



# East Lansing Board of Education

509 Burcham Drive, East Lansing, MI 48823

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Organizational Meeting  
January 13, 2025 - 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. Ceremonial Oath of Office by Elected School Board Members**

1. Abbie Tykocki

2. Chris Martin

3. Elizabeth Lyons

4. Estrella Torrez

E. *Approval of Agenda*

*Motion: I move to approve the January 13, 2025 organizational meeting, as presented.*

### **F. Election of Officers**

1. Election of President

2. Election of Vice President

3. Election of Treasurer

4. Election of Secretary

### **G. Approval of Minutes**

**Motion: I move to approve the minutes of the following meeting, as presented.**

1. December 9, 2024, regular meeting

2

## I. Opening of Meeting

### I.A. Call to Order

The meeting was called to order by President Chris Martin at 7:04 pm.

### I.B. Roll Call

Dr. Terah Chambers:	Present
Dr. Kath Edsall:	Present
Ms. Tali Faris-Hylen:	Present
Mr. Gary Holbrook:	Present
Dr. Elizabeth Lyons:	Present
Mr. Chris Martin:	Present
Dr. Estrella Torrez:	Present
Student Representative Stella Alfredson	Present
Student Representative Holyn Walsh	Absent
Superintendent Dori Leyko	Present

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

The mission statement was read by Trustee Gary Holbrook.

### I.D. Approval of Agenda

Motion: 24-25/041: I move to approve the December 9, 2024, regular meeting agenda, as presented.

This motion, made by Ms. Tali Faris-Hylen and seconded by Dr. Terah Chambers, Passed.

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Tali Faris-Hylen: Aye, Mr. Gary Holbrook: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Dr. Estrella Torrez: Aye

Aye: 7, Nay: 0

### I.E. Approval of Minutes

Motion: 24-25/042: I move to approve the minutes of the following meeting.

I.E.1. November 11, 2024, regular meeting

This motion, made by Dr. Terah Chambers and seconded by Dr. Estrella Torrez, Passed.

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Tali Faris-Hylen: Aye, Mr. Gary Holbrook: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Dr. Estrella Torrez: Aye

Aye: 7, Nay: 0

## II. Recognition

Click [here](#) for the Recognition

## III. Student Representative Report

Student Representative Stella Alfredson reported:

- Collage took place over the weekend highlighting over 300 Band, Orchestra, Art, and Theatre students;
- Model UN attended a conference and received three awards;
- Winter sports are under way - gymnastics, boys' and girls' basketball, and wrestling are having a good start to their season.

## IV. Superintendent's Report

Click [here](#) for the Superintendent's Report

Discussion followed

## V. Consent Agenda

Motion: 24-25/043: I move to approve the consent agenda to including the following item.

V.A. Hiring of **Embre Willson** as a conditional hire pending obtainment of certification - 1.0 FTE Kindergarten Teacher at Robert L Green Elementary School at BA Step 3 effective January 6, 2025. The individual will be paid at a daily rate of \$200 until certification is received.

This motion, made by Ms. Tali Faris-Hylen and seconded by Dr. Elizabeth Lyons, Passed.

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Tali Faris-Hylen: Aye, Mr. Gary Holbrook: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Dr. Estrella Torrez: Aye

Aye: 7, Nay: 0

**VI. 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.

- Amanda Schneider, ELEA representative – ELEA updates/ideas

## VII. Presentation

### VII.A. East Lansing Educational Foundation Big Check Presentation



Discussion followed

VII.B. [ELPS Mental Health Programming and Initiatives](#), District Mental Health Coordinator, Heather (Fin) Findley, LMSW

Discussion followed

## VIII. Board Discussion

- Trustee Kath Edsall – Resolution and Policy 5201 Investigations, Arrests, and Other Law Enforcement Contact; would like to review

## IX. Action Items

### IX.A. **Policy Manual Updates**

*Motion: 24-25/044: I move to approve the remaining July 2024 Thrun Policy Updates.*

This motion, made by Ms. Tali Faris-Hylen and seconded by Dr. Terah Chambers

Friendly amendment to change motion to read: *I move to approve the attached July 2024 Thrun Policy Updates.*

This motion, made by Dr. Kath Edsall and seconded by Ms. Tali Faris-Hylen, Passed.

