



# East Lansing Board of Education

509 Burcham Drive, East Lansing, MI 48823

Regular Meeting  
January 24, 2022 - 7:00 PM  
Board Room  
509 Burcham Drive  
East Lansing, Michigan 48823



## Agenda

### I. Opening of Meeting

A. *Call to Order*

B. *Roll Call*

C. *Mission Statement: Nurturing Each Child, Educating All Students, Building World Citizens*

D. *Approval of Agenda*

*Motion: The Board of Education approve the agenda of the January 24, 2022 regular meeting, as presented.*

E. *Approval of Minutes*

*Motion: The Board of Education approve the minutes of the January 10, 2022 regular meeting, as presented.*

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### II. Recognition

### III. Student Representative Report

### IV. Superintendent's Report

### V. Consent Agenda

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

A. ***Budget Calendar - 2022-2023***

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B. ***Authorized Signers Board of Education Treasurer, Kath Edsall***

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*Superintendent, Dori Leyko*

*Director of Finance and Operations, Richard Pugh*

C. **New Hires:**

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1. Hiring of Rachel Matthews, 1.0 FTE High School Special Education Teacher at MA Step 6 effective January 31, 2022.

2. Hiring of Anne Laretz, 1.0 FTE Red Cedar Intervention Specialist at MA Step 6 effective February 14, 2022.

3. Hiring of Daniel Modzelewski, 1.0 FTE MacDonald Middle School Social Studies Teacher at BA Step 4.5 effective February 7, 2022.

VI. **Presentation** GMB Architecture and Engineering - Athletic Field and Tennis Courts, Red Cedar Courtyard, and Elementary Outdoor Learning Spaces

VII. **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.

VIII. **Board Discussion**

A. Board discussion moving forward

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*

## I. Opening of Meeting

### I.A. Call to Order

Board President Terah Chambers called the meeting to order at 7:01 pm.

### I.B. Roll Call

Dr. Terah Chambers:	Present
Dr. Kath Edsall:	Present
Ms. Monica Fink:	Present
Dr. Elizabeth Lyons:	Present
Mr. Chris Martin:	Present
Ms. Kate Powers:	Present
Ms. Debbie Walton:	Present
Student Representatives:	
Elizabeth Beer	Absent
Anne McIlhagga	Present
Ms. Dori Leyko	Present

Present: 9. Absent: 1.

### I.C. Mission: *Nurturing Each Child, Educating All Students, Building World Citizens*

### I.D. Approval of Agenda

Motion 21-22/061: The Board of Education approve the agenda of the January 10, 2022 regular meeting, as presented.

This motion, made by Ms. Monica Fink and seconded by Dr. Elizabeth Lyons, Passed.

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Monica Fink: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Ms. Kate Powers: Aye, Ms. Debbie Walton: Aye

Aye: 7, Nay: 0

### I.E. Approval of Minutes

Motion 21-22/062: The Board of Education approve the minutes of the December 13, 2021 regular meeting and January 5, 2022 special meeting, as presented.

This motion, made by Ms. Debbie Walton and seconded by Ms. Monica Fink, Passed.

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Monica Fink: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Ms. Kate Powers: Aye, Ms. Debbie Walton: Aye

Aye: 7, Nay: 0

I.F. *Election of Officers*

Motion 21-22/063: The Board of Education approve the nomination of the following officers.

- Election of President – Kate Powers
- Election of Vice President – Chris Martin
- Election of Treasurer – Kath Edsall
- Election of Secretary – Monica Fink

This motion, made by Dr. Kath Edsall and seconded by Mr. Chris Martin, Passed.

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Monica Fink: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Ms. Kate Powers: Aye, Ms. Debbie Walton: Aye

Aye: 7, Nay: 0

II. Recognition

- **Cross Country Boys**
  - Matthew Zeleke and Jayden Page named to Boys XC Dream Team
  - David Ferguson named to Division 1 All-Area Team.
  - Matthew Zeleke is a finalist for the LSJ Runner of the Year (announced in the spring).
- **Cross Country Girls**
  - Anna Delgado named to the Dream Team.
  - Abby Minnick was All-Area Division 1.
- **Boys Soccer**
  - Anthony Burton, Spencer Powe and Evan Metzmaker named to Dream Team.
  - Adam Shetiah, Dominic Edwards and Holden Knapp were All-Area.
- **Sherry Martin, ELPS Speech and Language Pathologist**, was selected as an Excellence in Education recipient. The video clip of the TV segment on Fox 47 was shown.



