



# SOUTHFIELD BOARD OF EDUCATION

Regular — May 12, 2020

7:00 PM, JWE Administration Building

## AGENDA

1. **Opening of Regular Meeting & Roll Call**

This is a meeting of the Southfield Board of Education in public for the purpose of conducting the School District's business and is not to be considered as a community meeting. There is an opportunity for public participation during the meeting and comments are limited to three minutes per individual. The Board will listen to comments, but may not respond during the meeting. If you wish to address the Board, please submit a comment card immediately.

  - a. Roll Call
  - b. Pledge of Allegiance
2. **Board Matters**
3. **Report of the Superintendent**
  - a. Governor's Executive Orders
  - b. Cognia, formerly AdvancED, Criteria
  - c. WSHJ Radio Station License Renewal Agreement
  - d. Graduation
  - e. Virtual Student Town Hall
  - f. USDA Farm to Families - Perfect Pact Awarded
  - g. Barton Malow Construction Projects Update
  - h. Head Start Report 3
4. **Action Items**
  - a. Consent Agenda  
Approval of Minutes:
    - March 24, 2020 @ 6:30 p.m. - Special Board Meeting 5
    - March 24, 2020 @ 7 p.m. - Special Board Meeting 7
    - April 14, 2020 13
    - April 28, 2020 19
  - b. Report 58-73, ISD Budget Resolution 23
  - c. Report 58-74, Second Read New Policy 24
  - d. Report 58-75, Talent Management Personnel Action Report 31
5. **Information Items**
  - a. Report 58-76, Cognia (formerly known as AdvancED) Accreditations Fees for the 2020-2021 School Year 32
  - b. Report 58-77, Standards for Success Evaluation Platform Licensing Fees for the 20-21 School Year 33
  - c. Report 58-78, GenNET Online 34
  - d. Report 58-79, CARES Supplemental Funding Request Final 35
  - e. Report 58-80, Further Consolidated Appropriations Act 2020-2021 44
  - f. Report 58-81, Further Consolidated Appropriations Act 2020 - COLA 48
  - g. Report 58-82, Waiver - Head Start Letter 53
  - h. Bill Disbursement Report
6. **Public Participation**

If you wish to address the Board regarding a school related issue that has not yet been resolved by school administration, please submit a comment card immediately. Comments are limited to three (3) minutes per individual. As a matter of fairness, speakers with complaints against individuals are asked not to mention any persons by name. Complaints



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## AGENDA

concerning employees, pursuant to Board policy 9130, should be brought to the attention of school principals or other administrators before coming to the Board of Education. Your cooperation is appreciated.

7. **For the Good of the Order**
8. **Future Meetings**
  - a. Tuesday, May 26, 2020 @ 6:30 p.m. - Special Board Meeting/Study Session
  - b. Tuesday, June 9, 2020 @ 7:00 p.m. - Regular Board Meeting
9. **Adjournment**

## **Bussey Center for Early Childhood Education**

**May 2020**

### **Director Report**

#### **Enrollment**

Head Start 160/160    Early Head Start 16/16    Great Start 43/48

Drops Head Start (4)                      Great Start (5)

Waiting List (40)

#### **CACFP Child Adult Care Food Program month of April 2020**

No meals served as result of pandemic and Executive Order to close schools. The program still has the partnership with forgotten harvest. The food pantry is available for families the 1<sup>st</sup> and 3<sup>rd</sup> Friday of each month

#### **Information to Share**

- The program has continued to engage our families during the pandemic. Activities are posted in google classrooms at a minimum of twice per week. Families also participate in weekly ZOOM meetings. Family Service Workers reach out to families to provide resources. Twice a month the Early Head Start families can pick up diapers, wipes and formula for their babies. Contacts with families are documented through google classrooms and ZOOM.
- Yard signs with Bussey logo are being ordered to give to those children transitioning to Kindergarten in the fall.
- The program is continuing to enroll families for the upcoming program year. Family Service Workers complete the application in our data management system Child Plus.
- PIR (program information report does not need to be submitted this year)
- SPS will request a non-federal share match waiver as result of the pandemic.
- Carryover request for funds not expended in 2019/2020. Dr Farris and Mrs. Hill had a conference call with Mr. Young from the Office of Head Start. We received guidance on how to proceed with the request.
- The program has received the one time funds as result of the COVID-19. Our funding for the 2020/2021 program year is \$41,760. The guidance is specific with how programs may use funds to address the pandemic.
- The deficiency was addressed and

1. Mental health services, supports, crisis response, and intervention services.
2. Coordination, preparedness, and response efforts with state, local, tribal, and territorial public health departments and other relevant agencies.
3. Provision of meals and snacks not reimbursed by the U.S. Department of Agriculture (USDA).
4. Training and professional development for staff on infectious disease management.
5. Purchasing necessary supplies and contracted services to sanitize and clean facilities and vehicles.
6. Other actions that are necessary to maintain and resume the operation of programs, such as hiring substitute staff, investing in technology infrastructure, making improvements to air conditioning systems, or other emergency assistance.