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Tali Faris-Hylen: Aye, Mr. Gary Holbrook: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Dr. Estrella Torrez: Aye

Aye: 7, Nay: 0

Discussion followed

## X. Committee Reports

### X.A. Academic and Technology Committee

- No meeting

#### X.B. Facilities Committee

- Updates from Billy Hastings
  - The bottle fill station and filter grant award 173k from the State of Michigan
  - First plow without contractor went well.
  - Design phase for admin building and HS continues.
  - Staff trained to do all wood floor surfacing in house.
  - Tennis shed completed.
- Updates from Nikki Norris
  - Hosted MHSAA state semifinal soccer on October 30.
  - Hosted MHSAA volleyball regionals November 12 & 14
  - Hosted 2 MHSAA playoff football games
  - Selected to host MHSAA boys' basketball districts Feb 24, 26 & 28

#### X.C. Finance Committee

- Meeting held on December 2 discussed
  - First semester class size overages
  - 27K Student Loan Repayment Program
  - Estimated blended enrollment compared to original budget
  - Prior year State Aid adjustments
  - 147c2 \$600k – in and out
  - 147a4 in lieu of Foundation increase
  - 147g 3% retiree health care deduction reimbursement

#### X.D. Intergovernmental Relations

- No meeting; will schedule something soon

#### X.E. Personnel Committee

- No meeting

#### X.F. Policy Committee

- Meeting held on December 2 discussed
- Remaining policy updates

Dr. Terah Chambers explained the policy revisions

### XI. Announcements

#### XI.A. Trustee Gary Holbrook Recognition

- President Chris Martin recognized Trustee Holbrook for his time serving on the Board of Education.
- Trustee Gary Holbrook thanked the Board for the experience while serving the community; staff; students of ELPS.

XI.B. MSAN Recognition

- Dr. Terah Chambers appreciated being recognized for helping with MSAN but also wanted recognition to go to ELHS students and all the staff at MSU for their work.

XI.A. The next regularly scheduled meeting of the Board of Education is January 13, 2025.

**XII. Adjournment**

The meeting was adjourned at 8:14 pm.

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President

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Secretary

II. Recognition

III. Student Representative Report

IV. Superintendent's Report

V. Consent Agenda

**Motion: I move to approve the consent agenda to include the following items:**

- A. Hiring of **Randi Trumble** - 1.0 FTE district-wide School Nurse at MA Step 14 effective February 3, 2025. 8



East Lansing  
Public Schools

## MEMORANDUM

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**TO:** Board of Education

**FROM:** Rulesha Glover-Payne  
*Chief Human Resources Officer*

**SUBJECT:** Human Resources Action Item

**DATE:** January 8, 2025

**Hire**

It is recommended that the Board approve the hiring of **Randi Trumble** - 1.0 FTE district-wide School Nurse at MA Step 14 effective February 3, 2025.

VI. **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.

VII. **Board Discussion**

A. Proposed Resolution

VIII. **Action Items**

A. **Updated Policy 5710 Student Suicide Prevention**

**10**

*Motion: I move to adopt the updated Policy 5710 Student Suicide Prevention, as presented.*

## Series 5000: Students, Curriculum, and Academic Matters

### 5700 Student Health and Safety

#### 5710 Student Suicide Prevention

The Board is committed to providing a safe and supportive environment to all students. Suicide is one of the leading causes of death among youth. This Policy established procedures for timely and appropriately responding to students at risk of suicide.

##### A. Suicide Prevention Coordinator

The Superintendent or designee will appoint a Suicide Prevention Coordinator for the District. In ELPS, this role is filled by the Mental Health Coordinator. The Suicide Prevention Coordinator is responsible for providing this Policy annually to all building principals and coordinating annual staff training on suicide intervention and prevention and this Policy. The Suicide Prevention Coordinator is:

Heather Findley, LMSW  
District Mental Health Coordinator  
East Lansing Public Schools  
[heather.findley@elps.us](mailto:heather.findley@elps.us)  
(517) 333-7429

##### B. Staff Professional Development

The District will annually provide professional development about suicide prevention consistent with state law and best practices.

##### C. Initial Response

Employees, volunteers, and contractors must immediately notify the building principal or the Suicide Prevention Coordinator if a student is exhibiting signs of unusual depression, expressing suicidal thoughts, or threatening or attempting suicide or self-harm.

The student will be continuously supervised to ensure the student's safety. District staff will ensure that the student does not have access to potentially dangerous items.

Students who exhibit concern for threats, statements, actions, or behaviors related to suicide will be administered a Suicide Risk Assessment. Exceptions may be made on a case-by-case basis as determined by District Administration and the Suicide Prevention Coordinator.

#### D. Parent Notification

The Suicide Prevention Coordinator or designee will promptly contact the student's Parent if a student is exhibiting signs of unusual depression, expressing suicidal thoughts, or threatening or attempting suicide or self-harm. If the Parent is not available or responsive, the Suicide Prevention Coordinator will contact the student's emergency contact(s). If school administrators or the Suicide Prevention Coordinator are unable to reach the Parent or an emergency contact within an hour after the end of the school day, the student will remain onsite and supervised by school personnel. District administration may contact emergency services for support at this time.

District personnel who suspect that the student may have a disability under Section 504 of the Rehabilitation Act or the Individuals with Disabilities Act will immediately refer the student for an evaluation.

