</b> |

A. Approval of Minutes

1. July 21, 2020 Special Meeting

64

B. Personnel Items

**XII. SUPERINTENDENT ANNOUNCEMENTS**

A. Updates from the Superintendent

**XIII. RECOMMENDATIONS FOR FUTURE AGENDA ITEMS**

**XIV. GOOD AND WELFARE**

**XV. ADJOURNMENT**

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*\*PUBLIC COMMENTS is intended to provide individuals an opportunity to address the Board of Education. Those who wish to do so are asked to complete a Public Comment Card, available at the back of the room. In the interest of fairness, the Board requests each speaker to limit his or her comments up to three (3) minutes.*

*ANY PERSON with a disability who needs accommodation for participation in this meeting should contact the Superintendent's office at 248-489-3338 at least three (3) business days in advance of the meeting to request assistance.*

*ALL MEETINGS, with the exception of closed sessions, are open to the public. Regular Board of Education meetings and most premeetings of the Board of Education are cablecast live on TV10.*

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The official minutes of the Board of Education are stored and available for inspection in the Lewis Schulman Administration Building of the Farmington Public School District.



**2020/2021 BOARD OF EDUCATION  
COMMITTEE AND REPRESENTATIVE/LIAISON  
APPOINTMENTS**

**COMMITTEE APPOINTMENTS**

|  |  |   |
|--|--|---|
| <b>Policy/Board Governance</b><br>Zach Rich, Chair<br>Richard Mukamal<br>Angie Smith | <b>Finance/Facilities</b><br>Terri Weems, Chair<br>Terry Johnson<br>Angie Smith                                | <b>Academic Excellence/Strategic Planning/Communications</b><br>Jessica Cummings, Chair<br>Pam Green<br>Richard Mukamal |
| <b>Human Resources</b><br>Terry Johnson, Chair<br>Jessica Cummings<br>Zach Rich      | <b>Superintendent's Evaluation and Succession Planning</b><br>Pam Green, Chair<br>Terry Johnson<br>Terri Weems | <b>Disciplinary Appeals</b><br>Angie Smith, Chair<br>Terry Johnson<br>Richard Mukamal                                   |

**REPRESENTATIVE/LIAISON APPOINTMENTS**

|  |             |
|--|-------------|
| Head Start.....                                | Terri Weems |
| Legislative (State and County).....            | Zach Rich   |
| Oakland County School Boards Association ..... | Angie Smith |
| FAAPN .....                                    | Angie Smith |
| PTA Council.....                               | TBD         |
| Student Round Table.....                       | Pam Green   |

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**III. ITEMS FROM THE SECRETARY.**

The Board has received multiple communications from staff, parents, and community members regarding the return to school plans. Additional correspondence was received regarding public comment, fall athletics, and Graduation Alliance. Communications are acknowledged and, when appropriate, a response is provided. A list of correspondents can be found in the Board packet, which is available on the FPS website.

**III. ITEMS FROM THE SECRETARY.**

**A. Correspondence.**

1. K. Butler: Opinion | Please Don't Make Me Risk Getting Covid-19 to Teach Your Child - The New York Times
2. M. Wiercinski: Thoughts on School Starting Face2Face
3. K. Clevio: Board Meeting Comments/Back to School Questions
4. J. Carpenter: Reading Redacted Comment
5. S. Martin: Learning Plan
6. S. Hirsch: Return to School
7. K. Campbell-Small: Graduation Alliance Deactivations
8. K. Butler: One Death is Too Many
9. K. Butler: Your Friday Evening Briefing
10. D. Shea: VLP Concerns and Comments
11. P. Green: Response to Graduation Alliance Deactivations
12. C. Holland: Kids Need to Learn
13. D. Shea: Middle School Virtual Instruction
14. L. Nemeth: Parent Opinion: In favor of Hybrid approach for Phase 4
15. C. Weber: Letter of Support for Hybrid Instruction
16. J. Weber: Letter of Support for Hybrid Instruction
17. D. Workman: FEA Letter to the Board
18. S. Hirsch: Half Day Kindergarten Proposal
19. M. Maurer: School Board Letter
20. L. Golusin: Not Ok with Remote
21. S. Magner: No Options
22. A. Masters: Learning at a Distance
23. D. Soderquist: Learning at a Distance Plan
24. K. Baracco: Moving Forward Learning 2020-2021
25. K. Butler: Thank You for Your Thoughtful and Important Decision
26. B. Rose: Important Decision
27. M. Turner: Virtual Start
28. M. Ser: Additional Questions
29. C. Henley: FPS Board Public Meeting Comments
30. M. Ahlijian: 2020 Return to School
31. Tolonen: Fall Learning Options
32. B. Lubaway: Back-to-school survey about Learning at a Distance
33. A. Broglin: Exceptionally Disappointed
34. M. Bushey: Fall 2020
35. M. Turner: Second Email
36. M. Yandora: FPS Action

37. K. Danko: In Person School
38. K.Drozd: Feedback on Virtual Learning
39. J. Ignasiak: Remote Learning
40. M. Turner: Comments/Questions for BOE Meeting August 11, 2020
41. A. Carcone: 2020-2021 School Year
42. A. Broglin-Peterson: Farmington Public Schools 'Learning at a Distance' Program- Request for Parental and Public Forum Discussion
43. A. Robinson: In School Learning
44. J. Cameron: Online Schooling
45. J. Luke: Farmington Schools Back to School
46. S. Huyck: Vote for In-Person Learning
47. B. Nofzinger: Decision to Open Schools
48. C. Domanik: Choice
49. H. Soderquist: Distance Learning Plan
50. M. Turner: Email to Board
51. P. Quenioux: Articles
52. J. Weber: Support for Fall Athletics
53. J. Poisson: Learning at a Distance and Remote Start Plans
54. M. Partridge: VLP vs. LAD – Too Little Information
55. S. Perry: Learning at a Distance Parent Concerns
56. T. Workman: FPS Fall High School Sports
57. K. Baracco: Support for Fall Athletics
58. M. Bushey: Michigan
59. M. Maurer: Letter to the Board
60. L. Clark: Return to School
61. M. Kowalski: Return to School
62. D. York: Anti-Racism Proclamation
63. L. Hinckley: Letter of Support for Hybrid Instruction
64. Baltrusz: Returning to in Person 2020-2021
65. A. Johnson: 2020-2021 Year
66. Peters: Learning at a Distance – District Concerns
67. J. Cherry: Return to School Plan
68. K. McMahon: Remote Learning

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**VIII. DISCUSSION ITEMS**

- A. **OCSBA DEI AD HOC COMMITTEE – FPS BOE DESIGNEES.**  
**Presenter:** Angie Smith, Board Secretary
  
- B. **OCSBA PROPOSAL TO AMEND BYLAWS.**  
**Presenter:** Zach Rich, Policy/Board Governance Chair
  
- C. **POLICY UPDATES – FIRST READING.**  
**Presenter:** Zach Rich, Policy/Board Governance Chair

# Announcement



July 17, 2020 – For Immediate Release

Dear OCSBA Members,

The OCSBA Board of Directors is pleased to announce that it has formed an ad hoc committee on Diversity, Equity, and Inclusion (DEI).

About the DEI committee:

Mission - To explore, understand, address, and share solutions for removing systemic barriers to diversity, equity, and inclusion in Oakland County Public Schools.

Vision - To have bold, honest, and crucial conversations that will serve as a catalyst to bring diversity, equity, and inclusion to all Oakland County students.

Goals -

- To build understanding of what DEI means in K-12 education and define the barriers that exist to achievement of DEI in Oakland County public schools.

- To share and highlight best practices for diversity, equity, and inclusion among Oakland County districts.

- To develop DEI recommendations for the consideration of the OCSBA board.

We invite every Member District to participate in the important work of this committee, and **request that each District designate two (2) Trustees to serve on the DEI committee.** A designee form is provided for your convenience.

The committee will meet monthly for two years, usually on the 3<sup>rd</sup> Wednesday of the month. **The next 3 meetings will be held on Wednesday August 19<sup>th</sup>, Wednesday September 30<sup>th</sup>, and Wednesday October 21<sup>st</sup> at 6:00 PM** on Zoom. The Zoom meeting link will be sent to every district designee *at least* one business day before each meeting.

**Please send completed designee forms and direct any questions to Menachem Hojda at [MHojda@OakParkSchools.org](mailto:MHojda@OakParkSchools.org)**

Respectfully,  
The OCSBA Board of Directors

*Attachment*

2020-2021 Board of Directors

President Carol Finkelstein Vice President Marty Cardano Treasurer Marc Katz Secretary Birgit McQuiston  
Directors Amy Hochkammer, Ron Justice, Cheryl McGinnis, Marc Siegler, and Angie Smith

**Each Member District Board of Education May Designate Two (2) Trustees**

**Please send completed designee forms and direct any questions to  
Menachem Hojda at [MHojda@OakParkSchools.org](mailto:MHojda@OakParkSchools.org)**

**District Name:** \_\_\_\_\_

|                     |                                     |
|---------------------|-------------------------------------|
| <b>Designee 1</b>   | <i>Please type or print legibly</i> |
| Trustee Name:       | _____                               |
| Trustee Email:      | _____                               |
| Phone: (_____)_____ | (in case of meeting change)         |

|                     |                                     |
|---------------------|-------------------------------------|
| <b>Designee 2</b>   | <i>Please type or print legibly</i> |
| Trustee Name:       | _____                               |
| Trustee Email:      | _____                               |
| Phone: (_____)_____ | (in case of meeting change)         |

**Member District Ballot  
Proposal to Amend the Bylaws**



**INTRODUCTION:** The Oakland County School Boards Association (OCSBA) Resolutions and Bylaws Committee reviews and recommends amendments to the Association’s bylaws annually. The OCSBA Board of Directors has reviewed the proposed changes and recommends approval of all bylaws amendments as presented. Every Member District Board of Education has been provided with the proposed amendments and the rationale for each change.

**ELIGIBILITY TO VOTE:** Each Member District receives one (1) vote on proposed changes to the bylaws.

**VOTING PERIOD:** The designated voting period opens on August 1, 2020 and closes at 5:00 PM on Friday, September 11, 2020.

**DOES THE BOARD OF EDUCATION APPROVE ALL PROPOSED  
AMENDMENTS TO THE OCSBA BYLAWS AS PRESENTED?**

The vote of the \_\_\_\_\_ School District  
*Insert District Name*

Board of Education on \_\_\_\_\_, 2020  
*Insert Meeting Date*

(check one)

**YES. The Board approves all bylaws amendments as presented.**

**NO. The Board does not approve all bylaws amendments as presented.**

I **HEREBY CERTIFY** that the foregoing is a true and correct record of a vote of the Board of Education.

Printed Name

Secretary, Board of Education

Signature

**Ballots must be received by OSCBA Resolutions & Bylaws Committee Chair  
Marc Katz no later than 5:00 PM on Friday, September 11, 2020  
Email completed & signed ballot to: marcgoBLUE1@gmail.com**

Adopted by Board of Directors: 11/15/2017  
Adopted by General Membership: 01/24/2018  
Adopted by General Membership: 10/18/2018

**BYLAWS**  
**OF THE**  
**OAKLAND COUNTY SCHOOL BOARDS ASSOCIATION**

**ARTICLE I**  
**OFFICES**

Section 1: Principal Office. The principal office of the Oakland County School Boards Association (the “Association”) in the State of Michigan will be located at 2111 Pontiac Lake Road, Waterford Township, County of Oakland. The Association may have such other offices, either within or without the State of Michigan, as the Board of Directors of the Association may determine or as the affairs of the Association may require from time to time.

Section 2: Registered Office. The Association will have and continuously maintain a registered office and a registered agent whose office is identical with the registered office. The registered office may be, but need not be, identical with the principal office, and the address of the registered office may be changed from time to time by the Board of Directors of the Association.

**ARTICLE II**  
**PURPOSE**

Section 1: Purpose. The purpose of the Association shall be:

- (a) To advance the quality of public education in Oakland County through the cooperative efforts of locally-elected boards of education.
- (b) To promote high standards in providing educational programs and services to meet the needs of all students.
- (c) To make available to school board members information concerning educational issues.
- (d) To conduct and sponsor meetings and programs about various aspects of education in partnership with Oakland Schools.

- (e) To promote public understanding about the role of school boards in our educational system and the need for citizen involvement in maintaining and improving our schools.
- (f) To enhance cooperation and communication among boards of education in Oakland County.
- (g) To present a strong force representing the views of school boards in Oakland County to the political representatives serving the area.
- (h) To advocate for county, state, and national legislation and governance that promotes and supports public education serviced by locally elected boards of education.

### ARTICLE III MEMBERSHIP

Section 1: Members. The Association shall be organized upon a membership basis. Any publicly elected Board of Education member of a school district located in Oakland County or any elected Oakland ISD Board of Education member (referred to herein as “Member School Districts”), that is also a member in good standing in the Michigan Association of School Boards (“MASB”), is an eligible general member of this Association (referred to herein as a “Member” or collectively the “Members”).

Section 2: Voting Rights. Each Member is entitled to one vote on each matter submitted to a vote of the Members, with specific exceptions as outlined in this section. All rights to vote on business or election before the Members will be done in person.

Exceptions: Each Member School District shall have one (1) vote on any proposal to select a committee chair or vote on resolutions (as outlined in Article IX) or to amend these Bylaws (as outlined in Article XVI). Member School District votes shall be recorded upon receipt of the completed resolution or ballot indicating the vote of the Member School District’s Trustees. Member School District votes must be received prior to the deadline indicated on the ballot or resolution. Results of such Member School District voting shall be provided to all Member Districts not later than the next general membership meeting.

Section 3: Electronic Voting - Electronic voting rights are granted to the Board of Directors only to conduct emergency business. All Electronic Vote(s) will be reaffirmed at the next meeting of the Board of Directors.

Section 4: Transfer of Membership. Membership in this Association is not transferable or assignable.

#### ARTICLE IV – DUES

The Association shall be financed by an annual MASB grant to its County Area School Boards Association (CASBA) members, Intermediate School District membership dues in an amount not to exceed the MASB CASBA grant, and by contributions and gifts accepted by the Association.