### **Self-Assessment updates**

#### **Quality Education and Child Development Services**

- The program will form a collaboration with the districts Kindergarten teachers to ensure program understands the expectations of Kindergarten readiness. Program will meet with Kindergarten teachers quarterly. The program will cover the cost of a substitute for the collaborative meetings.
- The program has ordered Kindergarten Brigance screenings that will be conducted on all children transitioning to Kindergarten
- Individualized planning form will be revised to ensure the plans are aligned to the School Readiness goals as well as the assessment tools used

#### **Monitoring and Implementing Quality Health Services**

- Mental Health contractor has been identified and funding has been established to support services

#### **Monitoring ERSEA**

- ERSEA procedures are being modified to ensure those families with the greatest need are receiving services. The program is currently working with STG international (grantee support) in revising procedures



# SOUTHFIELD PUBLIC SCHOOLS MINUTES

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MEETING	DATE	TIME	LOCATION
Special Board Meeting (Virtual)	March 24, 2020	6:30 pm	John W. English Administrative Center

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BOARD PRESENT

<input checked="" type="checkbox"/> Charles A. Hicks Board President	<input checked="" type="checkbox"/> Darrell B. Joyce, Sr. Vice President	<input checked="" type="checkbox"/> Leslie Love Smith-Thomas Board Secretary	<input checked="" type="checkbox"/> Betty C. Robinson Board Treasurer	<input checked="" type="checkbox"/> Michael Poole Board Trustee	<input checked="" type="checkbox"/> Yolanda S. Charles Board Trustee	<input checked="" type="checkbox"/> Talisha Rice Board Trustee
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ADMINISTRATORS PRESENT BY:

<input checked="" type="checkbox"/> Jennifer Green, Ed. D. Superintendent	<input type="checkbox"/> Ricky Fountain Chief Academic Officer	<input type="checkbox"/> Joline Davis Chief Talent Mgmt. Officer	<input type="checkbox"/> Marc Ingram Chief Financial Officer
<input type="checkbox"/> Scott Tocco, Director	<input type="checkbox"/> Lanissa Freeman, Ph.D., Director		

MINUTES NOTED BY:

Laura Norris,  
Sr. Exec. Assistant  
Andrea Phillpotts  
Exec. Assistant

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## 1. Opening of Meeting

A Special Board Meeting of the Southfield Board of Education was called to order at 6:30 p.m. by the President of the Board, Charles Hicks.

a. President Hicks read opening of meeting statement and roll call was done.

## 2. Board Matters

None.

## 3. Closed Session

President Hicks asked for a motion to go into closed session.

Vice President Joyce read the following statement: I move that the Board move into closed session pursuant to section 8 (h) of the Open Meetings act, and section 13 (1)(g) of the Freedom of Information Act to consider a written legal opinion which is subject to the attorney-client privilege, and accordingly, is exempt from public discussion or disclosure.

The motion was supported by Trustee Poole.

Ayes: Hicks, Joyce, Robinson, Smith-Thomas, Poole, and Rice.

Nays: None.

Motion carried.

President Hicks moved the meeting into closed session at 6:33 pm

President Hicks proceeded to state that we are out of closed session and now in open session as of 6:50 pm.

President Hicks asked the trustees is there any action they would like to take based on the information that Attorney Michelle Crockett presented?

Vice President Joyce made a motion to implement a one-time bonus to the Superintendent for her unused vacation time. The motion was supported by Trustee Poole.





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Sr. Exec. Assistant  
Andrea Phillpotts  
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## 1. OPENING OF MEETING

A Special Board Meeting of the Southfield Board of Education was called to order at 7:00 p.m. by the President of the Board, Charles Hicks.

- a. President Hicks read opening of meeting statement and roll call was done.

## 2. BOARD MATTERS

Treasurer Robinson inquired about what is the resolution on the problems/fights that has been occurring at Southfield A&T; getting phone calls from parents/students; what is the Board going to do about stopping the fights? President Hicks responded by stating that many things have been put into place and there have been several student hearings related to these matters that the Board was invited to participate in. Treasurer Robinson continued to express that it's the Superintendent and the Principal's responsibility to handle this problem and that the district did not have this problem previously.

Superintendent Green responded that there were 5 incidents/fights that day with numerous students involved; student hearings were conducted at the school level, Superintendent's level and escalated to the Board level, which resulted in several of those students being expelled from the district; also its important to note that the students that were involved lived within the district boundaries; administration met with all the teachers, security staff and administration and there is a plan in place where we were going to implement all the phases of that plan; the Board has been kept abreast of all the meetings that were occurring; the expulsion hearings took place after spring break on March 4<sup>th</sup> and then on March 12<sup>th</sup> we had to close the school buildings due to the global pandemic; when we come back we will begin to implement that plan.

Trustee Rice added that one of the matters that came out of the school reports of SRAC and Southfield A&T was around attendance; what occurs when we have habitual attendance problems? Parents have expressed that nothing is being enforced; we know that attendance can impact student achievement; what are we doing to enforce our policies about habitual attendance problems? Do we send out notifications to the parents?

