



East Lansing Board of Education

509 Burcham Drive, East Lansing, MI 48823

Regular Meeting via Zoom due to Executive Order 2020-154
September 14, 2020 - 7:00 PM
Zoom meeting

Agenda



I. Opening of Meeting

A. *Call to Order*

B. *Roll Call*

C. Mission: Nurturing Each Child, Educating All Students,

D. *Approval of Agenda*

Motion: The Board of Education approve the agenda for the September 14, 2020 regular meeting via Zoom per Executive Order 2020-154.

E. *Approval of Minutes*

August 24, 2020 regular meeting minutes

August 27, 2020 special meeting minutes

Motion: The Board of Education approve the regular meeting minutes of August 24, 2020 and special meeting minutes of August 27, 2020, as presented.

II. Superintendent's Report

III. Bond Update

IV. Consent Agenda

Motion: The Board of Education approve the consent agenda to include the following item:

hiring of Mikaela Gill, 1.0 FTE Donley Elementary Teachers at BA Step 1 level, effective September 15, 2020.

V. **Public Comment:** This is the opportunity to address the Board. Speakers are to confine their remarks to five minutes. If a speaker requires more than five minutes, after all other persons who have requested to speak during this part of the meeting have spoken, that speaker will be allowed additional time. The Superintendent or other district staff may comment to clear up or avoid significant misunderstandings.

VI. Presentation

Extended Continuity of Learning Plan, Superintendent Leyko

VII. Board Discussion

VIII. Action Items

Eighth Amendment to Jani-King Custodial, Courier Agreement

Motion: The Board of Education authorize the Superintendent, or her designee, to execute the 8th Amendment to Jani-King Custodial, Courier and Grounds/Utility Service, as presented.

IX. Committee Reports

- A. Academic and Technology Committee
- B. Facilities Committee
- C. Finance Committee
- D. Intergovernmental Relations
- E. Personnel Committee
- F. Policy Committee
- X. **Announcements**
- XI. **Adjournment**

Respectfully Submitted,

*Dori Leyko
Superintendent*

Minutes of the Special Meeting
Of the
East Lansing Board of Education
Via Zoom due to Executive Order 2020-129
August 24, 2020
Meeting number: 810 8528 7513
7:00 p.m.

Opening of Meeting

Board President Erin Graham called the meeting to order at 7:00 p.m.

Roll Call

Present: Terah Chambers, Erin Graham, Kath Edsall, Chris Martin, Nichole Martin

Absent: Hillary Henderson, Kate Powers

Dr. Graham read a statement from the board relaying their deepest sympathy to Trustee Henderson on the sudden passing of her husband, Brett. Trustee Henderson is excused from all board and committee duties until she feels she is ready to return.

Approval of Agenda

Motion 20-21/021 Moved by Mr. Martin and supported by Ms. Martin that the agenda for the regular meeting via Zoom of August 24, 2020 be approved, as presented.

Roll Call Vote:

Ayes – Graham, Chambers, Edsall, C. Martin, N. Martin

Nays – None

Absent – Henderson, Powers

The motion carried unanimously.

Approval of Minutes

Motion 20-21/022 Moved by Dr. Chambers and supported by Ms. Martin that the minutes of the August 10, 2020 regular meeting and August 21, 2020 be approved, as presented.

Roll Call Vote:

Ayes – Graham, Chambers, Edsall, C. Martin, N. Martin

Nays – None

Absent – Henderson, Powers

The motion carried unanimously. 3

Superintendent’s Report
First Day of School

- The first day of school for ELPS students is tomorrow - **Tuesday, August 25, 2020**. The first week of school will be an Orientation Week – schedules and activities have been communicated through building administrators and teachers.
- Today was the first day for staff. We did a district-wide zoom meeting with some opening remarks, acknowledgments and messages of support and encouragement.
- Device and material pick-up was also held today at all of the buildings from 12:00 – 2:00 p.m. and 5:00 – 7:00 p.m. As teachers connect with students and families during this Orientation Week, we will continue to get supplies to them and will deliver if needed. Thank you to those of you who responded that you are able to get by with a home device for 2 – 3 weeks until our Chromebooks come in so that we are able to allocate more devices to those who need one now to engage.