#### ARTICLE V MEETING OF MEMBERS

Section 1: Annual and Regular Meetings. There shall be an annual meeting of the Members and not less than three additional, regular membership meetings each year for the purpose of appointing the Board of Directors and for the transaction of such other business as may come before the meeting. The annual meeting shall be the first Regular Meeting after July 1. The date, time, and place of all meetings shall be determined by the Board of Directors.

Section 2: Special Meetings. Special meetings of the ~~Board or~~ Members may be called by voice or email by the President or by two or more members of the Board of Directors with 30 days' notice.

Section 3: Place of Meeting. The Board of Directors may designate the place of meeting for any annual or regular meeting or for any special meeting. If no designation is made, or if a special meeting is otherwise called, the place of the meeting will be the registered office of the Association; but if all of the Members meet at any time and place and consent to the holding of a meeting, such meeting will be valid without call or notice, and at such meeting any corporate action may be taken.

Section 4: Notice of Meetings. Written notice stating the place, day and hour of any meeting of Members will be delivered, either personally or by email, to each Member entitled to vote at such meeting, not less than ten nor more than fifty days before the date of the meeting by the Secretary. In case of a special meeting, or when required by statute or by these Bylaws, the purpose or purposes for which the meeting is called will be stated in the notice. If mailed, the notice of a meeting will be deemed to be delivered when deposited in the United States mail addressed to the Member at his or her address as it appears on the records of the Association, with postage thereon prepaid.

Section 5: Informal Action by Members. Any action required by law to be taken at a meeting of the Members, or any action which may be taken at a meeting of the Members, may be taken without a meeting if a consent in writing, setting forth

the action so taken, will be signed by all of the Members entitled to vote with respect to the subject matter thereof.

Section 6: Quorum. The presence of at least one Member from twenty-five (25%) percent of the Member School Districts will constitute a quorum at such meeting. If a quorum is not present at any meeting of Members, a majority of the Members present may adjourn the meeting without further notice.

Section 7: Involvement of Member School District Administrators. Superintendents and Administrators of Member School Districts are encouraged to participate in the Member meetings and other Association activities.

## ARTICLE VI ELECTION OF BOARD OF DIRECTORS

Section 1: Eligibility. Any Member is eligible to be elected to the Association's Board of Directors. Only one Member from each Member School District is allowed to serve on the Board at any given time.

Section 2: Term. The term of office for each Director shall be for three (3) years and shall continue until his or her successor has been elected and qualified.

Section 3: Board Nominations/Election. By May 1<sup>st</sup> yearly, the Board shall ~~create~~ ~~convene~~ an Election Committee ~~comprised of the three most recently elected Members of the Board of Directors from different Member School Districts.~~ The Election Committee shall seek candidates who will create a Board with a geographical balance from throughout Oakland County. Board ~~Nomination Candidate Application~~ Forms will also be sent to all Member School Districts to be delivered to their board members for self-nominating. ~~Additional nominations may be made from the floor at the Member's June meeting.~~ ~~Candidates must submit a completed application to the Election Committee prior the deadline specified on the form. Nominations cannot be made from the floor during the meeting at which the election occurs.~~ Election of candidates from Member School Districts shall take place at the June meeting. If there are more ~~Board nominations candidates~~ than ~~offices vacancies~~ to be filled, the Member vote shall be by written ballot. ~~If there are less candidates than vacancies to be filled, the Board of Directors shall appoint a member to fill the vacancy at its next meeting. The appointee shall serve until the next scheduled election. At the next election, the Election Committee will seek candidates to fill the remainder of the three year term.~~

Section 4: Resignation/Removal. Any Director may resign by written notice to the Association. Any Director may be removed by the Members or the Board at any meeting of the Members or the Board, ~~either with or without cause,~~ by the affirmative vote of a majority of the Members or the Directors then in office (excluding the Director who is the subject of such action).

Section 5: Vacancy. If a vacancy shall occur among the Board of Directors as a result of death, resignation, removal or otherwise, the President will notify the Members of the vacancy and each Member School District shall be sent a Board **Nomination Candidate Application** Form. The Board of Directors shall appoint a member to fill the vacancy at its next meeting. The appointee shall serve for the remainder of the vacated term.

Section 6: Attendance. Failure to attend three (3) consecutive Board meetings shall constitute a resignation; however, a Director be granted an excused absence by action of the Board.

## ARTICLE VII BOARD OF DIRECTORS

Section 1: General Powers. It shall be the responsibility of the Board of Directors to carry out the purposes of the Association as specified in Article II of the Articles of Incorporation.

Section 2: Regular Meetings. A regular annual meeting of the Board of Directors will be held without other notice than these Bylaws. The date and time of the annual meeting shall be determined by the Board of Directors. The Board of Directors may provide by resolution the time and place for holding of additional regular meetings of the Board without other notice than such resolution.

Section 3: Special Meetings. Special meetings of the Board of Directors may be called by or at the request of the President or any two Directors. The person or persons authorized to call special meetings of the Board may fix any place as the place for holding any special meeting of the Board called by them.

Section 4: Notice. Notice of any special meeting of the Board of Directors will be given at least two days by written notice delivered personally, phone, fax or E-mail to each Director's contact information as shown by the records of the Association or five days' notice by mail. If mailed, such notice will be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. Any Director may waive notice of any meeting. The attendance of a Director at any meeting will constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these Bylaws.

Section 5: Quorum. A majority of the Board of Directors will constitute a quorum for the transaction of business at any meeting of the Board; but if less than

a majority of the Directors are present at said meeting, a majority of the Directors present may adjourn the meeting without further notice.

Section 6: Manner of Acting. The act of a majority of the Directors present serving (whether elected or appointed), at a meeting at which a quorum is present will be the act of the Board of Directors, unless the act of a greater number is required by law or by these Bylaws.

Section 7: Compensation. Directors as such will not receive any stated salaries for their services, but by resolution of the Board of Directors a fixed sum and expenses of attendance, if any, may be allowed for attendance at each regular or special meeting of the Board; but nothing herein contained will be construed to preclude any Director from serving the Association in any other capacity and receiving compensation therefor.

Section 8: Informal Action by Directors. Any action required by law to be taken at a meeting of Directors, or any action which may be taken at a meeting of Directors, may be taken without a meeting if a consent in writing, setting forth the action so taken, is signed by all the Directors.

Section 9: Confidentiality. The records and business of all Board of Directors proceedings shall be confidential and shall not be subject to disclosure without the Board of Directors' authorization in advance of disclosure.

## ARTICLE VIII OFFICERS

Section 1: Election or Appointment. The Board of Directors, as soon as may be practical after the annual appointment of Directors in each year, shall elect from the current Board of Directors, a President, a Vice-President, a Secretary and a Treasurer of the Association.

Section 2: Term of Office. The term of office of all officers shall commence upon their election or appointment and shall continue until the next annual meeting of the Association and thereafter until their respective successors are chosen or until their resignation or removal. Any officer may be removed from office at any meeting of the Directors, with or without cause, by the affirmative vote of a majority of the Directors, whenever in their judgment the best interests of the Association will be served thereby. An officer may resign by written notice to the Association. The resignation shall be effective upon its receipt by the Association or at a subsequent time specified in the notice of resignation. The Directors shall have power to fill any vacancies in any offices occurring for whatever reason.

Section 3: Compensation. Officers as such will not receive any stated salaries for their services, but by resolution of the Board of Directors a fixed sum and expenses

of attendance, if any, may be allowed for attendance at each regular or special meeting of the Board; but nothing herein contained will be construed to preclude any Officer from serving the Association in any other capacity and receiving compensation therefor.

Section 4: The President. The President shall be the Chief Executive Officer of the Association and shall have general and active management of the activities of the Association and shall see that all orders and resolutions of the Board of Directors are carried into effect. He or she shall execute all authorized conveyances, contracts or other obligations in the name of the Association, except where required by law to be otherwise signed and executed, and except where the signing and execution thereof shall be expressly delegated by the Directors to some other officer or agent of the Association. He or she shall preside at all meetings of the Directors. ~~In his or her absence, the Directors present thereat shall designate another presiding officer.~~

Section 5: Vice-President. The Vice-President in the order designated by the Board of Directors or, lacking such designation, by the President shall, in the absence or disability of the President, perform the duties and exercise the powers of the President and shall perform such other duties as the Board of Directors shall prescribe.

~~In the absence of both the President and Vice President, the Directors present thereat shall designate another presiding officer.~~

Section 6: The Secretary. The Secretary shall attend all meetings of the Board of Directors and record all votes and the minutes of all proceedings in a book to be kept for that purpose. He or she shall give, or cause to be given, notice of all meetings of the Directors for which notice may be required, and shall perform such other duties as may be prescribed by the Directors. He or she shall have the authority to execute with the President all authorized conveyances, contracts or other obligations in the name of the Association, except as otherwise directed by the Directors.

Section 7: The Treasurer. The Treasurer shall have custody of the funds and securities of the Association and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Association and shall deposit all moneys and other valuable effects in the name and to the credit of the Association in such depositories as may be designated by the Directors. He or she shall disburse the funds of the Association as may be ordered by the Directors, taking proper vouchers for such disbursements, and shall render to the President and Directors, at the regular meetings of the Directors, or whenever they may require it, an account of all his or her transactions as Treasurer and of the financial condition of the Association. If required by the Directors, he or she shall give the Association a bond in such sum and with such surety or sureties as shall be satisfactory to the Directors for the faithful performance of the duties of his or her office and for the restoration to the Association (in case of his or her death, resignation or removal from office) of all

books, papers, vouchers, money and other property of whatever kind in his or her possession or under his or her control belonging to the Association.

Section 8: Bonding of Officers. All officers of the Association, if required to do so by the Board of Directors, shall furnish bonds to the Association for the faithful performance of their duties, in such amounts and with such conditions and security as the Board shall require. The Association shall assume the cost of providing any bond required hereunder.

## ARTICLE IX COMMITTEES

Section 1: General. The Board of Directors may designate standing **and ad hoc** committees with such duties and powers as it may provide in order to carry out the program and purposes of the Association.

Section 2: The Government Relations Committee. The Government Relations Committee shall be a standing committee. The committee's purpose is to receive information on legislative matters for the purpose of sharing said information with the Member School Districts to advocate for, and increase awareness of, issues facing public education. The committee will meet at least 6 times per year.

Committee Membership/Leadership. At each Member School District's annual organizational meeting, a Member should be appointed to represent their Member School District at the Government Relations Committee.

A Committee Chairperson will be elected annually from the appointed Members at the first committee meeting after January 31<sup>st</sup>. Each Member School District in attendance shall have one (1) vote, which shall be cast by the Member School District's appointed representative.

Legislative Priorities. The Government Relations Committee will review/revise their Legislative Priorities annually. Revised Legislative Priorities will be submitted to the Board of Directors for approval by June 15<sup>th</sup>. Once approved by the Board, Legislative priorities will be provided to the Resolutions and Bylaws Committee and Member School Districts.

Section 3: Resolutions and Bylaws Committee. The Resolutions and Bylaws Committee shall be a standing committee and shall exercise the powers prescribed in this section. The committee's purpose is to develop and manage the resolutions and bylaws process. The committee shall meet at least **twice once** per year.

Committee Membership/Leadership. **At least three** Committee members will be appointed by the Board of Directors annually **in June**. Committee members may be reappointed for additional terms. The appointed Committee members

will elect a Committee Chairperson at the first committee meeting after appointment.

Initiation of Resolutions and Bylaws Revisions. Resolutions or bylaws revisions may be initiated by a Member School District Board, the Board of Directors, the Government Relations Committee or the Resolutions and Bylaws Committee. Once approved by the OCSBA Board of Directors, the Legislative Priorities shall be included in the resolutions drafted by the Resolutions and Bylaws Committee. All proposed resolutions and/or bylaws revisions shall be submitted in writing to the Board of Directors or Resolutions and Bylaws Committee and shall be addressed by the Resolutions and Bylaws Committee at their next meeting.

Submission to Vote. The Board of Directors shall review all proposed resolutions and bylaws amendments prior to submission to the Member School Districts.

Once reviewed by the Board of Directors, proposed resolutions and bylaws amendments shall be sent to the Member School Districts for voting. Member School Districts will be asked to vote at their next meeting. The window for Member School District voting shall be at least forty (40) calendar days and the voting deadline shall be specified on the ballot or resolution.

Resolution Adoption. Resolutions that are approved by at least nineteen (19) Member School Districts shall be the official position of the Association as interpreted and pursued by its Board of Directors.

## ARTICLE X DISSOLUTION

Section 1: General. In the event of dissolution of the Association, all of the Association's assets, real and personal, shall be distributed as provided in Article VIII of the Association's Articles of Incorporation

Section 2: No Inurement. No part of the net earnings of the Association shall be distributed to or inure to the benefit of any Member, Director or Officer of the Association, as prohibited by Section 501(c)(4) of the Internal Revenue Code of 1986, as amended (or corresponding provisions of subsequent federal tax laws), or the Michigan General Sales Tax Act or the Michigan Use Tax Act.

## ARTICLE XI FIDUCIARY AND FINANCIAL RESPONSIBILITIES

Section 1: Financial Expenditures. All financial expenditures of the Association shall not exceed those within the parameters of the approved annual budget. No committee has the power to create any financial liability for the Association, unless specifically authorized by the majority of the Members. The Board of Directors approval and signatory by both the President and Treasurer are required for any expenditure exceeding \$2,500. Expenditures up to \$2,500 must be approved by either the Board President or the Treasurer. **In the event that the President and/or Treasurer are absent or disabled, the Vice President may approve expenditures.**

Section 2: Financial Reports. The Treasurer shall maintain all financial statements, reports, and budgets as follows:

- (a) Reports shall be completed on a timely basis and distributed to all Board members on a quarterly basis or upon request.
- (b) The Treasurer shall present for approval by the Board of Directors an annual budget (July 1 to June 30) by June 30<sup>th</sup> along with an annual actual income and expense report by August 30<sup>th</sup> following the end of the fiscal year.
- (c) The approved budget and annual report of income and expenditures will be presented at the first fall Member Meeting.
- (d) Annually the accounting records of the Association will be closed in preparation for any necessary IRS filings.

Section 3: Review of Financial Records.