EiE wk 15 Sherry Martin.mp4

III. Student Representative Report

- Spectator limits on athletics but you can watch live stream via MHSAA.
- Finals are this week Wednesday, Thursday, and Friday. This is the last week of the first semester. Discussion regarding how finals will be graded - no more than 5% of final grade. Students out due to COVID will have the opportunity to make up final at a later date.
- Cases are rising and attendance has been low. The attendance shortage is very obvious at ELHS.
- Appreciates Ms. Leyko's emails letting the families and students know the reasoning behind decisions being made.

- Thank you to the board for all the work in keeping the best interests of the students in the forefront.

#### IV. Superintendent's Report

##### **No School Monday, January 17**

Just a reminder that we have no school next Monday, January 17 in recognition of Martin Luther King Jr. Day.

##### **COVID Reporting Updates**

As of today (1/10/22), ELPS is reporting the following COVID data for school-related cases:

<b>School</b>	<b>Active cases (students and/or staff)</b>	<b>Number of individuals currently in quarantine as a result of school-related cases*</b>	<b>Cumulative cases for 2021-22</b>
Donley Elementary	10	2	22
Glencairn Elementary	4	0	36
Marble Elementary	5	1	16
Red Cedar Elementary	1	4	13
Robert L. Green Elementary	4	2	23
Whitehills Elementary	7	0	22
MacDonald MS	19	3	33
East Lansing HS	15	2	81

##### **Booster Shot Clinic – Thursday, January 27, 2022**

The Ingham County Health Department will be at East Lansing High School from 3:00 – 6:00 p.m. on Thursday, January 27 to offer a COVID booster shot clinic. As of last week, children aged 12+ are now eligible for the booster shot.

##### **Updated Isolation and Quarantine Guidance**

Isolation and Quarantine Guidance was updated over winter break. Here is a brief summary of the changes: (see Ingham County Health Dept. Guidance for details)

Students:

- For vaccinated students who are identified as a close contact, there is no change. No quarantine required. Monitor for symptoms.

- For unvaccinated students who are identified as a close contact, present no symptoms and want to remain in school, serial testing (“test to stay”) is still available.
- For unvaccinated students who are identified as a close contact, present no symptoms and **do not want** to participate in serial testing, they must quarantine for five days (previously ten days), with a strong recommendation to test the morning of Day 6.
- For students who test positive for COVID-19, they must isolate for a minimum of 5 days and can return on the 6th day, assuming symptoms have dramatically improved (essentially, no fever for 24+ hours, no headache, no vomiting.... they may have a slight ongoing cough still, as that seems to continue after the period of contagion has passed).

Staff:

- For vaccinated staff who are identified as a close contact, there is no change. No quarantine required. Monitor for symptoms.
- For unvaccinated staff who are identified as a close contact, serial testing is still not an option. For those unvaccinated, exposed, and asymptomatic, they must quarantine for five days (previously ten days), with a strong recommendation to test the morning of Day 6.
- For staff members who test positive for COVID-19, they must isolate for a minimum of 5 days and can return on the 6th day, assuming symptoms have dramatically improved (essentially, no fever for 24+ hours, no headache, no vomiting.... they may have a slight ongoing cough still, as that seems to continue after the period of contagion has passed).

Discussion followed.

## V. Public Hearing

V.A. Opening of Public Hearing - *Policy 5207 Anti-Bullying Policy*.

- Dr. Chambers spoke about the reasoning of holding a Public Hearing. This is normal course for adopting a new Anti-Bullying Policy. It is required before adopting new policy manual.

V.B. Comments on *Anti-Bullying Policy 5207*.

- None

V.C. Close Public Hearing.

