



# East Lansing Board of Education

509 Burcham Drive, East Lansing, MI 48823

Items of Information  
January 8, 2024 - 7:00 PM  
Board Room  
509 Burcham Drive  
East Lansing, Michigan 48823



## Agenda

### I. Future Action

A. Budget Calendar

#### B. Updated Policies

1. 4108 Union Activity and Representation
2. 4207 Third-Party Contracting
3. 4402-R Placement
4. 4403-R Performance Evaluation
5. 4404 Performance Based Compensation
6. 4405-R Reduction in Force and Recall
7. 4407 Discipline
8. 4408 Termination
9. 4409-R Non-Renewal (Effective July 1, 2024)
10. 4503-R Performance Evaluation (Effective July 1, 2024)
11. 4504 Performance Based Compensation for Administrators/Supervisors

II. Policy 5407 Administrative Guidelines - ELPS Curriculum Adoption Process 4

### III. Committees

#### A. Mental Health Advisory Committee

1. Minutes - December 11, 2023 6

#### B. Policy Committee

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2. Minutes - December 13, 2023 10

*Respectfully Submitted,*

**Dori Leyko**  
**Superintendent**



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:** Informational Item – Budget Calendar

**DATE:** December 22, 2023

Background:

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”. Attached is the projected timeline for the development of the 2024-25 Budget. The Finance Committee will review the attached budget calendar at its meeting on January 31, 2024.

# EAST LANSING PUBLIC SCHOOLS

## 2024-25 Budget Calendar

*updated 12-14-2023*

January 12, 2024	January Consensus Revenue Estimating Conference
mid to late January 2024	Governor's State of State Address (budget priorities)
January 31, 2024	Finance Committee Meeting - review 2023-24 First Budget Revision
early to mid February 2024	Governor's State budget proposal
February 14, 2024	Supplemental Count Day
February 28, 2024	Finance Committee Meeting - initial 2024-25 budget forecast
March 27, 2024	Finance Committee Meeting - review 2024-25 budget development
late March 2024	Buildings to confirm to business office number of returning students and kindergarten numbers (develop SOC slots)
April 15, 2024	Board Meeting - info. on administrative recommendation on SOC slots
April 24, 2024	Finance Committee Meeting - review 2024-25 budget development
April 29, 2024	Board Meeting - action on SOC slots
May 13, 2024	Board Meeting - action on 2023-24 Final Budget Revision
mid May 2024	May Consensus Revenue Estimating Conference
May 29, 2024	Finance Committee Meeting - review 2024-25 budget recommendations
June 2, 2024	Notice of Public Hearing Published in local newspaper (Truth in Taxation, at least 6 calendar days prior to hearing)
June 10, 2024	Board Meeting - Public Hearing on the 2024-25 Budget followed by adoption (by law Board must adopt budget by June 30)

## **Policy 5407 Administrative Guidelines**

### **ELPS Curriculum Adoption Process**

When ELPS has the opportunity to adopt a new curriculum, the district assistant superintendent will initiate and oversee the following process and timeline. The process and timelines listed in this guidance are general - certain adjustments can be made to fit the circumstances of any particular curriculum adoption.

#### **General Process**

- Form a curriculum adoption committee.
- Curate an initial list of possible curriculum/textbook choices.
- Use research based rubrics to evaluate the curriculum options, including, but not limited to the following:
  - Equip Rubric
  - Assessing Bias Rubric
  - Education Justice Assessment & Transformation Tool (EJATT)
  - New York University Culturally Responsive Sustaining Education Scorecard
- Schedule curriculum presentations from the vendors who are selling the curriculum.
- Schedule school visits or phone conversations with current users in other school districts.
- Plan to pilot curriculum with ELPS teachers and students - Including student surveys.
- Plan a community curriculum night to present an overview of the curriculum(s) being considered and ask for feedback.
- Present final recommendations to the board Academic and Technology Committee.
- Submit recommendations to the board secretary for board review and action.

#### **Timeline**

- July – Planning meeting with grade level chair/department chair
- August – Forming the committee (See Committee Make Up))
- September – First committee meeting: Rubrics, narrowing choices
- October – Deeper dive into top choices (2 or 3)
- November – Curriculum presentations from vendors

- December – Pilot planning and training
- January – Pilot begins
- March – Pilot ends, teacher/student feedback, Family Community Night
- April – Committee processes all input – votes on 1<sup>st</sup> choice
- May – Top two choices presented to the board Academic and Technology Committee
- June – Board review and action
- July – Order materials (if approved by the BOE)
- August – Professional learning for full implementation (if approved by the BOE)

### **Committee Make Up**

The curriculum committee will be comprised of the following members:

- Classroom teachers
- Special education teachers
- English Language Learner teachers
- High school/Middle school/Elementary school teachers (consider including teachers from the grade above and the grade below)
- Administrators
- Technology office staff
- Parents/Families (Intentionally diverse)
- Director of Equity and Social Justice
- Student voice (Either by student survey, committee membership or both)

ELPS MHAC Notes

12/11/2023

**Meeting start 6:34pm**

**Attendees:** Fin; Heather M, Gina, Kurt, Klaudia, Leah, Diane, Kristin, Nyx, Gabbi, Leo, Mark, Hedi

**Absent:** ML Konnet, Jen Peatross

- Motion to approve: Kristin Sesti  
Second -Heather Mueller
- Motion to approve last weeks Agenda -Heather M, Seconded by Kristin Sesti
- Public Comment Invite- None