- (a) Internal – Board of Directors. **Annually, the Association shall perform certain agreed upon procedures related to the financial records of the Association.** The year-end report and supporting documentation shall be available for review by the Board of Directors prior to the annual Board of Directors and Member meetings.
- (b) External. ~~Annually, the Association shall engage a third party to perform certain agreed upon procedures related to the financial records of the Association.~~ An audit will only be conducted in place of the agreed upon procedures if required by law or a third party.

Section 4: Fiduciary Agreement. The Board of Directors may enter into an Administrative and Financial Services Agreement with Oakland Schools to support

management of the Association. The Treasurer shall monitor the work performed by Oakland Schools under this agreement.

ARTICLE XII  
INDEMNIFICATION OF OFFICERS,  
DIRECTORS, EMPLOYEES AND AGENTS

Section 1: Indemnification of Directors and Officers: Claims Brought by Third Parties. The Association shall, to the fullest extent authorized or permitted by the Michigan Nonprofit Association Act or other applicable law, as the same presently exists or may hereafter be amended (the "Act"), indemnify a director or officer (the "Indemnitee") who was or is a party or is threatened to be made a party to a threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative and whether formal or informal, other than an action by or in the right of the Association, by reason of the fact that he or she is or was a director, officer, employee or agent of the Association, or is or was serving at the request of the Association as a director, officer, partner, trustee, employee or agent of another foreign or domestic Association, business Association, partnership, joint venture, trust, or other enterprise, whether for profit or not for profit, against expenses, including attorneys' fees, judgments, penalties, fines, and amounts paid in settlement actually and reasonably incurred by the Indemnitee in connection with the action, suit, or proceeding, if the Indemnitee acted in good faith and in a manner the Indemnitee reasonably believed to be in or not opposed to the best interests of the Association, and with respect to any criminal action or proceeding, if the Indemnitee had no reasonable cause to believe the conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, does not, of itself, create a presumption that the Indemnitee did not act in good faith and in a manner which the Indemnitee reasonably believed to be in or not opposed to the best interests of the Association, and, with respect to any criminal action or proceeding, had reasonable cause to believe that the conduct was unlawful.

Section 2: Indemnification of Directors and Officers: Claims Brought by or in the Right of the Association. The Association shall, to the fullest extent authorized or permitted by the Act or other applicable law, as the same presently exists or may hereafter be amended, indemnify a director or officer who was or is a party to or is threatened to be made a party to a threatened, pending, or completed action or suit by or in the right of the Association to procure a judgment in its favor by reason of the fact that the Indemnitee is or was a director, officer, employee or agent of the Association, or is or was serving at the request of the Association as a director, officer, partner, trustee, employee or agent of another foreign or domestic Association, business Association, partnership, joint venture, trust, or other enterprise, whether for profit or not, against expenses, including actual and reasonable attorneys' fees, and amounts paid in settlement incurred by the person in connection with the action of suit, if the Indemnitee acted in good faith and in a manner the Indemnitee

reasonably believed to be in or not opposed to the best interests of the Association. However, indemnification under this Section shall not be made for a claim, issue, or matter in which the Indemnitee has been found liable to the Association unless and only to the extent that the court in which the action or suit was brought has determined upon application that, despite the adjudication of liability but in view of all circumstances of the case, the Indemnitee is fairly and reasonably entitled to indemnification for the expenses which the court considers proper.

Section 3: Actions Brought by the Indemnitee. Notwithstanding the provisions of Sections 1 and 2 of this Article, the Association shall not indemnify an Indemnitee in connection with any action, suit, proceeding or claim (or part thereof) brought or made by such Indemnitee; unless such action, suit, proceeding or claim (or part thereof) (i) was authorized by the Board of Directors of the Association, or (ii) was brought or made to enforce this Article and such Indemnitee has been successful in such action, suit, proceeding or claim (or part thereof).

Section 4: Approval of Indemnification. An indemnification under Sections 1 or 3 of this Article, unless ordered by a court, shall be made by the Association only as authorized in the specific case upon a determination that indemnification of the Indemnitee is proper in the circumstances because the Indemnitee has met the applicable standard of conduct set forth in Sections 1 and 3 of this Article. This determination shall be made promptly in any of the following ways:

- (a) By a majority vote of a quorum of the Board consisting of directors who were not parties to the action, suit, or proceeding.
- (b) If the quorum described in subdivision (A) is not obtainable, then by a majority vote of a committee of directors who are not parties to the action. The committee shall consist of not less than two (2) disinterested directors.
- (c) By independent legal counsel in a written opinion.

Section 5: Advancement of Expenses. Expenses incurred in defending a civil or criminal action, suit, or proceeding described in Sections 1 or 3 of this Article shall be paid promptly by the Association in advance of the final disposition of the action, suit, or proceeding upon receipt of any undertaking by or on behalf of the Indemnitee to repay the expenses if it is ultimately determined that the Indemnitee is not entitled to be indemnified by the Association. The undertaking shall be by unlimited general obligation of the person on whose behalf advances are made but need not be secured.

Section 6: Partial Indemnification. If an Indemnitee is entitled to indemnification under Sections 1 or 3 of this Article for a portion of expenses including attorneys' fees, judgments, penalties, fines, and amounts paid in settlement, but not for the total amount thereof, the Association shall indemnify the

Indemnatee for the portion of the expenses, judgments, penalties, fines, or amounts paid in settlement for which the Indemnatee is entitled to be indemnified.

Section 7: Indemnification of Employees and Agents. Any person who is not covered by the foregoing provisions of this Article and who is or was an employee or agent of the Association, or is or was serving at the request of the Association as a director, officer, employee or agent of another foreign or domestic Association, business Association, partnership, joint venture, trust, or other enterprise, whether for profit or not for profit, may be indemnified to the fullest extent authorized or permitted by the Act or other applicable law, as the same exist or may hereafter be amended, but in the case of any such amendment, only to the extent such amendment permits the Association to provide broader indemnification rights than before such amendment, but in any event only to the extent authorized at any time or from time to time by the Board of Directors.

Section 8: Other Rights of Indemnification. The indemnification or advancement of expenses provided under Sections 1 to 7 of this Article is not exclusive of other rights to which a person seeking indemnification or advancement of expenses may be entitled under the articles of incorporation, bylaws, or a contractual agreement. However, the total amount of expenses advanced or indemnified from all sources combined shall not exceed the amount of actual expenses incurred by the person seeking indemnification or advancement or expenses. The indemnification provided for in Sections 1 to 5 of this Article continues as to a person who ceases to be a director, officer, employee, or agent and shall inure to the benefit of the heirs, executors, and administrators of the person.

Section 9: Liability Insurance. The Association shall have the power to purchase and maintain insurance on behalf of any person who is or was a director, officer, employee or agent of the Association, or is or was serving at the request of the Association as a director, officer, employee or agent of another Association, business Association, partnership, joint venture, trust or other enterprise against any liability asserted against the person and incurred by the person in any such capacity or arising out of the person's status as such, whether or not the Association would have the power to indemnify the person against such liability under the provisions of the Act.

Section 10: Severability. Each and every paragraph, sentence, term and provision of this Article shall be considered severable in that, in the event a court finds any paragraph, sentence, term or provision to be invalid or unenforceable, the validity and enforceability, operation, or effect of the remaining paragraphs, sentences, terms, or provisions shall not be affected, and this Article shall be construed in all respects as if the invalid or unenforceable matter had been omitted.

Section 11: Definitions. "Other enterprises" shall include employee benefit plans; "fines" shall include any excise taxes assessed on a person with respect to an employee benefit plan; and "serving at the request of the Association" shall include

any service as a director, officer, employee, or agent of the Association which imposes duties on, or involves services by, the director, officer, employee, or agent with respect to an employee benefit plan, its participants or beneficiaries; and a person who acted in good faith and in a manner he or she reasonably believed to be in the interest of the participants and beneficiaries of an employee benefit plan shall be considered to have acted in a manner "not opposed to the best interests of the Association as referred to in Sections 1 and 2."

### ARTICLE XIII FISCAL YEAR

Section 1: Fiscal Year. The fiscal year of the Association shall be determined by the Board of Directors.

### ARTICLE XIV CONFLICTS

Section 1: Statement of Policy. It is the policy of the Association that all officers, directors, committee members and employees of the Association shall avoid any conflict between their own respective individual interests and the interests of the Association, in any and all actions taken by them on behalf of the Association in their respective capacities.

Section 2: Dealing with the Association. A contract or other transaction between the Association and one or more of its directors or officers, or between the Association and a domestic or foreign corporation, firm or association of any type or kind in which one or more of the Association's directors or officers are trustees or officers, or are otherwise interested, is not void or voidable solely because of such common trusteeship, officership or interest, or solely because such directors are present at the meeting of the Board of Directors or committee thereof at which such contract or transaction is acted upon, or solely because their votes are counted for such purpose, if any of the following conditions is satisfied:

- (a) The contract or other transaction is fair and reasonable to the Association when it is authorized, approved or ratified;  
or
- (b) The material facts as to such trustee's relationship or interest and as to the contract or transaction are disclosed or known to the Board of Directors or committee thereof and the Board of Directors or committee thereof authorizes, approves or ratifies the contract or transaction by a vote sufficient for the purpose without counting the vote of any common or interested director.

Section 3: Procedure in Event of Potential Conflict of Interest. In the event that any officer, trustee, committee member or employee of the Association shall have any direct or indirect interest in, or relationship with, any individual or organization which proposes to enter into any transaction with the Association, such officer, director, committee member or employee shall give the Board of Directors notice of such interest or relationship and shall thereafter refrain from voting or otherwise attempting to exert any influence on the Association, its Board of Directors, or its committees, to affect its decision to participate or not to participate in such transaction.

Section 4: Special Voting Rules. Any member of the Board of Directors who has a conflict of interest on any matter involving the Association shall not be counted in determining the quorum for the meeting at which the matter is to be acted upon, even when permitted by law. The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting, and the quorum situation.

## ARTICLE XV MISCELLANEOUS PROVISIONS

Section 1: Contracts, Conveyances, Etc. All conveyances, contracts and instruments of transfer and assignment shall be approved as provided by a resolution of the Board of Directors.

Section 2: Execution of Instruments. Except as otherwise provided for herein, all Association instruments and documents, including, but not limited to, checks, drafts, bills or exchange, acceptances, notes or other obligations or orders for the payment of money, shall be signed as provided by a resolution of the Board of Directors.

Section 3: Borrowing. Loans and renewals of loans shall be contracted on behalf of the Association as provided by a resolution of the Board of Directors.

Section 4: Adjourned Meetings. A majority of the Directors present, whether or not a quorum, may adjourn any meeting to another time and place. Notice of such adjourned meeting shall be given even though the time and place thereof are announced at the meeting at which the adjournment is taken.

Section 5: Method of Giving Notices. Any notice required by statute or by these Bylaws to be given to the directors, or to any officers of the Association unless otherwise provided herein or in any statute, shall be given by mailing to such director or officer at his or her last address as the same appears on the records of the Association, and such notice shall be deemed to have been given at the time of such mailing.

Section 6: Action By Written Consent. Action required or permitted to be taken pursuant to authorized vote at any meeting of the Board of Directors or a committee thereof, may be taken without a meeting if, before or after the action, all Members of the Board of Directors or the committee consent thereto in writing. Written consent shall be filed with the minutes of the proceedings of the Board or committee. Such consent shall have the same effect as the vote of the Board or committee for all purposes.

Section 7: Participation in Meeting by Telephone. By oral or written permission of a majority of the Board of Directors, a Member of the Board of Directors or of a committee designated by the Board may participate in a meeting by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this Section 7 constitutes presence in person at the meeting.

Section 8: Corporate Seal. If the Association has a corporate seal, it shall have inscribed thereon the name of the Association and the words "Corporate Seal" and "Michigan." The seal may be used by causing it or a facsimile to be affixed, impressed or reproduced in any other manner.

## ARTICLE XVI AMENDMENTS AND ADDITIONS

Section 1: Amendments. These Bylaws may be altered or amended by the vote of the Member School Districts. The Board of Directors will provide written ballot with the proposed amendment(s) to each Member School District giving at least a forty (40) day period in which to vote. Each Member School District will have one vote.

Section 2: Rules and Regulations. The Board of Directors may adopt additional rules and regulations, general or specific, for the conduct of their meetings, and additional rules and regulations, general or specific, for the conduct of the affairs of the Association; provided, however, **unless a local, state or national emergency has been declared**, no such additional rule or regulation shall be inconsistent with or in contravention of any provision of the Articles of Incorporation or these Bylaws.

**Section 3: Rules and Regulations During a Declared Emergency** In the event of a declared local, state or national emergency, the Board of Directors may set aside rules and regulations within these bylaws, general or specific, regarding the conduct of their meetings and election and to conduct of the affairs of the Association.