## VI. Consent Agenda

*Motion 21-22/064*: The Board of Education approve the consent agenda to include the following item:

VI.A. Financial Institutions in which District funds may be deposited:

- Comerica Bank
- Huntington National Bank
- Michigan Liquid Asset Fund (MILAF)

This motion, made by Dr. Terah Chambers and seconded by Dr. Elizabeth Lyons, Passed.

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Monica Fink: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Ms. Kate Powers: Aye, Ms. Debbie Walton: Aye

Aye: 7, Nay: 0

VII. **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.

- Audrey Underhill, MacDonald Middle School COVID mitigation strategies.
- Ms. Leyko stated another order of KN95 masks has been placed and should be in Wednesday or Thursday of this week.

#### VIII. **Board Discussion**

- Mr. Martin recognized Dr. Chambers as outgoing Board President. Thanking her for all of her hard work during these challenging times.
- Dr. Chambers stated her appreciation for the nice comments.
- Ms. Leyko wanted to clarify the most important thing about a mask is the way it fits. If the KN95 is not comfortable then layering two masks is a solution.

#### IX. **Action Items**

##### IX.A. **2022 Board of Education Meeting Schedule**

Motion 21-22/065: The Board of Education approve the 2022 Board of Education meeting schedule, as presented.

This motion, made by Ms. Monica Fink and seconded by Ms. Debbie Walton, Passed.

Discussion followed.

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Monica Fink: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Ms. Kate Powers: Aye, Ms. Debbie Walton: Aye

Aye: 7, Nay: 0

##### IX.B. **Adoption of Anti-Bullying Policy 5207**

Motion 21-22/066: The Board of Education adopt Policy 5207 Anti-Bullying.

This motion, made by Dr. Kath Edsall and seconded by Ms. Monica Fink, Passed.

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Monica Fink: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Ms. Kate Powers: Aye, Ms. Debbie Walton: Aye

Aye: 7, Nay: 0

Dr. Edsall read Anti-Bullying Policy Resolution, Policy 5207.

**IX.C. Food Service Truck Bid**

Motion 21-22/067: The Board of Education approve the bid for a new 2023 food service truck in the amount of \$52,021.

This motion, made by Dr. Kath Edsall and seconded by Dr. Elizabeth Lyons, Passed.

Discussion followed.

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Monica Fink: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Ms. Kate Powers: Aye, Ms. Debbie Walton: Aye

Aye: 7, Nay: 0

**IX.D. CM and Architect professional service fees for extension of bond services and synthetic turf field and tennis courts projects**

Motion 21-21/068: The Board of Education approve the professional service fee proposals from Clark Construction and GMB, as presented.

This motion, made by Mr. Chris Martin and seconded by Dr. Elizabeth Lyons, Passed.

Discussion followed.

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Monica Fink: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Ms. Kate Powers: Aye, Ms. Debbie Walton: Aye

Aye: 7, Nay: 0

**IX.E. High School Principal amended contract**

Motion: 21-22/069: The Board of Education approve the amended high school principal contract, as presented.

This motion, made by Ms. Monica Fink and seconded by Dr. Terah Chambers, Passed.

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Monica Fink: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Ms. Kate Powers: Aye, Ms. Debbie Walton: Aye

Aye: 7, Nay: 0

**X. Committee Reports**

X.A. Academic and Technology Committee  
No report.

X.B. Facilities Committee  
No report.

X.C. Finance Committee

- Last meeting discussed action items at tonight's meeting;
- Discussed administrative decision to not increase the tennis court number from 8 to 10 based on easements that would be costly to work around;

- Grant applications discussed.

X.D. Intergovernmental Relations

No report.

X.E. Personnel Committee

No report.

X.F. Policy Committee

No report.

XI. **Announcements**

- Ms. Powers thanked Dr. Chambers for all of her hard work as Board President. Ms. Powers has held the position as Board President in the past and it isn't easy in a normal year.

XII. **Adjournment**

The meeting adjourned at 8:06 pm.