National School Lunch Program Eligibility and Requirements

- An eblast with the following information was sent to families this evening at 6:00 with a follow-up robocall at 6:30 p.m.
- Only current ELPS students are eligible.
- Cost is based on student’s Free and Reduced Lunch status. Meal boxes are free for students who are eligible for free or reduced school meals.
- Student name(s) must be provided when ordering.
- Meal boxes must be pre-ordered. Families can also preorder meals for the entire time we are online at one of the pick-up sites this week when they go to pick up meals.
- Deliveries may be requested, and we will do our best to get deliveries up and running in the next week or two.

Pick-up Locations and Times

Tuesdays

- 11:00 – 11:30 – MacDonald Middle School
- 11:30 – 12:00 – Donley/Marble@Old Donley
- 12:00 – 12:30 – East Lansing High School
- 12:00 – 12:30 – Deer Path Apartments

Thursdays

- 11:30 – 12:00 – Whitehills Elem. School
- 11:30 – 12:00 – Red Cedar Elem. School
- 12:30 – 1:00 – Glencairn Elem. School
- 12:30 – 1:00 – Pinecrest Elem. School

Teacher Professional Learning for Remote Learning

- Beginning in mid-July, the ELPS Curriculum, Instruction and Assessment Office launched a professional learning series that included a minimum of 8 hours of training for our teachers to become more proficient in online teaching. The “ELPS PD Classroom” included courses in Google Classroom 1.0, Google Drive 1.0, Seesaw 1.0, Google Meet, Blended Learning and the Flipped Classroom, Social Emotional Preparedness as well as a menu of teacher choice courses.

Several of the core courses were followed up with teacher work group sessions that allowed time for teachers to practice and ask questions. Student engagement and understanding the emotional state of our students was at the forefront of our learning. An awesome collaborative effort was put forth from our technology department, our instructional coaches, the Ingham ISD as well as our own teaching staff to provide this training for our teaching staff.

The feedback for this training has been positive and well received by our teachers.

Additionally, relevant portions of this training was presented today to our Para Professional staff across the district.

Discussion followed

Bond Update

- Donley
 - Canopy panels are completed, and the roof metal is all that's left. Then, Donley will be 100% done.

- Pinecrest and Whitehills
 - Building furniture was delivered and installed last week.
 - Teachers and staff gained access to the building last Monday morning.
 - Interior and exterior finishes are still being completed.
 - System commissioning and punch list work completion is continuing.
 - Site signage will be installed between Aug. 31 – Sep. 2.

- Red Cedar
 - Most of the building furniture was delivered and installed last week.
 - Teachers and staff gained access to the building last Thursday morning.

- Marble
 - Foundations are 100% complete.
 - Continuing work on underground plumbing and electrical rough-in.
 - Structural steel will begin Sep. 2.

Discussion followed

Consent Agenda

None

Public Comment

None

Board Discussion

Ms. Martin wished everyone a great first day on Tuesday. She thanked the teachers, Superintendent Leyko and parents. She also wanted parents to know that they understand about the apprehension everyone is feeling. She stated that she has seen on social media that there is concern that they are not being forthcoming in regards to the transition back to in-person learning. This is not true and she encourages everyone to work together. She said they will have more to discuss in two weeks.

Dr. Chambers mentioned the device and material pick up went really smooth. Her son was very excited to receive a message from his teacher. There is a sense of excitement even though it is not a typical start to the school year. She is grateful to

teachers. Thank you to all the parents for stepping up to embrace the online learning structure. She is proud of the district.