Superintendent Green expressed that what she worked to do with all the building level leaders is to help re-educate them on what the Board policies are; prior to her arrival, the district was significantly out of compliance with the policies; and now that we have policies in place, we are educating not only the administrators but the parents as well of these policies. Communications are sent out to the parents and when the Superintendent level student hearings are conducted, the Superintendent not only looks at the offense but look at the correlation to that of their academic performance/attendance; not only is attendance looked at but there is a significant number of tardiness to class; you will also see that the grade point

average is lower; we need the parents to partner with us in that effort; we had a lot of teachers sick with the flu prior to the coronavirus took effect where students tend to skip class when there is a substitute teacher; Teachers made a commitment to step out into the hallway while class were passing and to look out for the neighbor's class in the event the neighboring teacher was not in school that day; its going to take a collective effort for the SPS community.

Treasurer Robinson asked who makes the decision on the amount of time of an administrative leave? Superintendent Green responded that an employee is placed on an administrative leave until the matter has been thoroughly investigated based on all evidence collected, analyzed, and then a summary is provided by the chief investigator. One of the outside counsels carried on and concluded the investigation.

Treasurer Robinson stated that the Board asked to receive a copy the resignation letters to find out why they left the district. President Hicks stated that just because the Board talked about it doesn't make it a policy or was a motion made? Treasurer Robinson suggest that a motion be made.

Treasurer Robinson made a motion that the Board receive copies of resignation letters of high-level employees/Dr. Green's staff who resign. Trustee Charles supported.

Trustee Rice, Secretary Smith-Thomas, and Trustee Charles asked for clarification and/or made comments about this motion. Trustee Charles supported to being able to discuss this matter; totally support that an individual has a right to work, especially when we are a right to work state.

President Hicks called for the vote:

Yays: Rice (supported based on the school revised code) and Robinson. (2)

Nays: Charles, Joyce, Smith-Thomas, Poole, and Hicks. (5)

Motion did not pass.

Secretary Smith-Thomas read a letter from a parent/community member giving Dr. Green and the SPS team and community kudos on what an amazing job on how SPS is addressing the covid-19 pandemic and supporting the students and parents. Secretary Smith-Thomas proceeded by inquiring about Read by Grade 3 and iReady platform. Superintendent Green expressed her gratitude to the community for coming together and wrapped their arms around our children/families; Read by 3: the federal government did authorize the waiver for assessment; MDE stated that we applied and that the waiver was granted, there will be no standardized assessments this year. iReady program – the Superintendent will obtain updated information from the instructional team.

Trustee Smith-Charles expressed that it does takes a village and echoes the sentiments of the staff and central office for taking on such a monumental task. Trustee Rice asked for updates about school from home; receive a number of comments that students are willing to complete online work; concerned that some students won't complete all the work with fidelity but asking that we readily continue to share information. President Hicks thanked the district staff for stepping up for our students and families. Superintendent Green thanked President Hicks and the Board for acknowledging the staff and our amazing students.

### **3. REPORT OF THE SUPERINTENDENT**

#### **a. Covid-19 District Update**

Superintendent Green gave a report of what an amazing job each building's staff has contributed (Administrators, Teachers, Paraprofessionals, and Secretaries); assisting with distributing chrome books, each building developed a learning plan, district partners helped with the purchase of hot spots, everyone rallied together, First Student bus drivers are delivering meals to families, some families will receive their food door-to-door for those who don't have the ability to get out of their homes or are physically disabled. There are 1800 confirmed cases in the state of Michigan; while we don't have anything documented at this time, but due to the increase and the duration of this crisis, it's unlikely that we will return back to school as normal at least for this school year. The district has done a number of things: we shut down our buildings as

quickly as possible (even removed key access for administrators and staff) for their own safety. We also had the buildings deep cleaned; the only buildings kept online was for essential personnel; those in the buildings must follow a specific protocol to go into the buildings to minimize exposure. Thompson K-8 was opened to provide breakfast and lunch; the district partnered with First Student to have bagged lunches delivered throughout the community; we also teamed up with numerous faith-based organizations and community service organizations to do Pop-Up-Pantries throughout the community; after having the playscapes cleaned and sanitized, caution tape was placed around the playscapes based on the executive order for the community's safety; we also placed signage to explain the reason why we have the playscapes taped off.

Superintendent Green explained that parents, community, and teachers are all enraged that the MDE issued a statement that the online learning would not count. There were two reasons for that: (1) that it would not be equitable throughout the entire state with some students having access to online learning and others did not; (2) they could not guarantee that everyone was doing new learning. Superintendent Green stated there are two ways to solve this problem: (1) they can issue and forgive these days, similar to what was done due to the arctic freeze we had last winter; or (2) they can reduce the number of days required for clock hours. That's important for a school district (1) we want to ensure that all our children are able to meet the requirements to advance to the next grade level, and in particular with our 12<sup>th</sup> Grader, so they are able to graduate on time and move on to post-secondary education. Another piece of this is "funding:" The Foundation allowance is predicated on having a full school year and 75% attendance daily throughout the district; if they do not count these days they will not provide us with the funding that we are entitled to operate the district based on the Governor's mandate to close school buildings. We are advocating and working with our legislators to get those days compensated, and we get those days forgiven as we move forward. We have been fiscally responsible and while some districts are facing a payless pay day, our employees are not. We have budgeted appropriately and we will be able to compensate our employees throughout the school year. We have been working with both the Southfield and Lathrup Village police departments who are still patrolling our buildings, in particular the sites that we have meal distribution.