# SUMMARY OF THE PROPOSED 2020 BYLAWS AMENDMENTS

As Recommended by the Resolutions and Bylaws Committee and Board of Directors



| Article | Section | Page | Proposed Revision  | Rationale  |
|---------|---------|------|--|--|
| V       | 2       | 3    | Remove “Board or”  | Special meetings of the Board are addressed elsewhere (see Article VII Board of Directors Section 3).  |
| VI      | 3       | 4    | <ol style="list-style-type: none"> <li>1. Remove all language about nominations; change “nomination” forms to “candidate application” forms.</li> <li>2. Describe members of the Election Committee as the three (3) most recently BOD members.</li> <li>3. Remove nominations from the floor.</li> <li>4. Add a process to fill open seats if there are fewer candidates than vacancies.</li> </ol> | <ol style="list-style-type: none"> <li>1. Candidates are not nominated, they apply and run for a seat on the Board of Directors (BOD).</li> <li>2. The three most recently elected BOD members always serve on the Election Committee.</li> <li>3. Interested candidates have adequate time to apply before the deadline. Not accepting nominations from the floor during an election will eliminate need to create paper ballots (solely to address floor nominations) that have never been used.<br/><b>Added due to COVID-19</b> The need for a paper ballot was a concern during online election conducted during the pandemic.</li> <li>4. Board should seek candidates and appoint for one year if there are fewer candidates than vacancies.</li> </ol> |
| VI      | 4       | 4    | Remove “either” and “or without”   | Once a member of the BOD has been elected by the members, there should be cause to remove them.  |
| VI      | 5       | 5    | Change “Nomination” to “Candidate Application” Form  | Consistent language throughout document  |
| VI      | 6       | 5    | Add: ...a Director may request that an absence be excused by action of the Board. Such a request shall be made in writing to the Board President within thirty (30) days of the missed meeting.  | Describe the process to seek an excused absence (previously undefined). Place responsibility on the absent BOD member.   |
| VII     | 6       | 6    | Change “present” to “serving (whether elected or appointed)”   | Actions of the BOD should require a majority of the whole BOD (i.e. 5 of 9 BOD members) - the same as school boards – rather than a majority of BOD members present (i.e. 5 BOD members are needed for quorum, so as few as 3 BOD members if only 5 are present).  |
| VIII    | 2       | 6    | Remove “or without”  | Once elected, officers should only be removed for cause.   |
| VIII    | 4       | 7    | Remove last sentence (In his or her absence, the Directors present thereat shall designate another presiding officer.)   | The last sentence conflicts with Section 5.<br>In the absence of the President, the Vice President assumes the duties of the President   |
| VIII    | 5       | 7    | Add 2 <sup>nd</sup> Paragraph: In the absence of both the President and VP, the Directors present thereat shall designate another presiding officer.   | Describes an appropriate chain of command.   |

## SUMMARY OF THE PROPOSED 2020 BYLAWS AMENDMENTS

As Recommended by the Resolutions and Bylaws Committee and Board of Directors



| Article | Section  | Page | Proposed Revision  | Rationale  |
|---------|----------|------|--|--|
| IX      | 1        | 8    | Add “and ad hoc”   | Specifically address ad hoc committees, which are not Currently described in the bylaws language.  |
| IX      | 3        | 8    | Change “twice” to “once”.<br>Remove “At least three” and “in June”   | Least restrictive language.  |
| XI      | 1        | 10   | Add 3 <sup>rd</sup> signatory “In the event that the President and/or Treasurer are absent or disabled, the Vice President may serve as signatory and approve expenditures.”   | <b>Added due to COVID-19.</b><br>The organization needs a 3 <sup>rd</sup> person that can sign documents/checks, in the event that President and/or Treasurer are absent or disabled.  |
| XI      | 3a<br>3b | 10   | Revise as follows:<br>(a) Internal – Board of Directors. Annually, the association shall perform certain agreed upon procedures related to the financial records of the Association. The year-end report and supporting documentation shall be available for review by the Board of Directors prior to the annual Board of Directors and Member meetings.<br>(b) External. An audit will only be conducted in place of the agreed upon procedures if required by law or a third party. | Accurately describe that we perform an internal financial review annually. We do not use a 3 <sup>rd</sup> party; our review is conducted by the Association Vice President, Oakland Schools Controller, and the OCSBA Treasurers (incoming and outgoing).   |
| XVI     | 2        | 16   | Add: “unless a local, state or national emergency has been declared”   | <b>Added due to COVID-19</b>   |
| XVI     | 3        | 16   | Add “ <u>Section 3: Rules and Regulations During a Declared Emergency</u> . In the event of a declared local, state or national emergency, the Board of Directors may set aside rules and regulations within these bylaws, general or specific, regarding the conduct of their meetings and election and to conduct of the affairs of the Association.”  | <b>Added due to COVID-19</b><br>Due to specific language in our current bylaws, we were required to hold a 4 <sup>th</sup> meeting and an election (via Zoom) in June during the pandemic. The Association should have flexibility to set aside certain rules and regulations during a declared emergency. |



TO: LA Policy Service Clients  
FROM: LA School Policy Services  
DATE: May 1, 2020  
RE: Policy Manual and Administrative Regulations Manual Updates – May 2020

Thank you for choosing LA School Policy Services for your school policy needs. This memo contains recommended updates/modifications to all LA School Policy Services policy manuals and administrative regulation manuals completed prior to May 1, 2020. Proposed revisions are presented by section, with a specific update number, for ease of reference.

As each district policy manual and administrative regulations manual is unique, modified consistent with school district priority and prerogative, recommended modifications may already be contained in your completed manuals. If you have any questions regarding the suggested revisions outlined herein and how they may/may not fit with your existing manuals, please contact Bob Lusk, Kevin Sutton, or Anya Lusk.

## INTRODUCTION

There are no recommended updates for this section.

## BYLAWS

### Update 8.01 (Policy)

We recommend the following underlined changes to expand the definition of “relative,” typically found under subpolicy “Conflict of Interest” in Section 1001/1000.01:

**Conflict of Interest** If a ~~member of the immediate family~~ relative (father, mother, ~~husband, wife, son, daughter, sister, brother, or spouse;~~ father-in-law, mother-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law; ~~or step-family members~~ father, step-mother, step-son, step-daughter; step- or half-brother; step- or half-sister; or, any other persons who reside at the same location as a Board member) of a Board member is already an employee of the School District, such Board member shall abstain from voting on any matter affecting the employment status of the employee.



### Update 8.02 (Policy)

We recommend the following underlined change to Section 1002/1000.02, to ensure compliance with Michigan’s Open Meetings Act, 15.261, *et seq.*:

**Special Meetings** Special meetings of the Board may be called by the President or any three (3) Board members by providing not less than 2418 hours’ notice to all Board members. The notice to Board members and the public shall be consistent in manner and form with the requirements of the OMA.

### Update 8.03 (Policy)

Many of our clients have expressed interest in amending their Board of Education’s bylaws to permit Board members to participate in meetings remotely if they are unable to attend in-person. Additionally, the Open Meetings Act requires inclusion of a “Remote Participation” policy for Board members on active military duty. If your district is similarly interested, we recommend addition of the following underlined language to “Meetings of the Board of Education,” typically noted under subpolicy “Meeting Procedures” in Section 1002/1000.02:

#### **Meeting Procedures**

**Quorum.** Unless otherwise required or permitted by law, a majority of the serving members will constitute a quorum.

**Voting.** Unless otherwise required or permitted by law, the affirmative vote of a majority of the serving Board members is required to exercise the Board’s authority.

**Remote Participation.** Board members, including those who are absent due to military duty, may participate in Board meetings remotely on the following conditions: at least a quorum of Board members are present for the Board meeting; any absent Board member discloses the reason for his or her absence and the location from which he or she is participating; the absent Board member may hear and be heard by other Board members and those in attendance at the Board meeting; the absent Board member notifies the Board President of his or her anticipated absence at least 3 business days before the meeting, so the Board President may make arrangements to notify the general public of the means by which it may contact the Board member prior to the meeting; and, the Board President takes steps to ensure the general public is aware of the manner any absent Board member voted on any and all matters brought before the Board for a vote, such as requiring roll call voting.



[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

[REDACTED]

[REDACTED]

Update 8.05 (Policy and Administrative Regulation)

Reference to the process by which districts develop and implement their curriculum is referenced twice in the policy manual, typically under Sections 2002/2000.02 (under subpolicy “Curriculum”) and 3001/3000.01. These policies’ corresponding administrative regulations are also referenced twice, typically under Sections 2002-AR/2000.02-AR and 3001-AR/3000.01-AR. To avoid unnecessary redundancy, we recommend removing the “Curriculum” subpolicy



and subregulation under 2002/2000.02 and 2002-AR/2000.02-AR and leaving in place 3001/3000.01 and 3001-AR/3000.01-AR.

**Update 8.06 (Policy)**

Many of our clients have expressed interest in a more comprehensive Attendance policy, typically found under Section 2006/2000.06-AR. To that end, we recommend the following underlined changes:

**Attendance and Truancy** Regular school attendance is expected of all students. The Superintendent shall develop and implement regulations to promote regular school attendance.—The School District requires its students to attend school every day school is in session, except when excused by the School District. The School District’s [position] is responsible for enforcing this policy. In cases where the School District’s [position] concludes a parent is failing to comply with Michigan’s compulsory school attendance law, MCL 380.1561, s/he may refer the matter to Child Protective Services or the appropriate police agency or prosecutor’s office.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



[REDACTED]

**Update 8.08 (Policy and Administrative Regulation)**

The Revised School Code has recently removed all reference to the use and maintenance of opioid antagonists within school districts. To reflect this change, we recommend the following underlined changes to “Epinephrine Auto-Injectors (Epi-Pens) and Opioid Antagonists,” typically noted under Section 2007/2000.07:

~~Epinephrine Auto-Injectors (Epi-Pens) and Opioid Antagonists~~ The School District will acquire or purchase and maintain at least two functioning epinephrine auto-injectors (epi-pens) ~~and at least one functioning opioid antagonist~~ for and at each school building it operates. Properly trained School District personnel or authorized contractors will administer ~~an opioid antagonist to any individual on school grounds who is believed to be having an opioid-related overdose,~~ an epi-pen injection to any individual on school grounds who is believed to be having an anaphylactic reaction, or ~~an epi-pen injection~~ to any student who has a prescription on file at the school. The District will notify the parent(s) or legal guardian of any student to whom the District administers an epi-pen injection ~~or opioid antagonist~~ on school grounds or at a school-related activity.

~~In the case of a believed opioid-related overdose for a student, the School District will also encourage the parent(s) or legal guardian(s) to seek treatment for the student from a substance use disorder services program licensed under part 62 of the Public Health Code, 1978 PA 368. The School District will also call 911 when a student is believed to be having an opioid-related overdose.~~

The purpose of this policy is to comply with sections ~~1178, and 1179, and 1179b~~ of the Revised School Code. This policy is not intended, and should not be construed, to create or grant any rights or remedies to any person. The Superintendent will promulgate administrative regulations for implementing this policy consistent with the requirements of the Revised School Code, which regulations will incorporate, by reference, the Michigan Department of Education’s Medication Administration Guidelines.

[REDACTED]



## PERSONNEL

### Update 8.09 (Policy)

We recommend the following underlined changes to expand the definition of “relative,” typically found under subpolicy “Nepotism” in Section 4002/4000.02:

**Nepotism** It is the intent of the Board to avoid favoritism as well as the appearance of favoritism towards relatives in all matters concerning employment in the School District. The Board adopts the following standards:

- No Board member or employee shall participate in any personnel action, including a recommendation for appointment, employment, promotion, or evaluation, concerning an applicant or employee to whom she or he is related.
- No Board member or employee may directly supervise or evaluate an employee to whom that person is related. If a person is hired or transferred into a position the person will immediately report that fact to the Superintendent, who will consult with the Board of Education concerning the proper disposition of the matter.

This policy should not, except as expressly provided, be interpreted to prohibit the employment of relatives of Board members or relatives of School District employees. For purposes of this policy, the terms “related” or “relative” refer to the following relationships: father, mother, son, daughter, brother, sister, or spouse; father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law; step-father, step-mother, step-son, step-daughter; step- or half-brother, step- or half-sister; or, any other persons who reside at the same location as the Board member or employee.

[REDACTED]

[REDACTED]

[REDACTED]



[REDACTED]

**BUSINESS**

**Update 8.11 (Policy)**

We recommend the following change to the “Purchasing” policy, typically noted as Section 5003/5000.03 for clarity and precision:

*Purchasing.*

~~The Board authorizes the Superintendent to purchase and/or supervise the purchase of all materials, equipment, supplies, and services necessary for the operation of the School District. It is the intent of the Board that the School District purchase competitively, without prejudice or favoritism, and seek maximum value for all expenditures. Competitive pricing is to be pursued by following legally required processes, as well as through such methods as cooperative purchasing, formal or informal bidding, requests for quotations from multiple vendors, and negotiation. The Board authorizes the Superintendent to make purchases not to exceed [insert\$] per individual item purchase. Purchases in excess of that amount shall be brought to the Board for approval.—The Board authorizes the Superintendent to purchase or supervise the purchase of all materials, equipment, supplies, and services necessary for the operation of the School District. The Board expects the Superintendent to seek maximum value for all expenditures. The Superintendent is authorized to promulgate administrative regulations necessary to implement this policy.~~

The Superintendent will use competitive bidding when and in the manner required by law. In cases where competitive bidding is not required by law, the Superintendent may use competitive bidding or take advantage of cooperative pricing when, in his or her opinion, these procedures serve the School District’s interest.



## FACILITIES AND OPERATIONS

### Update 8.12 (Policy and Administrative Regulation)

Amendments to the Federal Clean Water Act require the United States Environmental Protection Agency to develop and enforce regulations to address the discharges of pollutants from “Non-Point Sources.” These regulations, known as the National Pollutant Discharge Elimination System (NPDES), regulate discharges of stormwater from specific entities, including school districts located in highly urbanized areas. To comply with these regulations, we recommend addition of the following stand-alone policy to the very end of the 6000 Series:

#### *Stormwater Discharge.*

The Superintendent will promulgate administrative regulations applicable to the discharge of stormwater.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



TO: LA Policy Service Clients

FROM: LA School Policy Services

DATE: May 1, 2020

RE: Effect of the Families First Coronavirus Response Act (FFCRA) and Coronavirus Aid, Relief, and Economic Security Act (CARES Act) on School District Policies and Administrative Regulations

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### **OVERVIEW**

The recent coronavirus (COVID-19) outbreak has caused significant disruption to both individual members of the public and to a majority of private and public enterprises. In an effort to stop the spread of the virus, Governor Whitmer has signed a number of executive orders (EO) over the past month. On March 13, 2020, she signed EO 2020-05 closing all K-12 schools and, a few days later, EO 2020-21 ordering all Michigan residents to stay at home and prohibiting the continued operation of non-essential businesses. On April 2, 2020, EO 2020-35<sup>1</sup> was issued which, among other things, suspended all in-person K-12 education for the remainder of the 2019-2020 school year.

In an effort to address the increased need for more comprehensive laws addressing employee family and sick leave, legislatures recently passed the Families First Coronavirus Response Act (FFCRA) and the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). The FFCRA contains two sections of particular relevance to school districts as public employers: (1) the Emergency Family and Medical Leave Expansion Act (EFMLEA), which amends certain provisions of the Family Medical Leave Act (FMLA); and (2) the Emergency Paid Sick Leave Act (EPSLA). The CARES Act clarifies and slightly amends certain provisions of the FFCRA.