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President

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Secretary



East Lansing  
Public Schools

## MEMORANDUM

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**TO:** ELPS Board of Education, Dori Leyko, Superintendent

**FROM:** Richard Pugh, Director of Finance & Operations

**SUBJECT:** Consent Agenda Item – Budget Calendar

**DATE:** January 20, 2022

Recommendation:

It is recommended that the Board of Education adopt the budget calendar for the development of East Lansing Public Schools 2022-23 budget as presented.

Background:

***From the 1-10-2022 BOE packet:***

Section 141.434 of the Uniform Budgeting and Accounting Act states “The chief administrative officer shall transmit the recommended budget to the legislative body according to an appropriate time schedule developed by the local unit”. It has been the District’s practice to adopt a budget calendar that provides a timeline for the budget development. The Finance Committee will review the attached budget calendar at its meeting on January 20, 2022. Board action is anticipated on January 24, 2022.

# EAST LANSING PUBLIC SCHOOLS

## Projected 2022-23 Budget Calendar

*updated 1-20-2022*

January 14, 2022	January Consensus Revenue Estimating Conference
January 20, 2022	Finance Committee Meeting - review 2021-22 First Budget Revision
January 26, 2022	Governor's State of State Address (budget priorities)
early to mid February 2022	Governor's State budget proposal
February 9, 2022	Supplemental Count Day
February 14, 2022	Board Meeting - action on 2021-22 First Budget Revision
February 17, 2022	Finance Committee Meeting - early 2022-23 budget forecast
March 17, 2022	Finance Committee Meeting - review 2022-23 budget development
late March 2022	Buildings to confirm to business office number of returning students and kindergarten numbers (develop SOC slots)
April 11, 2022	Board Meeting - info. on administrative recommendation on SOC slots
April 14, 2022	Finance Committee Meeting - review 2022-23 budget development
April 25, 2022	Board Meeting - action on SOC slots
May 9, 2022	Board Meeting - action on 2021-22 Final Budget Revision
mid May 2021	May Consensus Revenue Estimating Conference
May 19, 2022	Finance Committee Meeting - review 2022-23 budget recommendations
May 23, 2022	Board Meeting - Presentation of 2022-23 budget scenarios and recommendations
June 5, 2022	Notice of Public Hearing Published in local newspaper (Truth in Taxation, at least 6 calendar days prior to hearing)
June 13, 2022	Board Meeting - Public Hearing on the 2022-23 Budget followed by adoption (by law Board must adopt budget by June 30)



East Lansing  
Public Schools

## MEMORANDUM

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**TO:** ELPS Board of Education, Dori Leyko, Superintendent

**FROM:** Richard Pugh, Director of Finance & Operations

**SUBJECT:** Consent Agenda Item – Authorized Signers

**DATE:** January 20, 2022

Recommendation:

It is recommended that the Board of Education authorize the following individuals to be authorized check signers:

- Board of Education Treasurer, Kath Edsall
- Superintendent, Dori Leyko
- Director of Finance and Operations, Richard Pugh

Background:

Annually, the District updates authorized check signers after the Board's organizational meeting. As in years past the authorized check signers are the Board Treasurer, Superintendent, and Director of Finance. Although there were no individual changes to the authorized check signers Comerica Bank still requires completion of various documents annually. New this year Comerica Bank will send an email to the above individuals and the Board of Education Secretary to sign applicable banking documents electronically.



## MEMORANDUM

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**TO:** Board of Education

**FROM:** Dori Leyko  
*Superintendent of Schools*

**SUBJECT:** Human Resources Action Items

**DATE:** January 21, 2022

<b>Hires</b>
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It is recommended that the Board approve the hiring of **Rachel Matthews**, 1.0 FTE High School Special Education Teacher at MA Step 6 effective January 31, 2022.

It is recommended that the Board approve the hiring of **Anne Laretz**, 1.0 FTE Red Cedar Intervention Specialist at MA Step 6 effective February 14, 2022.

It is recommended that the Board approve the hiring of **Daniel Modzelewski**, 1.0 FTE MacDonald Middle School Social Studies Teacher at BA Step 4.5 effective February 7, 2022.