The Governor's recent mandate, STAY HOME, STAY SAFE, where anyone who supports food, shelter or social services was considered essential workers; school districts are considered essential and we will continue to provide those services. However, we do have to adhere to the social distancing which requires our food service packagers to stand six feet apart.

Secretary Smith-Thomas asked the Superintendent does she know who in particular is advising our legislators? Are they considering all these layers? The Superintendent responded by given credit to the local agencies throughout the Oakland county; the Superintendents meet every day, as well as the district executive team; phenomenal relationship with our legislators here in Southfield; the Superintendent reaches out to them on a regular basis. Superintendent talked about the "course work" that we're doing is now enrichment work, extra credit, and credit recovery; in order to ensure that we have an equitable response to our students, any student that departed (the physical plant) our district on March 12, their grade was frozen. The grades they're earning now will only help their overall achievement.

Secretary Smith-Thomas introduced a motion that the Board passes a resolution in support of assisting the legislators in meeting all the educational needs being impacted from the Covid-19 crisis. Supported by Vice President Joyce.

Trustee Charles stated that she would like to see what this looks like in practical sense; is this something that the Superintendent would keep an eye on? Trustee Rice sought clarification on the motion – this is to support legislation with the education needs during the Covid-19 pandemic? Secretary Smith-Thomas clarified the reasons for the motion introduction – to support the best practices of what needs to happen, so our legislators know that these are the impacting factors; to create a stronger voice as these decisions continue to come down from Lansing. Superintendent Green stated that we are asking for advocacy that would preclude school districts from facing any adverse impact relative to the global pandemic; asking that they make legislation that have positive impact and not negative impact on our district.

President Hicks called for the vote.

Yays: Charles, Joyce, Smith-Thomas, Poole, Rice and Hicks. (6)

Nays: Robinson (1)

Motion passed.

Superintendent Green mentioned that prior to the resolution being sent to legislators, she would run the resolution past MASB before sending anything on the Board's behalf.

#### **b. Budget Calendar**

For the development of next year; number of concerns – whether or not will we have our kids return to brick and mortar; really challenging to make assumptions based on the uncertainty; will continue to watch very closely; we did not do the amend because we may have to shift some things around; we may have to go into the fund equity; no fault of our own; it will be unfortunate if we have to use funds so we won't have an emergency manager.

#### **c. Head Start Report**

The Head Start Report was read by Treasurer Robinson.

### **4. ACTION ITEMS**

#### **a. Report 58-62, Internet Access for Students Remote Learning**

Trustee Poole made a motion to open and approve Internet Access for Students Remote Learning. Supported by Vice President Joyce. President Hicks called for the vote.

Yays: Hicks, Robinson, Rice, Poole, Smith-Thomas, Joyce, and Charles. (7)

Nays: None.

Motion carried.

### **5. INFORMATION ITEMS**

#### **a. Board Policy 2605 – Program & Services Accountability & Evaluation**

Trustee Rice stated that one of the matters has been discussed already as far as the policy about attendance; deferred the other two matters regarding that.

#### **b. Board Bylaw 0167.3 – Public Participation at Board Meetings**

President Hicks expressed that some of the Trustees had concerns about a parent giving their name and address at the podium during public participation; will need to update the bylaws if the Board would like to stop requiring the participant's address begin announced.

Trustee Charles rather not get rid of it, however if someone doesn't want to provide it, it's their prerogative; however, it's imperative just for wanting to give a response and to know where to send that information; in favor of keeping it the way it is. Secretary Smith-Thomas agrees with asking for the information; not demanding or pressing the issue.

#### **c. Report 58-63, Revised Policy – First Reading**

Superintendent Green stated that it is regarding the Directory information under FERPA (Family Educational Rights and Privacy Act); we are permitted to release directory information to third parties when a parent has elected not to opt out of the directory of the district. Our current policy doesn't align with the approved letter or the current law therefore we need our Board policy updated to align with the law and approved letter.

## 6. PUBLIC PARTICIPATION

Kathy Slate (Southfield, MI 48075)

Last meeting staff member that was placed on leave; is there a process that clearly lays out in the contract to be clear of what the process is; a lot of teachers are afraid that a parent can make a false allegation – can a process be established for clarity. Getting a lot of questions from parents about grades – if it's not going to be counted, why should my child do the work? What should be our proper response be about the enrichment work? Also asking about report cards.

President Hicks responded that all grades are frozen; will help improve their grade; not hurt as stated by Dr. Green earlier in the meeting today. Superintendent Green stated that additional communication is coming out to the district.

Tonya Hall (Southfield, MI 48033)

Thank you to the Board, staff, and Superintendent Green for your leadership during this uncharted time. As a parent of an 8<sup>th</sup> grader at MacArthur; her child was scheduled to take the University test; how will the 8<sup>th</sup> grader going into high school going to be determined for next year if the admission test has not been taken?

President Hicks stated that due to the current situation we're in, we will have to work out the logistics and get you a response.

Marcy Robinson (Southfield, MI 48076)

Is a parent and speaking mostly about University middle – most people Ms. Robinson knows are very active in their daily studies, and she appreciates what the teachers are doing to keep the students enriched. Are we planning for school not returning?