### **THE EFMLEA AND CARES ACT**

Generally, the EFMLEA provides up to 12 weeks of leave for an eligible employee who is unable to work or telework to take care of a son or daughter under the age of 18 because the child's school or child care facility has been closed or is otherwise unavailable due to a public health emergency caused by COVID-19. The following table highlights the most significant differences between the EFMLEA/CARES Act and the FMLA:

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<sup>1</sup> On April 30, 2020, EO 2020-35 was replaced by EO 2020-65. In part, the new EO upheld the suspension of K-12 in-person instruction for the remainder of the 2019-2020 school year.



| Subject Matter  | FMLA  | EFMLEA/CARES Act  |
|---|---|---|
| Which employees are eligible for leave?   | Employees employed for 12 months and 1,250 hours over the past 12 months  | <ul style="list-style-type: none"> <li>• Employees included on employer’s payroll over the past 30 calendar days immediately before leave begins</li> <li>• Employees laid off on or after March 1, 2020 and subsequently rehired, so long as employee was employed for at least 30 of the last 60 calendar days prior to layoff</li> </ul>   |
| For what reasons may an employee take leave?                                    | <ul style="list-style-type: none"> <li>• To care for a spouse, child, or parent with a serious health condition;</li> <li>• Inability to work due to own serious health condition;</li> <li>• Certain military entitlements;</li> <li>• Birth or adoption of a new child</li> </ul> | <ul style="list-style-type: none"> <li>• All reasons permitted under the FMLA;</li> <li>• Inability to work or telework to care for son/daughter when the child’s school or child care facility is unavailable due to a public health emergency related COVID-19</li> </ul>   |
| How much leave may an eligible employee take?                                   | Up to 12 weeks (regardless of whether leave is taken under FMLA, EFMLEA, or both)   | Up to 12 weeks (regardless of whether leave is taken under FMLA, EFMLEA, or both)   |
| Is leave paid or unpaid?  | Unpaid  | <ul style="list-style-type: none"> <li>• First 10 days are unpaid (employee may elect to be paid under the EPSLA); remaining time paid at 2/3 of employee’s regular rate of pay</li> <li>• Pay may be capped at \$200/day, \$10,000 in the aggregate (\$12,000 in the aggregate if combined with pay under the EPSLA)</li> <li>• Employees on leave for reasons under both FMLA and EFMLEA, only time dedicated to COVID-19-related child care is paid</li> </ul> |
| May employees take intermittent leave?  | Yes   | Yes, if employer agrees   |
| Is the employee entitled to job reinstatement?                                  | Yes, generally  | Yes, generally  |
| May employers discriminate/retaliate against employee who requested/took leave? | No  | No  |



## **THE EPSLA**

The EPSLA provides employees with up to 10 days of emergency paid sick leave (EPSL) if the employee is unable to work (or telework) for the following reasons:

1. The employee is subject to a quarantine or isolation order due to COVID-19;
2. The employee has been advised by a healthcare professional to self-quarantine due to concerns related to COVID-19;
3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis;
4. The employee is caring for an individual who is subject to an order described in paragraph 1 or has been advised to self-quarantine under paragraph 2;
5. The employee is caring for a son or daughter if the child's school or place of care has been closed due to COVID-19 precautions; or
6. The employee is experiencing a substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Full-time employees are entitled to 80 hours of EPSL and part-time employees are entitled to the number of hours he or she typically works in a two-week period. The specific amount of an employee's EPSL is calculated as follows:

- For employees who use EPSL for the reasons stated in paragraphs 1-3, above, a school district is required to pay the employee's regular rate of pay. At the school district's discretion, pay may be capped at \$511 per day and \$5,110 in the aggregate.
- For employees who use EPSL for the reasons stated in paragraphs 4-6, school districts are required to pay two-thirds of the employee's regular rate of pay, which may be capped, at the school district's discretion, at \$200 per day and \$2,000 in the aggregate.
  - For paragraph 5, the aggregate amount is increased to \$12,000 if the employee is also entitled to and takes leave under the EFMLEA.

There are a number of important and unique characteristics of the EPSLA we recommend school districts take particular note of:

- EPSL is available to employees for immediate use.



- Employees are not required to have been employed with a school district for any specific period of time or worked any specific number of hours over the past calendar year or school year to be entitled to EPSL.
- Only employees for whom a school district has work available but who are unable to work, either in person or at home, are entitled to EPSL.
- Employees may take intermittent EPSL while teleworking, with the school district's permission.
- Employees are still required to provide school districts with documentation identifying the reason they are taking EPSL.
- While an employee may elect to use other paid leave before or concurrent with leave under the EPSLA, school districts are prohibited from requiring employees to do so.
- Employees unable to work because they are caring for their son or daughter as a result of the child's school or child care facility being closed due to COVID-19 may substitute the first 10 unpaid sick leave days used under the EFMLEA with paid leave under the EPSLA.
- EPSL does not carryover from one year to the next.
- School districts are prohibited from discriminating or retaliating against employees who request or use sick leave under the EPSLA.

### **SCHOOL DISTRICT POLICIES AND ADMINISTRATIVE REGULATIONS**

The FFCRA and CARES Act do not require school districts to update or amend their policies or regulations. The FFCRA does, however, require employers to post a notification poster in a conspicuous location. A sample poster can be found at the following U.S. Department of Labor link: [https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA\\_Poster\\_WH1422\\_Non-Federal.pdf](https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf)

The FFCRA is only in effect for a limited period of time, between April 1, 2020 and December 31, 2020. For that reason, and so long as school districts follow the requirements of the FFCRA and CARES Act over the next six months, we do not recommend that school districts update their policy or administrative regulation manuals.

**IX. ACTION ITEMS**

**A. RECOMMENDATION FOR APPROVAL OF THE EMERGENCY OPERATIONS PLAN.**

**Presenter:** Tyrone Weeks, director-state/federal programs, school improvement and safety

**MOTION:** I move that the Board of Education approve the Emergency Operations Plan and associated management guide, as presented.

**B. POLICIES 4002 & 8008 (TITLE IX) REVISIONS – SECOND READING.**

**Presenter:** Zach Rich, policy/board governance chair

**MOTION:** I move that the Board of Education approve the Title IX revisions to Policies 4002 & 8008, as presented.

**C. RECOMMENDATION FOR APPROVAL OF FPS COVID-19 PREPAREDNESS AND RESPONSE PLAN.**

**Presenters:** Bob Herrera, superintendent and Kelly Coffin, assistant superintendent-innovation and strategic initiatives

**MOTION:** I move that the Board of Education approve the FPS COVID-19 Preparedness and Response Plan starting in Learning at a Distance (fully remote) and phasing in face-to-face after October 30, 2020, depending on community spread data at that time, as presented.

**D. RECOMMENDATION FOR APPROVAL OF FPS PROCLAMATION.**

**Presenter:** Zach Rich, policy/board governance chair

**MOTION:** I move that the Board of Education approve the FPS Proclamation, as presented.

**E. RECOMMENDATION FOR APPROVAL OF NOTICE OF LAYOFF LIST (ESP).**

**Presenters:** Jeff Danziger, director-human resources

**MOTION:** With regret, I move that the Board of Education authorize the ESP notice of layoff list, as presented in the August 11, 2020 memo from Jeff Danziger, Director of Human Resources.



409 E. Jefferson Ave., Fifth Floor  
Detroit, Michigan 48226  
Main: 248.258.2850  
LuskAlbertson.com

TO: LA School Policy Service Clients  
FROM: LA School Policies Services  
RE: Update 9.0 – Policy and Administrative Regulation for New Title IX Regulations  
DATE: July 10, 2020

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Thank you for choosing LA School Policy Services for your school policy needs. Recently, the United States Department of Education's (DOE) issued new Title IX regulations. While there have been some legal challenges to these regulations, they will currently take effect on August 14, 2020 absent judicial intervention. We have responded by creating the new Title IX policy and administrative regulation contained in this memorandum.

We understand that few school boards have sufficient regularly-scheduled business action meetings between now and August 14th to engage in two readings of the proposed policy. For most of our policy clients, Policy 1003/1000.03 permits boards to waive a first reading. Thus, we recommend school boards vote to waive a first reading and adopt the proposed revisions at the next regularly-scheduled meeting. Alternatively, school boards may call a special meeting (which may be held remotely, until July 31, 2020) for a first reading and complete a second reading during their next regular meeting.

In addition to the policy and administrative regulation, Lusk Albertson also provides training on the new Title IX regulations. Presently, school districts are not in compliance with and subject to liability under Title IX unless, by August 14, 2020, they have: updated their policies, administrative procedures, School District website, and other publications; notified all of their employees and unions of the regulations; provided awareness training for all school district employees; and provided in-depth training for their Title IX Coordinator. The new regulations are prescriptive and complex. Among other things, they require:

- The appointment of a Title IX Coordinator, if schools don't have one already;
- All school district employees (not just professional employees) report alleged sexual harassment and, therefore, must understand the new definition of sexual harassment;
- Specific responses to reports of sexual harassment, including holding disciplinary sanctions in abeyance when a formal complaint is filed, until it is investigated and resolved in the elaborate manner required by the new regulations;



- Specific methods of investigating sexual harassment complaints;
- Specific decision and appeal procedures, including separating the investigative function from the decision and appeal procedures.

We are developing awareness and in-depth training modules, which soon will be available to all Michigan school districts, including current clients. The in-depth training modules include form letters suitable for sexual harassment investigations and a comprehensive checklist to prompt compliance. LA attorneys are also available for in-person training. Pricing details and questions about Title IX training or the policy and administrative regulation may be addressed to [Kevin Sutton](#), [Bob Lusk](#), or [Anya Lusk](#).

**PERSONNEL**

Update 9.01 (Policy)

We recommend the following underlined changes to the “Discrimination and Harassment” subpolicy, typically found under Section 4002/4000.02:

*Discrimination and Harassment* The Board is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from illegal discrimination and harassment. There will be no tolerance for discrimination or harassment in employment on the basis of race, color, national origin, religion, sex, marital status, genetic information, disability, age, or any other illegal grounds. See, also, Policy [8007/8000.07].

**GENERAL POLICIES**

Update 9.02 (Policy and Administrative Regulation)

We recommend school districts adopt the following underlined changes to their “Discrimination and Harassment” policy, typically found under Section 8007/8000.07:

*Discrimination and Harassment.*  
The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from illegal discrimination and harassment. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, sex, marital status, genetic information, disability, age, or any other basis prohibited by law. The Superintendent will develop administrative regulations to implement this policy. The Superintendent designates



[insert name and position, (which position must include the term “Title IX Coordinator”)]  
to serve as the School District’s Compliance Officer to investigate and resolve complaint of illegal harassment and discrimination to supervise the implementation of this policy and its implementing regulations.

# COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised 7:00AM  
07/10/20

**Name of District:** Farmington Public School

**Address of District:** 32500 Shiawassee St. | Farmington, MI 48336

**District Code Number:** 63200

**Web Address of the District:** <https://www.farmington.k12.mi.us/fps>

**Name of Intermediate School District:** Oakland Schools

**Name of Authorizing Body (if applicable):**

## Preparedness Plan Introduction

Governor Whitmer's [Executive Order 2020-142](#) "provides a structure to support all schools in Michigan as they plan for a return of pre-K-12 education in the fall. Under the order, school districts must adopt a COVID-19 Preparedness and Response Plan laying out how they will cope with the disease across the various phases of the [Michigan Safe Start Plan](#). In turn, the accompanying Michigan Return to School Roadmap offers a guide to the types of safety protocols appropriate during each phase. There's no one-size-fits-all solution: What works in Lansing may not work in Sault Sainte Marie. Districts will retain the flexibility to tailor their instruction to their particular needs and to the disease conditions present in their regions." (EO-2020-142)

Each district (public, public school academy (PSA), nonpublic, and intermediate school district (ISD) that educates pre-K-12 students) shall submit a single completed Assurance Document and Preparedness Plan to its Board in time for approval by August 15 or seven days before the first day of school, whichever comes first. This template, when completed, serves as a single Assurance Document and Preparedness Plan.

The Preparedness Plan will be collected by the Intermediate School District for public school districts, the authorizing body for public school academies, or the chief/designated school administrator for nonpublic schools for transmission to the State Superintendent of Public Instruction and State Treasurer by August 17, 2020. Additionally, this Preparedness Plan must be posted on the district's/PSA's, or nonpublic school's public website home page no later than August 17, 2020. A single application should be filed by the district rather than multiple applications for individual schools within a district.

## Preparedness Plan Assurances

The District agrees to meet all of the following requirements of Executive Order 2020-142

- ✓ The District assures that when it provides in-person instruction to its students without disabilities, the district must also provide in-person instruction to its students with disabilities, consistent with their individualized education programs (IEPs).
- ✓ The District assures that when schools are closed to in-person instruction, districts must strive in good faith and to the extent practicable, based upon available resources, technology, training, and curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to students with disabilities from birth through age 26. This assurance includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.
- ✓ The District assures that while any state of emergency or disaster related to the COVID-19 pandemic continues, it shall comply with guidance from the United States Department of Education, including its Office of Civil Rights and Office of Special Education and Rehabilitative Services, and the Michigan Department of Education concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.
- ✓ The District assures that it shall, to the extent practicable and necessary, make individualized determinations whether and to what extent compensatory services may be needed for students with disabilities in light of the school closures during the 2019–2020 school year.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will close its buildings to anyone except: (a) District employees or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, including those employers or contractors necessary to facilitate alternative modes of instruction, such as distributing materials and equipment or performing other necessary in-person functions. (b) Food-service workers preparing food for distribution to students or their families. (c) Licensed child-care providers and the families that they serve, if providers follow all emergency protocols identified by the state.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will suspend athletics, after-school activities, inter-school activities, and busing.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement.
- ✓ The District assures that in **Phases 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continuation of food distribution to eligible students.
- ✓ The District assures that during **Phase 4** of the *Michigan Safe Start Plan* it will prohibit indoor assemblies that bring together students from more than one classroom.
- ✓ The District assures cooperation with the local public health department if a confirmed case of COVID-19 is identified, and agrees to collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present in school.

# Preparedness Plan

Every district must develop and adopt a COVID-19 Preparedness and Response Plan (“Preparedness Plan”) that is informed by [Michigan’s 2020-21 Return to School Roadmap](#) (“Return to School Roadmap”) from the COVID-19 Task Force on Education and Return to School Advisory Council.