When a student is exhibiting signs of unusual depression, expressing suicidal thoughts, or threatening or attempting suicide or self-harm. The Suicide Prevention Coordinator will discuss with the student's Parent safety at home and will ask if the student has access to a firearm, weapon, medication or other lethal means. The Suicide Prevention Coordinator or designee will:

- Ask if firearms, weapons, medications, or other lethal means are kept in the home or are otherwise accessible to the student;
- Recommend that Parent secure or store away from the home firearms, weapons, medications, or other lethal means while the student is struggling; and
- Recommend to the Parent that the student may need further evaluation/support by a mental health professional or, if considered urgent or emergent, the student may be referred to emergency services. If the Parent declines, Child Protective Services (CPS) may be contacted.

- Provide the Parent with school and community-based resources on suicide prevention, and how to access services as needed.

E. The District will provide age-appropriate instruction and professional development about suicide prevention, consistent with Policy 2203 and state law. Age-appropriate instruction may include, but is not limited to: promoting healthy mental, emotional, and social growth of students; suicide risk factors and warning signs; ways to help suicidal youth; and reducing mental health stigma.

F. Student Identification Cards

The District will print the number of a national, state, or local suicide prevention hotline that can be accessed at any time on student identification cards for students in grades 6-12.

G. MDHHS Suicide Prevention Materials

The District will post on its website homepage and in a conspicuous location in the school counselor's office MDHHS model information materials about suicide prevention services, suicide, depression, and anxiety.

Legal authority: MCL 380.1171, 380.1893

Date adopted: December 13, 2021

Date revised: March 14, 2022

Date revised: December 12, 2022

Date revised:

**B. Policy 5714 Threat Assessment and Response**

*Motion: I move to adopt Policy 5714 Threat Assessment and Response, as presented.*

**14**

## Series 5000: Students, Curriculum, and Academic Matters

### 5700 Student Health and Safety

#### 5714 Threat Assessment and Response

The Board is committed to providing a safe environment for all members of the school community. Our commitment to security includes creating and maintaining a safe school climate and supportive culture as a foundation for preventing violence and mitigating risk. To further that commitment, the Board directs the Superintendent to develop and implement threat assessment protocols. Those threat assessment protocols must include training for individuals who administer threat assessments and a framework for determining when a threat assessment should be used.

For purposes of this Policy, a threat is defined as: any explicit or implied communication (verbal, written, visual, gestured, via social media, or by other means) threatening violence to others or to self and others, or when there is other behavior present that raises concern about potential violence to others or to self and others, in a direct or indirect manner. If there is a concern about student self-harm, the building principal or designee should comply with Policy 5710.

#### A. Reporting Threats

District employees and contractors must immediately report any threat to the building administrator.

Students are encouraged to immediately report any threat. Threats may be reported to any District employee in-person, by email, or by telephone. Students may also report threats through the OK2SAY program.

#### B. Threat Assessment Coordinator

The Board designates the following individual to serve as the District's Threat Assessment Coordinator:

Matt Morales, Director of Health and Safety  
District Threat Assessment Coordinator  
517-333-7427  
matthew.morales@elps.us

#### C. Threat Response

When a threat is reported, the Threat Assessment Coordinator will determine whether to initiate the District's threat assessment protocol.

Any disciplinary action must be consistent with the Student Code of Conduct and applicable laws and policies.

#### D. Training

All District employees must receive awareness training on this Policy and the District's threat assessment process at least annually. Additional training will be provided as required by the District's threat assessment process.

#### E. Communication with the School Community about Reported Threats

All communications about reported threats or safety concerns will comply with applicable law, including the Family Educational Rights and Privacy Act.

Date adopted:

Date revised:

**C. 2025 Board Meeting Schedule**

**17**

*Motion: I move to adopt the 2025 Board Meeting Schedule, as presented.*



East Lansing Public Schools

**SCHOOL DISTRICT OF THE CITY OF EAST LANSING  
INGHAM AND CLINTON COUNTIES, MICHIGAN**

509 Burcham Dr  
East Lansing MI 48823  
517.333.7424

Lower level of East Lansing High School  
7:00 pm

**NOTICE OF REGULAR MEETINGS OF THE  
EAST LANSING BOARD OF EDUCATION**

Please take notice that the regular meetings of the East Lansing Public Schools Board of Education are held according to the following schedule.

**January 2025 – January 2026**

January 13, 2025 (organizational)	August 11, 2025
January 27, 2025	August 25, 2025
February 10, 2025	September 8, 2025
February 24, 2025	
March 10, 2025	October 27, 2025
April 14, 2025	November 10, 2025
April 28, 2025	November 24, 2025
May 19, 2025	December 8, 2025
June 9, 2025	January 12, 2026 (organizational)
June 23, 2025	
July 14, 2025	
July 28, 2025	

The following months only have one meeting scheduled: March – March 24, 2025 – Spring Break; May – May 12, 2025 – Vesak Day; May 26, 2025 – Memorial Day; scheduled meeting on May 19; September – September 22, 2025 – Rosh Hashanah; October 13 2025, – Indigenous People’s Day; December – December 22, 2025 – Winter Break

**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**

- A. The next regularly scheduled meeting of the Board of Education is January 27, 2025.

**XI. Adjournment**

*Respectfully Submitted,*

*Dori Leyko  
Superintendent*