President Hicks stated if we are afforded to the opportunity for students to return, we welcome to get them back into the classroom, but right now it's going to be a challenge. The way things are trending in this uncharted territory we need to understand the state's guidelines/regulations; what is the best interest of the child?

Lynn Brown (Southfield, MI 48076)

Ms. Brown expressed that SPS, Dr. Green and her team were on it when the covid-19 pandemic hit. Ms. Brown's daughter is a freshman and she had assignments over the weekend; since Dr. Green has been on board, we have been getting constant communication from the district, teachers; the assignments are counting; posting on FB of how proud she is of the district; constant communication is working. Proud of everything that Dr. Green does.

Sheila Edwards (Southfield, MI)

When visiting the Oakland Schools website, it indicates there is a Michigan online learning curriculum and requirements; wondering how is that different than what the teachers are doing now?

Superintendent Green requested the approval of the Board to provide an overview to Ms. Edwards question; approval was granted. The online platform that we have in the State of Michigan is not new; there is a requirement that students have at least 20 hours of online instruction prior to graduation; if a student is going to participate in a seat-time waiver program for credit it has to be approved before the students begin the work. For example: Saturday School – those courses are for credit recovery and have already been approved by the Michigan Department of Education.

## 7. FOR THE GOOD OF THE ORDER

Vice President Joyce introduced a motion to open and approve that the Board of Education develop a committee to look into the compensation and contract of the Superintendent. Supported by President Hicks.

Secretary Smith-Thomas requested clarity of the motion; Vice President Joyce explained that he is asking for the Board to form a sub-committee like in the past, because the contract is coming up in June. Trustee Rice stated that as a point of clarity the contract expires June of 2021.

President Hicks gave further explanation that this sub-committee would be proactive to have the discussion prior to the expiration of the Superintendent's contract. Secretary Smith-Thomas expressed that this is premature based on current matters. President Hicks called for the vote.

Yays: Hicks, Poole, and Joyce (3)  
Nays: Robinson, Rice, Smith-Thomas, and Charles (4)

Trustee Rice has concerns about the strategic plan given the pandemic that we are going through; there are a lot of unknowns; would like for us to come to the table to figure out what the strategic plan looks like. Trustee Rice would like to see a committee for this effort, given the current environment we're in.

Trustee Poole commented that there has been discussion from the federal government relations committee regarding conversation that pertain to legislation to limit the amount of money we can pay a Superintendent; thought that this is something the Board can get ahead of before the state got out of hand.

Secretary Smith-Thomas complimented the Board President on taking on the video conferencing; great job; commend you in your leadership. President Hicks complimented the Board for their flexibility, continued support and understanding; also thank the community as well.

Trustee Poole commended Dr. Green on the job she had done during this pandemic crisis; no other district was doing what Southfield Public Schools is doing; job well done.

**8. Future Meetings & Events**

President Hicks shared future meetings and events.

**9. Adjournment**

President Hicks adjourned meeting at 8:48 p.m.

<b>Approved on:</b>
<b>Leslie Love Smith-Thomas, Secretary</b>



# SOUTHFIELD PUBLIC SCHOOLS MINUTES

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MEETING	DATE	TIME	LOCATION
Regular Board Meeting	April 14, 2020	7:00 pm	John W. English Administrative Center

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BOARD PRESENT

<input checked="" type="checkbox"/> Charles A. Hicks Board President	<input checked="" type="checkbox"/> Darrell B. Joyce, Sr. Vice President	<input checked="" type="checkbox"/> Leslie Love Smith-Thomas Board Secretary	<input checked="" type="checkbox"/> Betty C. Robinson Board Treasurer	<input checked="" type="checkbox"/> Michael Poole Board Trustee	<input checked="" type="checkbox"/> Yolanda S. Charles Board Trustee	<input checked="" type="checkbox"/> Talisha Rice Board Trustee
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ADMINISTRATORS PRESENT BY:

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<input checked="" type="checkbox"/> Scott Tocco, Director	<input checked="" type="checkbox"/> Lanissa Freeman, Ph.D., Director			

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## 1. OPENING OF MEETING

A Regular Board Meeting of the Southfield Board of Education was called to order at 7:07 p.m. by the President of the Board, Charles Hicks.

- President Hicks read opening of meeting statement and roll call was done.
- Pledge of Allegiance

## 2. BOARD MATTERS

None.

## 3. REPORT OF THE SUPERINTENDENT

### a. Governor's Executive Order

Superintendent Green gave an update on the Executive Order; the governor signed executive orders on how we should conduct business and how we are to save lives relative to the pandemic. A "Moment of Silence" was given to those impacted by the covid-19 pandemic. All school buildings closed for the duration for the year; acknowledgment of an amazing job done by the Chief Academic Officer, Ricky Fountain on the infrastructure instructional plan; impressed with the work and thoughtfulness that went into the plan.