In accordance with Executive Order 2020-142 a plan must include all the following parts:

- A. The policies and procedures that the District will follow when the region in which the district is located is in **Phase 1, 2, or 3** of the *Michigan Safe Start Plan*.
  1. Describe how the district will offer **alternative modes of instruction** other than in-person instruction and a summary of materials each student and the student’s parents or guardians will need to meaningfully access the alternative modes of instruction included in the Preparedness Plan. If the Preparedness Plan relies on electronic instruction, the Preparedness Plan must consider how the district will aid students who lack access to computers or to the internet. This is also in the Continuity of Learning and COVID-19 Response Plan submitted in April. You may want to update and link to this plan in your response below.

## Required Instructional submission

### Instructional Framework:

Farmington Public Schools has been committed to **ENHANCING** the core instruction of the classroom in an effort to **ENGAGE ALL** learners and **EMPOWER** them by building equitable learning environments. To this end, FPS will focus on the following instructional framework in order to create a consistent **teaching and learning** focus regardless of where and when teaching and learning occurs. This framework has been mapped to the National Standards for Quality Online Learning to ensure the framework is applicable to Learning at a Distance and Hybrid instruction.

| FPS Instructional Framework<br><i>Based on Marzano Teacher Evaluation Elements</i> |   | National Standards for Quality Online Learning   |
|--|---|--|
| <b>Standards-Based Planning</b>  | <ul style="list-style-type: none"> <li>• Making <b>learning targets visible</b> and accessible to the learner.</li> </ul>   | <ul style="list-style-type: none"> <li>• The online teacher creates, selects, and organizes appropriate assignments and assessments to align curricular content with associated <b>standards-based learning goals</b>.</li> </ul>  |
| <b>Conditions for Learning</b>   | <ul style="list-style-type: none"> <li>• Establishing and maintaining effective <b>relationships</b>.</li> <li>• Providing <b>effective feedback</b> for all learners.</li> </ul> | <ul style="list-style-type: none"> <li>• The online teacher uses different types of tools to interact in online courses in order to nurture learner <b>relationships</b>, encourage learner interactions, and monitor and motivate learner <b>engagement</b>.</li> <li>• The online teacher helps learners reach content mastery through instruction and quality <b>feedback</b> using various formats.</li> </ul> |
| <b>Standards-Based Instruction</b>   | <ul style="list-style-type: none"> <li>• Developing <b>complex and engaging tasks</b> that provide an opportunity for student voice, choice, and interaction.</li> </ul>          | <ul style="list-style-type: none"> <li>• The online teacher uses digital pedagogical tools that support communication, productivity, collaboration, analysis, presentation, research, <b>content delivery, and interactions</b>.</li> <li>• The online teacher is able to incorporate subject-specific and developmentally appropriate digital learning resources into online learning modules.</li> </ul>         |
| <b>Professional</b>  | <ul style="list-style-type: none"> <li>• Promoting teacher leadership and <b>collaboration</b>.</li> </ul>  | <ul style="list-style-type: none"> <li>• The online teacher is a <b>reflective</b> practitioner.</li> <li>• The online teacher continuously pursues <b>knowledge</b>.</li> </ul>   |

Farmington Public Schools is a diverse learning community. As a result, an overarching lens through which the instructional framework will be enacted is one of equity. To this end, we will consistently ask the following questions:

- How do we provide rigorous instruction while ensuring instruction is accessible and adjusted to meet the needs of a diverse set of learners?
- In what ways are students placed at the center of instruction--supporting agency, choice, and voice?
- How are different perspectives given a position within the curriculum and dialogue?

Instructional content development will be guided by a refined curriculum. FPS engaged in a curriculum refinement process, during the summer, with the following guiding principles:

- Provide a credible curriculum to ensure students are prepared for the next year whether we are in a remote, hybrid or face to face learning environment.
- Clarify standards priority in order to support teachers with strategic pacing and maximize instructional time for what is important.
- Account for prior grade level/course gaps in understanding.

To this end, priority standards at each level are being reviewed and revised as needed. Priority standards connect to concepts that are most critical to moving into the next grade or course. Decisions are also being made as to what prior grade level priority standards should be integrated or used as scaffolds to the current grade level content in order to respond to prior grade level learning gaps. Focusing on a defined set of standards will maximize student access and time to learn, creating an appropriate pace for the learning work.

### **PHASE 1- 3 Instructional Plan**

In the event of Phases 1-3, Farmington Public Schools is prepared to offer a **Learning at Distance** approach (K-12 full remote learning). Farmington Public School's Learning at a Distance approach:

- provides students with continued academic engagement with a student-centered instructional focus.
- provides students with continued connection with peers and staff as we build a positive digital learning environment culture.
- maintains a sense of structure in the absence of a "school" day by providing weekly schedules and clearly defined structures and routines.
- Integrates technology (learning management systems) for dynamic instructional delivery and student engagement.

Farmington Public Schools will engage students in on and offline tasks as part of our *Moving Learning Forward Plan*. Each teacher will use Canvas as a digital classroom platform for content development and delivery and communication with students and parents/guardians. Staff will consistently communicate weekly lesson plans to support students and parents in planning forward their participation. Staff will monitor learning (formatively and summatively) and provide feedback to critical learning artifacts. Staff will strategically develop synchronous and asynchronous learning activities.

As part of this plan, parents/students will need a device to access email and engage with web-based tools. Farmington Public Schools has an “In Home” Device plan that provides parents/students an opportunity to receive a device. Additional paper-based materials will be developed by teachers to support learner needs appropriately and to mitigate challenges for students accessing online learning. This plan is being carried out with all students across all programs. Canvas, FPS’s learning management system, will support a common K-12 digital classroom environment. The adoption of an LMS will provide greater accessibility by providing more streamlined communication and executive functioning tools to help learners manage and engage in their learning.

As in any learning environment, norms are an important part of managing classroom culture and climate. It serves to frame our behaviors and how we interact during learning. Teachers will be working with students to create norms for interacting online and participating in the routines and structures put in place so they can create a productive and safe learning environment for all students. Teachers-student connections are an important piece of managing classroom culture and climate. Each week, staff are expected to make connections to individuals and groups of students to support T-S/S relationships and instruction. Weekly schedules provide for live meet times and office hours for student to student interactions and opportunities for community building. The development of a community of learners will aid in student motivation and continued participation in the learning. This community provides for continuity of learning as students potentially transition between in-person and remote periods of instruction and support continued participation in the learning.

The Moving Learning Forward plan engages teachers in lesson design that starts first with the essential standard and its associated learning targets. Teachers then consider the match between task design and what students are expected to know and be able to do, placing students at the center of each lesson’s design. In support of this, the learning plan design will start with knowing the priority standards and the associated learning targets for the lesson series. Learning plans will be built with a **learning cycle** in mind. Learning cycles asks one to consider how content understanding will grow over time and how students move to independence with and application of content. Elements of gradual release and student-centered exploration will provide a foundation for learning plan design.

During this design process, teachers develop CORE and/or EXTENSION tasks.

**Core Tasks are**

- aligned with the Priority Standards being targeted
- the most important for students to engage in.
- designed to fit into the “instructional time expectations” for the grade level.

**Extension Tasks**

- provide additional time to grapple with a priority standard (additional dips)
- extend learning on an essential standard (enrichment for those interested)
- provide additional enrichment or reinforcement (for intervention or enrichment)
- are optional or required depending on student needs, interests and time available.

CORE and EXTENSION tasks support a range of student learning needs and provide flexibility for students with limited time availability and adult support. Teachers consider how they will layer synchronous (real-time) activities with asynchronous (not real-time) online and offline activities to build their weekly lesson plans. Teachers will consider paper-based materials to support learner needs appropriately and to mitigate challenges for students with access to online learning.

All teachers plan ways in which students share their thinking and learning using a variety of possible artifacts. Teachers provide feedback on student learning to individuals and to the group and work within their PLC to monitor learning in order to support instructional planning. The following expectations regarding monitoring student learning are a part of this plan.

Monitoring student learning will:

- focus on learning and engagement.
- include feedback that is supportive of engagement and moving learning forward.
- involve PLCs discussing their observations of student learning to inform instructional planning.
- utilizes formative and summative assessments.
- considers the level of parent support and guidance needed.

Restorative Practice Coaches, Guidance Counselors, Psychologists, and Social Workers are continuing to engage students individually or in small groups to support their social and emotional well-being. Grade banded Social-Emotional Learning activities will be shared with families and staff as a part of this plan in addition to sending out a periodical community survey to gauge where people are. SEL will be part of the classroom curriculum. A community Social-Emotional website has also been developed.

The following students supports will be in place:

- The FPS Multi-Tiered Systems of Support (MTSS) processes and procedures are still a critical part of our teaching and learning model in order to provide Tier 1, 2, and 3 instructional support.
- Special Education Services are also continuing under this plan to support engagement in the core Learning at a Distance plan by collaborating with general education teachers and providing supplementary aids and services such as accommodations and modifications as needed.
- The special education staff will address the IEP goals and objectives of students to the greatest extent practicable. They will work closely with parents to support the individualized needs of their students.
- All ancillary services will be provided according to the IEP.
- When safety requirements can be met, FPS will consider consolidating programming for select SE students for in-person instruction in a central location to minimize transportation routes and ensure building administration is in place for supervision. Social distancing, facial coverings and other safety protocols will be in place.
- Staff will address 504 plans to ensure supports are provided to meet individual needs.
- 504 and IEP plans will continue to be reviewed annually.
- Students can still be referred to Child Find.

- EL instructional services and supports will remain in place during the Learning at a Distance period.

The below chart outlines key priorities and decisions made as part of the Learning at a Distance plan:

| Priority   | Decision  |
|--|---|
| Comply with Preparedness Planning requirements as part of the Executive Order.                                   | Develop a Learning at a Distance (remote learning) approach.  |
| Provide increased learning expectations with opportunities to monitor student learning and assessment.           | Engage in curriculum refinement work in order to <ul style="list-style-type: none"> <li>• Provide instructional focus by identifying clear learning targets and accommodate for possible prior year learning gaps.</li> <li>• Establish consistent and credible learning outcomes.</li> </ul>                               |
|  | Adopt a Learning Management System with features <ul style="list-style-type: none"> <li>• for teachers to monitor learning and offering feedback</li> <li>• for students to provide audio, video, and written responses.</li> </ul>   |
|  | Provide time for teachers in their workday to monitor learning in the absence of in-person monitoring that is a natural part of traditional instruction.  |
|  | Return to traditional grading practices.  |
| Provide parents and students ease of access to instructional content and a user-friendly dashboard.              | Adopt a Learning Management System that provides <ul style="list-style-type: none"> <li>• one parent dashboard that includes all their students</li> <li>• a student dashboard that includes all their classes</li> <li>• one student a calendar and to-do list to manage their work across t all their classes.</li> </ul> |
| Providing opportunities for students to interact and engage as a Community of Learning.                          | Increase the number of Live Meets into the elementary and secondary remote learning schedules.  |
|  | Increase the instructional minutes' guidance for elementary and secondary.  |
|  | Adopt a Learning Management System with an embedded video conferencing features that includes break out rooms and other features.   |
|  | Create district-wide Live Meet times for secondary students to avoid conflicts occurring between classes.   |
| Provide teachers with tools to build their capacity as they navigate different teaching and learning approaches. | Adopt a Learning Management System that provides more robust features for teacher collaboration and content development.  |
|  | Provide professional development through a choice menu of required and optional professional learning in August and throughout the year (including asynchronous and synchronous sessions).  |
|  | Utilize district coaches and coordinators to support PLT's and individual teachers with lesson design and content development and LMS support   |
|  | Provide for each building to have an LMS Teacher Lead for on-site support.  |
|  | Pull back on work not aligned with supporting instruction during the 2020-21 school year.   |

**Additional (not required) Instructional Submission:**

**PHASE 4 Instructional Plan:**

In the event of Phase 4, Farmington Public Schools will start the fall with a **Learning at Distance** approach but is also planning for a possible **Hybrid** approaches to support an eventual transition and/or by legislation or executive order to do **in-person** instruction.

The health and safety of our students and staff is our top priority. We recognize that, under certain conditions, we may not be able to return to a full face-to-face instruction approach, there may be opportunities for the district to phase in smaller groups of students for some face-to-face instructional opportunities prior to engaging in a full hybrid model for all K-12 students.

There are several considerations when planning for a phase in approach to face-to-face instruction including:

- Social distancing: Can we provide optimal opportunities for students and staff to social distance throughout the school day?
- Stability of our workforce: Can we accommodate staff absences and keep some consistency for our students and families?
- Mitigation and monitoring risk: Can we mitigate the risk for our students and staff while also controlling the conditions that allow for monitoring, tracing and tracking exposure (for example, our ability to cohort students safely)?
- Instructional Integrity: How can we maintain instructional integrity in the context of adapted routines and structures to mitigate risk?
- Availability of activities: We recognize that students and families would like some level of “normalcy” for the child in a face-to-face setting. Can we offer opportunities such as recess and lunch safely?

The district is planning to phase in face-to-face instruction with certain populations. While we recognize we cannot guarantee a risk-free environment, we want to ensure that the conditions above (social distancing, contact tracing, and cohorting) are in place to reduce the risk of exposure to COVID-19 to the greatest extent possible.

In the hybrid structure, students are broken into two groups: Group A and Group B, and attend in-person instruction on different days.

- Student Group A attends in-person instruction on Monday and Wednesday.
- Student Group B attends in-person instruction on Tuesday and Thursday.
- Off days are Learning at a Distance days (remote instruction).
- Friday is a Learning at a Distance Day for both groups.

Phase 5 safety expectations with increased requirements are also put into place during Phase 4. (see other components of the Preparedness plan.)

The intent behind the alternating in-person dates between Group A and Group B is to

- offer a stronger learning cycle of content introduction and meaning-making.
- reduce the period of time students have between in-person sessions from week to week.
- provide time to respond in the event a student tests positive for COVID
  - by creating a greater window of time to communicate.
  - reduce additional interactions with positive students.

The daily/evening cleaning protocols are able to support this schedule.

The instructional components of our Learning at a Distance approach will support us in the event of a hybrid approach.