Dr. Edsall also mentioned how great the device and material pick up went. There was a lot of preparation. Thank you to everyone.

Mr. Martin mentioned social media a good place to trouble shoot. He appreciates all of the communication the board has received. Thank you to everyone for reaching out. We need to know your experiences, good or bad, so we are able to make adjustments. Please continue to email the board, Superintendent Leyko and teachers with problems or issues.

Dr. Graham read a comment from someone who didn't make it during the public comment inquiring with MSU shutting down in-person instruction would this change ELPS's decision about remote vs online in-person instruction. Dr. Graham mentioned that MSU is still estimating about 24,000 undergraduates who will be moving into off-campus housing. She stated we still need to wait and see if there is an increase in the number of cases. She knows our students want to be back as soon as it is safely possible.

Dr. Chambers responded that they are committed to finding a solution to bring back in-person learning into our buildings. She stated this is especially true for our English Learners, special needs students, and early readers. MSU is having complicated conversations as things literally change overnight. We need to factor in what changes occur and reiterated it is complicated.

Ms. Martin asked Superintendent Leyko about specific metrics and data that may help in deciding when to reopen.

Ms. Leyko mentioned she has weekly meetings with MSU, City of East Lansing and Ingham County Health Department. They are getting guidance from health experts. She also mentioned she will be making a presentation surrounding these bills at the next regular board meeting. There is now an Extended COVID-19 Learning Plan that requires the school board to review and re-confirm the delivery of instruction on a monthly basis.

Mr. Martin is hopeful that they can figure out how to be flexible as it may be one month in person and then the next month online. Again he stated they will have to see what happens when students return to MSU.

Dr. Graham mentioned attendance and assessment wasn't required in the PRP. She questioned if there has been discussion regarding the use incomplete vs. failing and more discussion with the traditional grading scale. She appreciates all the kindness, patience and understanding...there will be more challenges.

Ms. Leyko stated there is definitely more to come.

Action Items

None

Committees

Academic and Technology:

- Friday’s meeting was postponed
- Next meeting is scheduled for September 10 at 1:00 p.m. The link to join the meeting will be posted on the website.

Facilities:

- No report

Finance:

- No report

Intergovernmental

- No report

Personnel

- No report

Policy

- Had a productive session around racial equity policy
- Held off on last meeting
- Will be rescheduling future meetings

Announcements

- Ms. Martin asked for extra communication to families reminding them that there will be school on Friday, August 28. Labor Day weekend is September 4 and September 7.
- Wishing everyone Good Luck on the first day of school.

Adjournment

The meeting adjourned at 7:45 p.m.

PRESIDENT

SECRETARY

Minutes of the Special Meeting
Of the
East Lansing Board of Education
Via Zoom due to Executive Order 2020-129
August 27, 2020
Meeting number: 858 0800 0027
8:00 a.m.

Opening of Meeting

Board President Erin Graham called the meeting to order at 8:00 a.m.

Roll Call

Present: Terah Chambers, Erin Graham, Chris Martin, Kate Powers, Dori Leyko

Absent: Kath Edsall, Hillary Henderson, Nichole Martin

Approval of Agenda

Motion 20-21/023 Moved by Ms. Powers and supported by Dr. Chambers that the agenda for the special meeting via Zoom of August 27, 2020 be approved.

Roll Call Vote:

Ayes – Graham, Chambers, C. Martin, Powers

Nays – None

Absent – Edsall, Henderson, N. Martin

The motion carried unanimously.

Consent Agenda

Motion: 20-21/024 Moved by Dr. Chambers and supported by Ms. Powers that the Board of Education approve the consent agenda to include the following items:

- hiring of Elizabeth Sullivan, 1.0 FTE Speech and Language Pathologist at MA Step 8 level, effective August 28, 2020.

Roll Call Vote:

Ayes – Graham, Chambers, C. Martin, Powers

Nays – None

Absent – Edsall, Henderson, N. Martin

The motion carried unanimously.