### b. Continuity of Learning Plan

Ricky Fountain introduced and provided an overview of the instructional plan during this pandemic; collaborative process amongst variety of different people; began formulating a virtual plan back in mid-March; reviewed plans from other states that began planning long term remote learning plans. Once confirmed what the application requirements were (15 elements) that had to be included in the plan according to MDE; our team began to ensure the plan was palatably accessible and executed at the district level within the virtual setting. The instructional committee went over the plan, and wanted to make sure the core elements were included. Met requirements of the application; plan was done in the spirit of pastoral care for students and families and make sure we are following the framework that the plan was designed in. The plan (34 pages) outlines all relative components that occur on a traditional day-to-day academic process; Oakland County schools will launch virtual instruction next week.

On March 13<sup>th</sup> we have rolled out 380 chrome books based on survey data to meet the needs of families; March 18<sup>th</sup> an additional 460 chrome books were issued; 230 academic packets; focused on social and emotional health (care about the students; support student growth); distant learning process; to ensure students are at the center at what we do (wellness checks, utilize appropriate scheduling, utilizing curriculum content); infusing in the plan important social and emotion learning embedded in plan; whole child instruction made very powerful and important revisions; transition on with the guidelines our health safety family first; want teachers to work with powerful simplicity; Focus on Feedback: students should not be harmed during this process; accountability in grading; grow & support our students; feedback from teachers.

Monitor Screen Time: value core content – core philosophy; we all have responsibility (including our community); all hands-on deck to provide support instructional resource. Student Engagement considerations: (when teachers are planning their lessons); teach and lead; give very specific research-based guidance; and other approved plans from other states. Provide specific guidance on how to monitor engagement/attendance. We are responsible for monitoring; we are not using attendance as a way to measure/punish students who have not logged on; we have to ensure students are participating; we are focused on the spirit of the plan; not making children feel guilty indirect shame; check on every student, spirit of compassion support and care; addressed the attendance perimeters.

Secretary Smith-Thomas inquired about the system of monitoring/engagement to identify which students that are not using online measures, but are picking up packets. Mr. Fountain provided a response that for every student that is register, every teacher is monitoring; specific check-ins on all their students/phone calls/emails; we need to recalibrate our thinking; pastoral care for students; and how we reflect, execute, and respond. We are giving our families what they need (technology, academic infusion, digital citizenship); certain perimeters around good citizenships; levels of appropriateness; extension of what happens in the class room; provided policies on this matter; tools/resource references.

Secretary Smith-Thomas asked about an update on the iReady opportunity because of the conditions we are currently under. Mr. Fountain responded that a call is scheduled for later this week regarding the additional pilot of 2 schools; instructional platform to be used; opportunities to expand/reinforce. Superintendent Green added we are applying for each and every grant that comes across our desk; grants for food service; larger grants with United Way to obtain hot spots and more.

Mr. Fountain continued to provide a thorough summary of the Continuity of Learning Plan; management/monitor learning: focus on participation; grading - we have to look at grading a little differently; the emphasis of schoolwork is on continuous learning supported by monitoring and feedback, not grades. We have to be sensitive; this is not a time for failing students: in lieu of performance ratings letter grades; whatever we place as the final mark in June is on a student's record – one of the few districts that are grading.

Secretary Smith-Thomas asked about higher education institutions that the district has relationships with; what are we doing to make sure our seniors don't miss out on the next phase of higher education? Mr. Fountain responded that calls are being made; Michigan State, University of Michigan, Eastern, Oakland universities are making an effort to work with K-12 institutions to ensure that the incoming seniors' have a customized pathway so the students will not be penalized. Superintendent Green mentioned that many universities are waiving some of the requirements; S.A.T. will be offered to students in the fall.

Mr. Fountain experienced technical difficulties and the Superintendent began to provide information about the district's expenditures; we are in a position to retrieve some of that cost through a stimulus packet; we had technology on hand to distribute to our families; approximately 900 chrome books have been issued to students and staff in need; spent approximately 750k; it would be great if we could recoup some of those expenses which included supplies, transportation and food distribution; we are delivering door-to-door for families with and without IEPs or 504. SPS is a family and we serve our children and families. Another item in the budget are legal fees; we have legal opinions coming in from our legal counsels (via email blasts to all clients on retainer); we've learned that some counselors may have more expertise in one area than the other; it has been an added value through this global pandemic process. We had union presidents and principals, stakeholders to participate; call with the area's PTA who have been supportive throughout this process; notified parents via hyperlink to the district's website about Covid; engaged the community as frequently as possible; surveys

social medal, emails. Mr. Fountain returned, presented more information and gave thanks to all who participated on the collaborative team effort and concluded the presentation.

Superintendent Green acknowledged the unsung heroes Wes Prescott, Dr. Lanissa Freeman and team for placing systems in place on how we deliver instruction to the ISSN students; our district is being asked to give a presentation in July on how SPS did things; acknowledged the EDN team; also acknowledged Joline Davis and the unions for the work that has been done with the letters of understanding for all our collective bargaining groups;

President Hicks expressed his gratitude for the comprehensive efforts; thanked everyone in the district who stepped up during this time of uncertainty and challenge to continue to support the students; including food services workers, bus drivers, and those who passed out chrome books...thank you.

Treasurer Robinson presented the question, what measures are in place for students if they missed months of learning; will students be reassessed to see where they stand academically in their grade level. Superintendent Green responded that all students will be reassessed in the fall (frequently); systems are being put in place to support students over the summer which may be by way of an online platform/packets; we are looking at alternate ways for traditional summer school.