The below chart outlines key priorities and decisions made as part of the Hybrid Structure:

| Priority   | Decision   |
|--|--|
| Comply with Preparedness Planning requirements as part of the Executive Order ...                            | Develop adapted routines and structures to support the possibility of in-person instruction while mitigating risk including but not limited to facial coverings, sanitizing and disinfecting, screening protocols, and other safety measures.  |
|  | Enact all required and strongly recommended components of the MI Safe School Road Map (phase 4).   |
|  | Developing, in cooperation with the local health department, a crisis plan in response to a positive COVID test of a staff member or student.  |
| Providing opportunity for in-person instruction while also keeping the safety of staff and students in mind. | Reduce class size by grouping students as part of a Hybrid Structure. Creating Group A and B with opportunities for both in-person and learning at a distance.   |
|  | Placing adapted procedures and routines including facial coverings, sanitizing and disinfecting, screening protocols, and other safety measures.   |
|  | Space in-person instruction with learning at a distance to provide for time to communicate with families in the event of a positive COVID test.  |
| Integrate in-person and remote learning best practices to support student learning.                          | Space in-person instruction with learning at a distance instruction. In-person instruction focuses on tasks that require higher levels of teacher facilitation or cognitive demand. Learning at a Distance providing an opportunity for continued meaning-making, demonstrating understanding, and engaging students in self-reflection. |
|  | Purchase an LMS to support content delivery and communication providing continuity of learning across in-person and remote learning.   |
| Grow teacher capacities as they navigate different teaching and learning approaches and tools .              | Provide professional development through a choice menu of required and optional professional learning in August and throughout the year (including asynchronous and synchronous sessions).   |
|  | Utilize district coaches and coordinators to support PLT's and individual teachers with lesson design and content development and LMS support  |
|  | Provide for each building to have an LMS Teacher Lead for on-site support.   |
|  | Pull back on work not aligned with supporting instruction during the 2020-21 school year.  |

In the event of Phase 5, Farmington Public Schools reviewed our adapted routines and structures in Phase 4 and identified adjustments that will be made to support **daily in-person** instruction. (see other components of the Preparedness plan.)

The below chart outlines key priorities and decisions made as part of the Phase 5 Plan:

| Priority  | Decision  |
|---|---|
| Comply with Preparedness Planning requirements as part of the Executive Order | Develop adapted routines and structures to support the possibility of in-person instruction while mitigating risk including but not limited to facial coverings, sanitizing and disinfecting, screening protocols, and other safety measures. |
|   | Enact all required and strongly recommended components of the MI Safe School Road Map (phase 5). Continue to enact select required and strongly recommended items from Phase 4.   |
|   | Developing, in cooperation with the local health department, a crisis plan in response to a positive COVID test of a staff member or student.   |

**Farmington Public School Virtual Learning Path:**

FPS is offering a virtual program called the **FPS Virtual Learning Path**. If a student enrolls in

the VLP they are requesting a virtual learning experience full time (for either a semester or the full year). The VLP will be staffed by FPS teachers. The FPS teacher may not be a staff member at the student's home-building.

- Secondary FPS teachers will use Edgenuity (a third-party vendor) instructional modules that have been scoped and sequenced to reflect the FPS curriculum. This instruction will be delivered using Edgenuity's platform. Using Edgenuity will allow us to offer a larger variety of courses as part of the VLP.
- Elementary FPS teachers will develop content and deliver instruction using the district's learning management system. This instruction will be supported by two adaptive programs (Lexia for reading, Dreambox for mathematics). The Elementary FPS Virtual Learning Path mirrors what students would experience in our Learning at a Distance approach.
- VLP students can participate in home-building activities to help ensure they stay connected.
- VLP students will not move in and out of remote learning in the event that the district is able to do in-person instruction.

**Early Childhood Programs:**

Early childhood education programs anticipate to run in person child care programming, with lower class sizes in classroom cohorts, and will continue to monitor guidance as it relates to Great Start Readiness, Head Start, and licensing.

**Elementary Instructional Supports:**

In order to support elementary students as they potentially transition between remote, hybrid or in-person instruction, Farmington Public Schools is utilizing three digital platforms to support tier 1 and 2 instruction:

- Lexia (reading foundation skills and comprehension)
- Dreambox (mathematics)
- Footprints Digital Bookshelf (virtual guided group instruction)

**Health and Safety Note:**

This District Plan was developed in conjunction with Oakland County Health Department safety protocols, CDC guidelines, recommendations from the Oakland County Return to School Taskforce, Governor Gretchen Whitmer's Return to School Advisory Council and the COVID-19 Task Force on Education. The critical science surrounding the COVID-19 pandemic continues to provide new information daily and requires fluidity throughout the development process. The District Plan presented to you today is based on current scientific data. If additional information or safety protocols become available prior to the start of school, this District Plan will be modified accordingly.

- B.** The policies and procedures that the District will follow when the region in which the District is located is in **Phase 4** of the Michigan Safe Start Plan. Those policies and procedures must, at a minimum, include:

1. **Face coverings** (p. 22)

- a. Please describe how the district will implement **requirements** for facial coverings that at a minimum require the wearing of face coverings, except during meals and unless face coverings cannot be medically tolerated, for:
- i) All staff and all students in grades preK-12 when on a school bus.
  - ii) All staff and all students in grades preK-12 when in indoor hallways and common areas.
  - iii) All staff when in classrooms.
  - iv) All students in grades 6 and up when in classrooms.
  - v) All students in grades kindergarten through grade 5 unless students remain with their classes throughout the school day and do not come into close contact with students in another class.

Farmington Public Schools is purchasing: 1.9 million surgical masks that will be made available to any student or staff member who needs one daily.

The District's Facilities Management Department will deploy an inventory of surgical masks to all buildings based on student enrollment and/or personnel count. Staff and students will be expected to wear masks regardless of cohorting of students. Each building will devise a process of distributing masks to those who need them each day. Teachers will engage students in conversations about wearing masks as part of being a safe community of learners. FPS will provide resources to teachers to support these conversations.

2. **Hygiene**

Please describe how you will implement the **requirements** for hygiene protocols from the *Return to School Roadmap* (p. 22-23).

Farmington Public Schools is purchasing: hand soap, hand sanitizer, hand towels, household paper towels, and signage that will promote frequent and proper handwashing.

The District intends to encourage frequent handwashing through public health awareness training and signage throughout the school. When handwashing cannot be done due to the time in which a student must attend class, he/she can use hand sanitizing stations that have been installed throughout our schools and offices.

Pre-K through 12 staff and students will be expected to engage in hygiene behaviors including hand washing and not touching their faces. Teachers will engage students in conversations about hygiene as part of being a safe community of learners. FPS will provide resources to teachers to support these conversations.

3. **Cleaning**

Please describe how you will implement the cleaning **requirements** for cleaning protocols from the *Return to School Roadmap* (p. 27).

Farmington Public Schools is purchasing: USEPA approved disinfectant for custodial services and disinfectant for use in classrooms and by instructional staff to use between classes.

The following cleaning procedures will be enacted: FPS intends to use an integrated approach to cleaning and disinfecting surfaces to ensure the health and safety of its students and staff. During the school day, Custodians will be responsible for disinfecting high touch surfaces, i.e., light switches, door handles, stair handrails, elevator buttons, lavatories and drinking fountains using an EPA hospital grade

disinfectant with a 10 minute dwell time.

Instructional staff including administrative support personnel will be provided a disinfectant with a five minute dwell time to address classroom surfaces including student desks, chairs, phones and computers between student use. Meanwhile, after normal operating hours of schools and offices, Custodians will conduct routine cleaning and disinfecting hard surfaces in classrooms and offices. Using a Clorox 360 electrostatic machine, Custodians will augment their manual disinfecting protocol with the use of this equipment in larger spaces like auditoriums, lunchrooms, athletic facilities, and media centers. During these processes, staff will be expected to wear a face covering, face shield and gloves, as required.

#### 4. Athletics

Please describe how you will implement the **requirements** for athletics protocols from the *Return to School Roadmap* (p. 27).

Currently, optional summer conditioning is permitted with daily safety protocols required. These include daily screening questionnaires by QR code for student athletes and coaches, temperature checks at the field, and social distancing during workouts. At this point, the status of fall sports is unknown. While the MHSAA has released its desire to resume competition, sports may not be permitted based on the status of the virus.

Student-athletes or coaches who have been exposed to the virus, are exhibiting symptoms of Covid-19 or report a positive test (even if asymptomatic) are immediately sent home and cannot return until they have secured a negative test.

#### 5. Screening

Please describe how you will implement the **requirements** for screening protocols from the *Return to School Roadmap* (p. 24).

Farmington Public Schools is purchasing: 26 temperature taking kiosks.

PK-12 students and instructional staff can expect to complete a pre-entry screening questionnaire at home. Upon entry of a school or administrative building, students and staff will be required to walk through a single-point of entry and at a temperature-taking kiosk. Anyone detected to have an elevated body temperature will be placed in isolation in the school health clinic or another space designated for medical isolation until a parent and/or guardian is contacted and retrieves the students or the staff member is able to leave the work location.

#### 6. Testing

Please describe how you will implement the **requirements** for testing protocols from the *Return to School Roadmap* (p. 25).

Evaluations will be conducted on an individual basis, in person, at specified locations that have been set up specifically for testing. Testing areas will have plexiglass as a barrier between the student and evaluator. There will be a cutout at the bottom, center of the plexiglas so that materials can be passed between the student and staff. FPS screening process will be followed. Both will wear gloves, as they will have to manipulate testing materials. Staff and students will wear masks throughout the testing process, and in some instances, the masks will be clear so that the evaluator can read facial expressions and see mouth formation for pronunciation. Testing that can be done virtually will be done in that format.

**7. Busing and Student Transportation**

Please describe how you will implement the **requirements** for busing and student transportation protocols from the *Return to School Roadmap* (p. 28).

Cleaning and disinfecting will occur prior to and following each bus route when students are not present. Windows will be open during cleaning and while driving, when possible, to increase air circulation. All students and staff will wear masks on buses if medically feasible. Hand sanitizer will be used upon entry to the bus. Routes will run as normal. Students who can not ride the bus home will follow the dismissal and parent/guardian pick up procedures.

**C. Describe the policies and procedures that the district will follow when the region in which the district is located is in Phase 5 of the Michigan Safe Start Plan.**

Farmington Public Schools will follow Phase 4 policies and procedures with the following adjustments:

- Reduce required social distancing recommendations to allow for all students to come back to daily in-person instruction as a result of no community spread risk in Phase 5.

1. Indicate which highly recommended protocols from the *Return to School Roadmap* the district will include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan*.

FP will honor all highly recommended protocols when the region is in Phase 5.

2. Indicate which highly recommended protocols from the *Return to School Roadmap* the district will not include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan*.

There are no highly recommended protocols that the district will not include in the Preparedness plan when the region is in phase 5.

**D.** After considering all the protocols that are highly recommended in the *Return to School Roadmap*, please indicate if a school plans to exclude protocols that are highly recommended for any of the categories above in **Phase 4**.

There are no highly recommended protocols that the district will not include in the Preparedness plan when the region is in phase 4.

## Final Steps for Submission

*Each district shall submit a single completed Assurance Document and Preparedness Plan to its Board of Education (in the case of a PSA, the Academy Board of Directors; in the case of a nonpublic school, the chief or designated school administrator ) in time for approval by August 15 or seven days before the first day of school, whichever comes first.*

**Date of Approval by the District Board of Education, PSA Board of Directors, or nonpublic school chief/designated school administrator:**

**Link to the Board Meeting Minutes or Signature of Board President, or signature of nonpublic school chief/designated school administrator:**

**Link to the approved Plan posted on the District/PSA/nonpublic school website:**

*The Preparedness Plan will be collected by the Intermediate School District for public school districts, the authorizing body for public school academies, or the chief/designated school administrator for nonpublic schools for transmission to the State Superintendent of Public Instruction and State Treasurer by August 17, 2020. Additionally, this Preparedness Plan must be posted on the district's/PSA's, or nonpublic school's public website home page no later than August 17, 2020.*

**Name of District/PSA/Nonpublic Leader Submitting Plan:**

**Date Received by the ISD/Authorizing Body/Chief or designated School Administrator:**

**Date Submitted to State Superintendent and State Treasurer:**

FARMINGTON PUBLIC SCHOOLS' BOARD OF EDUCATION

PROCLAMATION

WHEREAS, the Board of Education of the Farmington Public Schools District ("District"), Oakland County, Michigan ("Board"), is tasked with providing for the safety and welfare of its students and to educate students in a safe and nurturing environment; and

WHEREAS, the Board of Education seeks to provide accessible and equitable education opportunities in particular to target groups identified as disadvantaged; and

WHEREAS, despite the Greater Farmington community having been founded by abolitionist Quakers and being a stop on the Underground Railroad, it is acknowledged that there is a long history of racism, discrimination, and segregation within our community, which has adversely impacted educational and economic outcomes for many racial groups; and

WHEREAS, the Board acknowledges that our students are a diverse body of which 24.9% are Black/African American; 3.7% are Latinx; 15.4% are Asian/Asian American; 0.1% are American Indian or Alaskan Native; 4.2% are Multi-Racial; and 51.7% are White, all with diverse experiences; and

WHEREAS, the Board is committed to eradicating systemic racism, bigotry, discrimination, hate, and violence in any form; and

WHEREAS, it is not enough to simply be "not racist," it is imperative to be "anti-racist;" and

WHEREAS, in being anti-racist, the Board commits to a process of intentional inclusion in the development and implementation of educational practices, policies and procedures of the district to ensure the full participation of People of Color; and

WHEREAS, children begin their lives without hatred and bigotry, and we must, as a school system, uphold the public's trust by fostering understanding, acceptance, respectful civic discourse, and inclusion among our students; and

WHEREAS, we must work with our community partners to create the desired community free of racism; and

WHEREAS, we have the ability to uplift a community of diverse ideas that recognize and celebrate all the attributes that form children and hold true to the ideal that we are all created equal; and

WHEREAS, educators should be lifelong learners about race and racism and as a district we should provide the necessary resources to facilitate and promote educational discourse about race and racism; and

WHEREAS, as we grow in our learning of implicit bias and institutional racism, we must continue to reflect on and amend curricula, training, policies, and systemic practices used in schools to help end institutional racism.