Public Comment

None

Announcements

None

Adjournment

The meeting adjourned at 8:04 a.m.

PRESIDENT

SECRETARY



MEMORANDUM

TO: Board of Education

FROM: Dori Leyko
Superintendent of Schools

SUBJECT: Human Resources Action Item

DATE: September 10, 2020

Hire

It is recommended that the Board approve the hiring of **Mikaela Gill**, 1.0 FTE Donley Elementary Teacher at BA Step 1 level, effective September 15, 2020.



MEMORANDUM

TO: ELPS Board of Education, Dori Leyko, Superintendent

FROM: Richard Pugh, Director of Finance

SUBJECT: Action Item – 8th Amendment to Jani-King Custodial Agreement

DATE: September 4, 2020

Recommended:

It is recommended that the Board of Education authorize the Superintendent, or her designee, to execute the 8th Amendment to Jani-King Custodial, Courier and Grounds/Utility Service Agreement as presented.

Background:

On June 22, 2020 the Board approved the 8th Amendment to the Jani-King Custodial, Courier and Grounds/Utility Service Agreement. There has been “buyer remorse” on the part of Jani-King. It is extremely unusual for a contract to be settled and to receive a request to reopen it. The franchisees, Curt and Donna Woodward, have decided to retire. A new proposal has been offered (based on a meeting with Dori Leyko, Superintendent and Brian Reeve, Supervisor of Operations and Maintenance that includes the following:

- Increase the contract by \$45,833 or 4.4% (from \$1,035,960 to \$1,081,793). The majority of this increase, approximately \$38,000, comes from increasing cleaning service by nine hours per day.
- Increase daily hours from 221 to 230
- Increase extra hour rates:
 - Standard rate from \$17.34 to \$17.50
 - OT rate from \$26.01 to \$26.25
 - Holiday rate from \$26.26 to \$26.50
- Allow an exemption to the non-compete clause that enables the district to directly employ a contractor employee
- Add language to include a monthly reconciliation of hours billed versus hours received

From the 6-8-20 BOE packet:

The District’s current custodial contract with Jani-King expires June 30, 2020. Administration is negotiating an agreement with Jani-King for a one-year (July 1, 2020 to June 30, 2021) extension with no fee increase for both labor and materials. In addition, the district is negotiating a reduction of 1/12 of the contract amount for no service (outside of four individuals) for the month of July 2020. Based on conversations with Jani-King corporate I anticipate

agreement to these terms. If agreed, the total base custodial service contract would be \$1,035,960, which is a reduction of \$94,178 from current year.

No service in the month of July 2020 is part of the budget savings planned for FY 2020-21. With facilities basically closed since 3-16-2020 they are generally in good shape for reopening in Fall 2020. A total of four fulltime custodians will be retained for July and work on district-wide grounds and mostly the High School facility.

I have edited the attached amendment, which was previously prepared by District legal counsel, to reflect the contract terms being negotiated. Board action anticipated on 6-22-2020.

8th AMENDMENT TO JANI-KING® CUSTODIAL, COURIER AND GROUNDS/UTILITY SERVICES AGREEMENT

THIS 8th AMENDMENT TO THE JANI-KING® CUSTODIAL, COURIER AND GROUNDS/UTILITY SERVICES AGREEMENT (the "8th Amendment" or this "8th Amendment") is entered into this ____ day of _____, 2020, by and between the School District of the City of East Lansing, a Michigan general powers school district organized and operating under the provisions of the Revised School Code, MCL 380.1, *et seq.*, as amended (the "Client") and Jani-King of Michigan, Inc., a Texas corporation ("Jani-King") (collectively referred to herein as "Parties").