Secretary Smith-Thomas comment was addressed to Dr. Freeman and her team and expressed gratitude from a personal stance; daughter has not missed a beat with her program/therapy; sending video clips / books to build on what they already have done; being creative and staying in contact with us.

Trustee Charles echoed everything Secretary Smith-Thomas' comments; and to all in the center administration auxiliary; she is very proud to a part of this school district; keep up the good work.

Ricky Fountain thanked the group building leaders across the district; Principals went above and beyond. Superintendent Green echoed Mr. Fountain's sentiments and acknowledged all the union groups and the Communications Director, Anika Corbett.

### **c. Head Start**

The Director's Report (April 2020) was presented by Janice Hill, Director of Bussey Early Childhood Center; Ms. Hill proceeded to provide information about funding opportunities for head start; all applications are due to the Office of Head Start by May 15th; Head Start waived requirements for in-kind donations due to the covid-19 pandemic; COLA increase of 2% for program based funding level (excludes training and technical assistance); expansion money available for early head start; the RFP should be coming out this summer (will award funding in March 2021); qualities and improvement money available; received guidance letter for the Office of Head Start; district has been approved of an additional \$55k for quality and improvement. Ms. Hill continued to provide additional information and updates.

Superintendent Green acknowledged Ms. Hill and her team for the great job they are doing to support our students and families and stated the financial report will be given at the upcoming study session.

### **d. 2020 School Building and Site Bonds**

Marc Ingram and Jessie Nelson (Baker Tilly) presented information regarding the 2020 School Building and Site Bonds; included an update that we were able to sell our bonds to capital for 2.05% (almost half of what we originally assumed); need to lock in the rate by Friday; it's a very strong deal. President Hicks and Superintendent Green gave a clearer explanation to the public regarding this matter.

Trustee Charles asked for clarification of slide 4 of the presentation (blue box - deposit to construction fund amount); Mr. Ingram and Superintendent Green responded to Trustee Charles inquiry; speaks to the usage of this particular fund; must be used for construction projects; 150 million of deferred maintenance; fast track our sinking fund dollars; do a lot of the work on the front end; to redo boilers; redo parking lots; want to make sure our property is up to code; building out our fire academy/first responders for the future.

Treasurer Robinson would like to know how this would affect the loan property if we're down next year and would we lose any dollars? Mr. Ingram responded that unfortunately we would lose a little bit. Jessie Nelson added that with the economic conditions changing we moved that the taxable value growth assumption down to 1.85%, and we're using a tax collection factor of 98% (our tax collection factor is higher than that); these are two items we put into place for changing economic conditions; any sinking fund proceeds that in the account currently could be used to protect against that as well. We wanted to make sure we were conservative and put items in place as possible.

#### 4. ACTION ITEMS

##### **Consent Agenda: Approval of Minutes: March 4, 2020**

Trustee Poole made a motion to open and approve the Consent Agenda – Approval of Minutes (March 4, 2020). Supported by Trustee Charles. President Hicks called for the vote.

Yays: Rice, Joyce, Poole, Smith-Thomas, Charles, Robinson, and Hicks (7)  
Nays: None.  
Motion carried.

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##### **Report 58-64: Talent Management Action Report**

Vice President Joyce made a motion to open and approve Report 58-64 Talent Management Action Report. Supported by Trustee Poole. President Hicks called for the vote.

Yays: Hicks, Charles, Poole, Rice, Joyce, Smith-Thomas, and Robinson. (7)  
Nays: None.  
Motion carried.

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##### **Report 58-65: Second Reading Revised Policy**

Trustee Charles made a motion to open and approve the Report 58-65 Second Reading Revised Policy. Supported by Trustee Poole. President Hicks called for the vote.

Yays: Rice, Joyce, Poole, Smith-Thomas, Charles, Hicks, and Robinson. (7)  
Nays: None.  
Motion carried.

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##### **Report 58-66: Resolution to Temporarily Suspend Board Policies**

Vice President Joyce made a motion to open and approve Report 58-66 Resolution to Temporarily Suspend Board Policies. Supported by Trustee Smith-Thomas. President Hicks called for the vote.

Yays: Rice, Joyce, Poole, Smith-Thomas, Charles, and Hicks. (6)  
Nays: Robinson (1)  
Motion carried.

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##### **Report 58-67: Amendment to Resolution Authorizing 2020 School Building and Site Bonds** (Limited Tax General Obligation)

Trustee Charles made a motion to open and approve Report 58-67 Amendment to Resolution Authorizing 2020 School Building and Site Bonds. Supported by Secretary Smith-Thomas. President Hicks called for the vote.

Yays: Robinson, Hicks, Charles, Poole, Joyce, Rice, and Smith-Thomas. (7)  
Nays: None.  
Motion carried.

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**Report 58-68: Resolution to Grant Emergency Powers to the Superintendent**

Vice President Joyce made a motion to open and approve Report 58-68 Resolution to Grant Emergency Powers to the Superintendent. Supported by Trustee Charles. President Hicks called for the vote.

Yays: Rice, Joyce, Poole, LLST, Charles, and Hicks. (6)

Nays: Robinson (1)

Motion carried.