### Community Resources

- Review of the ELPS Community Resource Guide with QR Code (hyperlink within)
  - Question on distribution?
    - Answer: went out last friday from central office to community; went directly to Admin, Eblast and QR code posted in the High school
  - Question: Is there a resource list for agencies for particularly marginalized communities, such as LGBTQIA folks?
    - Answer: Not at this time, Basic needs was the primary focus and looks to grow to cover a variety of needs
  - Kurt asked before we got into [subcommittees](#): Question: What's the rationale behind Exams After Winter Break? Answer by Quiana Davis::Instructional Days- equal to meet semester needs
    - High school admin has allowed teachers to do so at their discretions
    - Contractual Agreement
- **Student Support around Winter Break: Break Out into Committees**
  - **Secondary Subcommittee**
    - Discussed having a survey to ask what students would be interested in doing during excel of exam week such as painting, art work or something else
    - Discussed finalizing "cocoa and cram" tutoring support after school Tuesday 1/9/23 at the high school with cocoa and cookies
    - Heidi ensured consideration would be made to recognize middle school-Fin indicated that she would talk to ML and Amy about possible collaboration with the zines or another activity (the zine inquiry has been sent to teachers several times with limited response."
  - **Elementary Subcommittee**
    - ZINES Update
      - Adults to explain rationale(art teachers) (TOT to train others)-Emails to start going out this week
      - Teens to work it out- walk through the activities to prepare others to share with the students
      - It is okay to go into January 2024



- Music Related Activity: drumming circles
  - **Secondary subcommittee:**
    - hear from a teacher who has/is struggling with a mental health matter.
    - How to help a person I know is suffering with depression without enabling them.
    - By the numbers: startling statistics regarding mental health and what might the numbers look like 5 years from now. How will the increase in mental health issues among individuals impact my life, my work, my family, my friends, my upcoming college experience.
    - Helpful mental health inventories that can assist you in learning more about your own mental health status.
    - A breakdown of the similarities and differences and treatments of several mental illnesses: Anxiety, depression, bipolar, post-traumatic stress disorder, schizophrenia, eating disorders, disruptive behavior disorders, dissociative disorders, and neurodevelopmental disorders
    - Talk and listen: students struggling with a mental illness or those that wish to hear from others to better understand mental illness will gather, the leader will provide some ground rules for appropriate and productive discussion, and allow students to communicate with one another about all things "mental health".
    - Knitting room
    - Yoga room
    - Tasks according to subcommittee members:
      - Diane Cox: to contact Jenny Metzmaker about Positive Somebody and then check with Mr. Lampi'
      - Gabby: Will check with church group about possible donations or involvement and then check with Mr. Lampi. Will also connect with SBIS about creating self love posters and see about their involvement in the mental health carnival
      - Mark Foster: Will check in with athletes about mentorship opportunities with younger students
      - Leo Kendall: Will connect with identity based student groups (ie: Alliance, SGE) about representation and involvement in the carnival and then talk to Mr. Lampi
  - A brief conversation was had about the capacity to offer so many things, how do we advertise? Do we get donations? How do we engage students from other buildings? Do we offer extra credit? Can we get investment from other staff?
    - Proposal of new Time of 6pm instead of 6:30-approved
    - Dates Proposed 2024: Monday Jan 22, Feb 12th

Future Business: Next Meeting to discuss carnival and review how Tuesday excel, MMS activity and zines went!

Meeting adjournment: 8:06pm

East Lansing Public Schools Policy Committee

Agenda

December 13, 2023, Noon

1. Roll call
2. Approval of the Agenda
3. Approval of the Minutes from October 11<sup>th</sup>
4. Administrative Guidelines for Curriculum adoption
5. Thrun Policy updates
6. Thrun policy 4228: Any update from ELEA?
7. Dress code as applied to school uniforms
8. Pledge of Allegiance
9. Equity
10. BTAM
11. Other
12. Adjourn

East Lansing Public Schools Policy Committee

Minutes

December 13, 2023, Noon

1. Roll call: Present: Terah, Gary, Kath, Klaudia, Dori Absent: none
2. Approval of the Agenda: Moved by Terah, seconded by Gary passed 3-0
3. Approval of the Minutes from October 11<sup>th</sup>: Moved by Terah, seconded by Gary passed 3-0
4. Administrative Guidelines for Curriculum adoption: Kath will make two edits and send to Kelly. Does not need board approval
5. Thrun Policy updates:
  - 4108: No to optional language, otherwise fine
  - 4207: Adopt as is
  - 4402R: adopt as is
  - 4403R; adopt as is with Triennial in optional language
  - 4404 Adopt as is
  - 4405: Make sure option two is in new policy when adopted
  - 4407 adopt as is
  - 4408: Leave as is with Option 1 with 5 year and 5 year
  - 4409R: Adopt with optional language and leave at 5 years
  - 4503: Adopt as is
  - 4504: Adopt as is
6. Thrun policy 4228: Any update from ELEA? Dori will discuss at meeting with ELEA today
7. Dress code as applied to school uniforms> Klaudia will discuss further with Nikki Norris
8. Pledge of Allegiance: Current Policy is fine as is.
9. Equity: Kath introduced edited version. Will discuss at next meeting
10. BTAM: No discussion
11. Other: None
12. Adjourn: 1:35