NOW THEREFORE BE IT RESOLVED that:

Section I: Farmington Public Schools hereby commits to stand against any and all acts of racism, disrespect, violence, and inequitable treatment of any person, and declares itself to be an anti-racist institution.

Section II: The Board hereby declares that racism is a public health crisis that adversely impacts our students, our families, and our community.

Section III: The Board charges the District to research and integrate racially and culturally relevant elements into the curriculum and within the school buildings, including practices to ensure all students reach their full potential.

Section IV: The Board will seek to eliminate incidents of racial bias and discrimination through required diversity, equity, and inclusion trainings focused on race and implicit bias for its staff while also committing to monitor incidents that are reported and sharing statistics on its results.

Section V: The Board authorizes the Superintendent to work directly with the Farmington Public Safety Department and Farmington Hills Police Department, both of whom provide services within our schools, to review our standards and expectations to further promote a culturally affirming climate, which our staff and students deserve.

Section VI: The Board directs the district to discontinue the celebration of Columbus Day and recognize and honor Indigenous Peoples' Day in honor and celebration of Native American culture, the people who originally inhabited the Americas, and the impact exploration had on Indigenous people.

Section VII: The Board directs the Superintendent to work with our staff to form race and other identity-based employee Affinity Groups focused on creating a safe space for staff to express fears, pains and hopes for the district in order to support and increase staff climate, morale, and camaraderie.

Section VIII: The Board commits to participate in a series of training sessions over the next year including implicit bias and equity training.

Section IX: The Board directs the Superintendent to continue its institutional culture audit and to restructure to ensure Black, Indigenous, and People of Color (BIPOC), their cultures and world views are equitably represented at every level of district decision making in the District; including, but not limited to ensuring people of color are adequately represented in hiring and retention strategies, from teachers to other support.

Section X: The audit should also include outcomes for BIPOC students compared to their white counterparts and a plan to address, including naming and assigning, resources to solve the noted disparities.

Section XI: The Board commits to developing equity in education policy and procedures.

Section XII: The Board directs the Superintendent to conduct regular staff satisfaction surveys to assess and review information on District climate and culture, particularly as they relate to racial issues and concerns.

**August 11, 2020**

Regular Meeting of the Board of Education

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**X. ITEMS FROM THE TREASURER**

**A. Expenditures.**

**MOTION:** I move that the Board of Education approve the expenditures as outlined in the expenditure printout dated August 11, 2020, as follows:

|                                   |                     |
|-----------------------------------|---------------------|
| General Fund                      | \$16,985,155        |
| General Fund - Athletics          | \$61,051            |
| Debt Fund                         | \$1,500             |
| Capital Projects – 2018 Bond Fund | \$1,215,691         |
| Capital Projects – 2020 Bond Fund | \$202,483           |
| Nutrition Services Fund           | \$253,761           |
| Benefit Stabilization Fund        | \$1,829,450         |
| <b>TOTAL</b>                      | <b>\$20,549,091</b> |

**August 11, 2020**

Regular Meeting of the Board of Education

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**XI. CONSENT AGENDA.** I move that the Board of Education approve the August 11, 2020 Consent Agenda, as follows:

- A. Approval of Minutes
  - 1. July 21, 2020 Special Meeting
- B. Personnel Items

**LEAVES OF ABSENCES**

**Tomasaitis, Kathryn**  
Teacher  
Wood Creek  
Effective: 8/24/2020

**NEW HIRES**

**Boulus, Matthew**  
Teacher  
Hillside, Gill, FSA  
Effective: 8/24/2020

**Emerson, Ian**  
Teacher  
North Farmington High  
Effective: 8/24/2020

**Evans, Alaina**  
Teacher  
East/Power Middle  
Effective: 8/24/2020

**Gantz, LaKita**  
Restorative Practice  
Farmington STEAM  
Effective: 8/24/2020

**McBride, Lauren**  
Teacher  
East Middle  
Effective: 8/24/2020

**Pannell, Mavis**  
Teacher  
Visions Unlimited  
Effective: 8/24/2020

**Richards, Julia**  
Teacher  
Farmington STEAM  
Effective: 8/24/2020

**Rowe, Sharon**  
Teacher  
Warner Middle  
Effective: 8/24/2020

**RETIREMENTS**

**Guzi, Catherine**  
Secretary  
Facilities Management  
Effective: 10/1/2020

**McClelland, Cathy**  
Computer Technician  
Maxfield Education Ctr  
Effective: 8/1/2020

**McGregor, Donald**  
Hall Monitor  
Farmington High  
Effective: 7/1/2020





**MOTION:** It was moved by Mukamal and supported by Cummings that the Board of Education read Public Comment #48 with the following redactions: Paragraph 2, sentence 2 and Paragraph 4, last sentence.

Board discussion occurred.

Call the question.

**ROLL CALL VOTE:**   **Ayes:**   Cummings, Mukamal, Green, Weems, Rich, Smith  
                          **Nays:**     Johnson

**MOTION PASSED 6-1.**

**ROLL CALL VOTE:**   **Ayes:**   Cummings, Mukamal, Green, Weems, Smith  
                          **Nays:**   Rich, Johnson

**MOTION PASSED 5-2.**

N.   Non-Renewal – S. Dollar

**6.   RETURN TO SCHOOL UPDATE.**

**Presenters:** Robert Herrera, superintendent and Kelly Coffin, assistant superintendent-innovation and strategic initiatives

Dr. Herrera introduced a District video, which is intended to give clarity to the Preparedness plan and process for staff/parents/students/community. This video involved some of the team leaders involved in plan development: Governance – Dr. Herrera, Instruction – Dr. Coffin, Wellness – Dr. McDougal, School Operations – Mrs. Smith, Facilities – Ms. Venable and Transportation – Mr. Hill. Additional videos with remaining team leaders will be released in the future. The deadline for plan submission to the State is August 15. The Academic Excellence/Strategic Planning/Communications committee is meeting weekly to keep abreast of the work and detailed summaries of these meetings are sent to the full Board. Additional updates were given on the VLP, staff communications, and community communications.

Board discussion occurred.

**7.   CUSTODIAL SERVICES UPDATE.**

**Presenter:** Felicia Venable, director-facilities management

Ms. Venable provided an update on the transition from DM Burr to GRBS. She discussed staffing and status of building cleaning/disinfecting.

Board discussion occurred.

**8.   IT TRANSITION UPDATE.**

**Presenter:** Wesley Prescott, director-technology

Mr. Prescott provided an update on the transition of the IT department to Oakland Schools in relation to systems, instruction, bond funds and personnel.

**9. GRADUATION UPDATE.**

**Presenter:** Diane Bauman, director-school/community relations

Ms. Bauman detailed the graduation ceremonies that will occur on August 8 for Farmington Central High School and August 9 for Farmington High School and North Farmington High School.

Board questions were answered.

**10. ASSISTANT SUPERINTENDENT POSITION UPDATE.**

**Presenter:** Jeff Danziger, director-human resources

Mr. Danziger reported on the number of applications received (internal and external), composition of interview teams and proposed first and second round interview dates.

Board questions were answered.

**11. REPORTS FROM BOARD COMMITTEES.**

**Academic Excellence/Strategic Planning/Communications Committee:** Chair Cummings reported that the committee and central office staff met July 8 and July 15 to receive updates and discuss planning and communication, District work, the Preparedness Plan, virtual learning plan, LMS, District survey data and facilities.

**Policy/Board Governance Committee:** Chair Rich reported that the committee and superintendent met to discuss the Title IX policy updates, allfps email, public comment guidelines, Board representatives on committees/organizations, Board agenda items and a FPS proclamation.

**12. POLICIES 4002 & 8008 (TITLE IX) REVISION – FIRST READING.**

**Presenter:** Zach Rich, policy/board governance committee chair and Tyrone Weeks, director-state/federal funding and school safety

Committee chair Rich, along with Mr. Weeks, detailed the revisions required to our Title IX policies mandated by the U.S. Department of Education.

Board discussion occurred.

**13. PUBLIC COMMENT GUIDELINES.**

**Presenter:** Zach Rich, policy/board governance committee chair

Committee chair Rich provided a synopsis of the committee's discussion around public comments guidelines. A sample Google form is being created for use during virtual meetings. It will be presented for committee review on August 5.

Board discussion occurred.

**14. FPS PROCLAMATION.**

**Presenter:** Zach Rich, policy/board governance committee chair

Committee chair Rich read the current revised proclamation. Mr. Rich asked to receive any additional feedback within the next week so that revisions can be incorporated and Board review can occur before the next Board meeting.

Board questions were answered and comments acknowledged.

**15. AUGUST BOARD MEETING SCHEDULE CHANGE.**

**Presenter:** Bob Herrera, superintendent and Pam Green, board president

Dr. Herrera asked that the August 18 regular meeting be moved to August 11 in order to meet the Preparedness Plan submission deadline of August 15, 2020. Board members came to consensus on the August 11 date.

**16. LEARNING MANAGEMENT SYSTEM.**

**Presenter:** Kelly Coffin, assistant superintendent-innovation and strategic initiatives

**MOTION:** It was moved by Weems and supported by Johnson that the Board of Education approve a three-year contract with Instructure for the Canvas Learning Management System and payment for Year 1 in the amount of \$75,100; funds to come from the CARES Act federal funds in the general fund.

Board member questions were answered.

**ROLL CALL VOTE:**   **Ayes:**   Rich, Smith, Weems, Johnson, Green, Cummings, Mukamal  
                              **Nays:**     None

**MOTION UNANIMOUSLY APPROVED.**

**17. BARGAINING CONTRACTS.**

**Presenter:** Jeff Danziger, director-human resources

**APPROVAL OF FARMINGTON TRANSPORTATION ASSOCIATION (FTA) BARGAINING CONTRACT.**

**MOTION:** It was moved by Cummings and supported by Smith that the Board of Education approve the bargaining contract between the Farmington Board of Education and the Farmington Transportation Association (FTA), as presented.

**ROLL CALL VOTE:**   **Ayes:**   Rich, Smith, Weems, Johnson, Green, Cummings, Mukamal  
                              **Nays:**   None

**MOTION UNANIMOUSLY APPROVED.**

**APPROVAL OF FARMINGTON MAINTENANCE/CAFETERIA ASSOCIATION (FMC) BARGAINING CONTRACT.**

**MOTION:** It was moved by Mukamal and supported by Johnson that the Board of Education approve the bargaining contract between the Farmington Board of Education and the Farmington Maintenance/Cafeteria Association (FMC), as presented.

**ROLL CALL VOTE:**   **Ayes:**   Rich, Smith, Weems, Johnson, Green, Cummings, Mukamal  
                          **Nays:**     None

**MOTION UNANIMOUSLY APPROVED.**

**APPROVAL OF FARMINGTON EDUCATION ASSOCIATION (FEA) BARGAINING CONTRACT.**

**MOTION:** It was moved by Rich and supported by Cummings that the Board of Education approve the bargaining contract between the Farmington Board of Education and the Farmington Education Association (FEA), as presented.

Board discussion occurred.

Call the question.

**ROLL CALL VOTE:**   **Ayes:**   Rich, Smith, Johnson, Green, Cummings, Mukamal  
                          **Nays:**     Weems

**MOTION PASSED 6-1.**

**ROLL CALL VOTE:**   **Ayes:**   Rich, Smith, Johnson, Green, Cummings  
                          **Nays:**   Weems  
                          **Abstain:** Mukamal

**MOTION PASSED 5-1-1.**

**APPROVAL OF EDUCATION SUPPORT PROFESSIONALS (ESP) BARGAINING CONTRACT.**

**MOTION:** It was moved by Rich and supported by Smith that the Board of Education approve the bargaining contract between the Farmington Board of Education and the Education Support Professionals (ESP), as presented.

**ROLL CALL VOTE:**   **Ayes:**   Rich, Smith, Weems, Johnson, Green, Cummings, Mukamal  
                          **Nays:**     None

**MOTION UNANIMOUSLY APPROVED.**

**APPROVAL OF FARMINGTON ASSOCIATION OF SCHOOL ADMINISTRATORS (FASA) BARGAINING CONTRACT.**

**MOTION:** It was moved by Mukamal and supported by Cummings that the Board of Education approve the bargaining contract between the Farmington Board of Education and the Farmington Association of School Administrators (FASA), as presented.

**ROLL CALL VOTE:**   **Ayes:**     Rich, Smith, Weems, Johnson, Green, Cummings, Mukamal  
                          **Nays:**       None

**MOTION UNANIMOUSLY APPROVED.**

**18. JUNE 16, 2020 CLOSED SESSION MINUTES.**

**Presenter:** Angie Smith, board secretary

**MOTION:** It was moved by Cummings and supported by Smith that the Board of Education approve the Closed Session minutes from June 16, 2020, as presented.

**ROLL CALL VOTE:**   **Ayes:**     Rich, Smith, Weems, Johnson, Green, Cummings, Mukamal  
                          **Nays:**       None

**MOTION UNANIMOUSLY APPROVED.**

**19. CONSENT AGENDA.** It was moved by Mukamal and supported by Johnson that the Board of Education approve the Consent Agenda dated July 21, 2020.

- A. Approval of Minutes
  - 1. June 16, 2020 Special Meeting/Closed Session
  - 2. June 16, 2020 Public Hearing: Budget
  - 3. June 16, 2020 Regular/Organizational Meeting
- O. Personnel Items

**ROLL CALL VOTE:**   **Ayes:**     Rich, Smith, Johnson, Green, Cummings, Mukamal  
                          **Nays:**       Weems

**MOTION PASSED 6-1.**

**21. SUPERINTENDENT'S ANNOUNCEMENTS.**

- A. **Updates from the Superintendent**
  - 1. Dr. Herrera acknowledged Mrs. Smith, Mr. Danziger, the collective bargaining teams and union leadership for their work on the bargaining contracts.
  - 2. Dr. Herrera summarized the status of the student public comments' investigation.

**22. RECOMMENDATIONS FOR FUTURE ADGENDA ITEMS.** None.

**23. GOOD AND WELFARE.** Board members spoke on the following topics:

Social media posts; Board candidate submission deadline; the passing of John Lewis and C.T. Vivian; Pandemic safety – masks, washing hands

24. **ADJOURNMENT.** The Board of Education July 21, 2020 special meeting was adjourned at 12:28 am.

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Angie F. Smith  
Farmington Board of Education  
Secretary