WITNESSETH:

WHEREAS, the Client and Jani-King entered into a Custodial, Courier and Grounds/Utility Services Agreement and an Amendment to Jani-King® Custodial, Courier and Grounds/Utility Services Agreement, copies of which is attached hereto and made a part hereof as Exhibits "A" and "B" (collectively, the "Agreement"); and

WHEREAS, the Client and Jani-King desire to amend the Agreement upon the terms and conditions contained in this 8th Amendment; and

WHEREAS, except as amended by this 8th Amendment, the remaining terms and conditions contained in the Agreement shall remain in full force and effect.

NOW, THEREFORE, in consideration of the foregoing, the mutual promises and covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **Term of Agreement.** The term of the Agreement shall be extended for one (1) additional year commencing July 1, 2020 and terminating on June 30, 2021.
2. **Contract Amount.** The parties agree that in consideration of the Client extending the Agreement the total yearly contract amount for the contract year July 1, 2020 to June 30, 2021 shall be One Million Eighty-Four Thousand Four Hundred Eleven (\$1,084,411), exclusive of consumables not to exceed Ninety Five Thousand Seven Hundred Twenty-Seven (\$95,727) per year for a total of One Million Eighty Thousand One Hundred Thirty-Eight (\$1,180,138) per year. For this contract period the client will not receive services for the month of July 2020 and thus the contract amount will be reduced 1/12 or Ninety-Eight Thousand Three Hundred Forty-Five (\$98,345). Therefore, the net contract amount shall be One Million Eighty-One Thousand Seven Hundred Ninety-Three (\$1,081,793). If extra services are requested by the Client the hourly rates shall be as follows:
 - Standard hourly rate of \$17.50.
 - Overtime hourly rate of \$26.25. This rate is only applicable to hours that Jani-King personnel are paid an overtime rate.
 - Holiday hourly rate of \$26.50. This rate is \$0.25 over the overtime hourly rate.
3. **Change in Service.** The parties acknowledge that for financial or other reasons, the Client may decrease the area of space serviced and/or the kind, amount or frequency of service to be rendered. In the event of a change in the service provided under the Agreement, the parties shall equitably adjust the contract amount. Any adjustment in service shall be memorialized by a writing executed by both parties.

No service is required on the following holidays: New Years Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

The total standard (or normal) contracted daily hours (excluding non-billable manager oversight) is two hundred thirty (230) per weekday. For the 2 supervisors, no more than 4 hours per day for each supervisor may count towards the 230 hours.

4. **Miscellaneous.**

(a) Except as specifically modified by this 8th Amendment, the remaining terms and conditions contained in the Agreement shall remain in full force and effect.

(b) This 8th Amendment shall be construed, interpreted and enforced under the laws of the State of Michigan.

(c) This 8th Amendment is binding upon and shall inure to the benefit of the Parties and their respective successors and assigns.

(d) In the event of any conflict between the terms of this 8th Amendment and the Agreement, the terms of this 8th Amendment shall govern and control.

(e) This Amendment may be executed in counterparts, each of which shall be deemed an original, and all of such counterparts together shall constitute one and the same 8th Amendment.

(f) The effective date of this Amendment shall be the date on which the last Party executed same.

(g) Jani-King hereby consents that Client may hire and directly employ Jeff Fulkerson.

(h) On a monthly basis, Jani-King will provide Client with a reconciliation of the hours provided on the weekdays. If the number of hours provided on those weekdays (excluding no service holidays) average less than 230 hours per day the Client will be credited \$17.50 per hour for the shortfall in hours provided.

IN WITNESS WHEREOF, the Client and Jani-King have signed and delivered this 8th Amendment to the Jani-King® Custodial, Courier and Grounds/Utility Services Agreement as of the date first set forth above.

CLIENT:
SCHOOL DISTRICT OF THE CITY OF
EAST LANSING, a Michigan general powers
school district

Dated: _____

By: _____

Its: _____

JANI KING:
JANI-KING OF MICHIGAN, INC.,
a Texas corporation

Dated: 9/4/2020

By: Olé Paté

Its: DVP