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**Report 58-69: Resolution to Grant Emergency Powers to the Superintendent to Comply with the Executive Order 2020-35**

Vice President Joyce made a motion to open and approve Report 58-69 Resolution to Grant Emergency Powers to the Superintendent to comply with the Executive Order 2020-35. Supported by Secretary Smith-Thomas. President Hicks called for the vote.

Yays: Hicks, Charles, LLST, Poole, Joyce, (5)

Nays: Rice, Robinson (2)

Motion carried.

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**Report 58-70: Head Start Region V Annual Report**

Trustee Charles made a motion to open and approve Report 58-70 Head Start Region V Annual Report. Supported by Vice President Joyce. President Hicks called for the vote.

Yays: Hicks, Rice, Charles, Smith-Thomas, Poole, Joyce, and Robinson (7)

Nays: None.

Motion carried.

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**Report 58-71: Food Service Contract (SFE)**

Trustee Charles made a motion to open and approve Report 58-71 Food Service Contract (SFE). Supported by Vice President Joyce. President Hicks called for the vote.

Yays: Hicks, Rice, Charles, Smith-Thomas, Poole, Joyce, and Robinson (7)

Nays: None.

Motion carried.

**5. INFORMATION ITEMS**

**a. Bill Disbursement Report**

Marc Ingram shared information with the Board from the Bill Disbursement Report.

**6. PUBLIC PARTICIPATION**

Kathy Slate (Southfield, MI): Commented and asked about the grading and performance indicators; parents still have concerns about if the enrichment work isn't going to be graded, what's the point of their child completing the work? Concerned that the students are not going to complete, even with the student having the chrome book from the district. Also wanted to know if the district had information about students directly affected by the covid? Teachers would need to know.

Mr. Goosby: Complimented the administration on how this covid manner has been handled; encouraged all to hang in there and to lean on one another; supports the district.

Georgette Sims: How will credits be earned and a GPA generated for the purpose of college and scholarship applications?

Jennifer Gwilt: Are universities still expecting final semester grade reports with letter grades from seniors?

Shelly (no last name): I'm not sure how the questioning process goes and this may have already been answered, but what is the new plan in action will seniors be able to graduate despite the impact this may have on their grades?

Andrea Wright: Will summer packets still be require to complete?

Superintendent stated that some of these questions were addressed earlier in today's presentation; will address these questions at the upcoming POWER HOUR as well. We are looking at creative ideas to celebrate our Seniors; virtual graduation; a meeting with high school administrators to come up with a plan.

## 7. FOR THE GOOD OF THE ORDER

President Hicks expressed that he has a greater respect for Teachers since this pandemic.

Trustee Charles expressed there has been some gifts during this time; hardworking staff members and the community that showed up in today's meeting.

## 8. Future Meetings & Events

President Hicks shared future meetings and events.

## 9. Adjournment

President Hicks adjourned meeting at 10:02 p.m.

**Approved on:**

**Leslie Love Smith-Thomas, Secretary**



# SOUTHFIELD PUBLIC SCHOOLS MINUTES

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MEETING	DATE	TIME	LOCATION
Special Board Meeting (Virtual)	April 28, 2020	6:30 pm	John W. English Administrative Center

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BOARD PRESENT

<input checked="" type="checkbox"/> Charles A. Hicks Board President	<input checked="" type="checkbox"/> Darrell B. Joyce, Sr. Vice President	<input checked="" type="checkbox"/> Leslie Love Smith-Thomas Board Secretary	<input checked="" type="checkbox"/> Betty C. Robinson Board Treasurer	<input checked="" type="checkbox"/> Michael Poole Board Trustee	<input checked="" type="checkbox"/> Yolanda S. Charles Board Trustee	<input checked="" type="checkbox"/> Talisha Rice Board Trustee
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ADMINISTRATORS PRESENT BY:

<input checked="" type="checkbox"/> Jennifer Green, Ed. D. Superintendent	<input type="checkbox"/> Ricky Fountain Chief Academic Officer
<input checked="" type="checkbox"/> Scott Tocco, Director	<input checked="" type="checkbox"/> Lanissa Freeman, Ph.D., Director

MINUTES NOTED BY:

<input checked="" type="checkbox"/> Joline Davis Chief Talent Mgmt. Officer	<input checked="" type="checkbox"/> Marc Ingram Chief Financial Officer	Laura Norris, Sr. Exec. Assistant
		Andrea Phillpotts Exec. Assistant

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## 1. OPENING OF MEETING

A Special Board Meeting of the Southfield Board of Education was called to order at 6:31 p.m. by the President of the Board, Charles Hicks.

a. President Hicks read opening of meeting statement and roll call was done.

## 2. BOARD MATTERS

None.

## 3. REPORT OF THE SUPERINTENDENT

### a. Governor's Executive Order

Superintendent Green gave an update of the Governor's Executive Order; the Governor's new plan SAVE SMART PLAN is to help re-engage the economy; although restrictions have lessened, there are still restrictions to what we do here with our essential employees; it requires the district to provide protective gear/and to keep the requirement for social distancing. Superintendent Green acknowledged the emails she received from parents to open the tracks & play grounds; unfortunately, at this time we are unable to open those back up based on the Executive Order; doing this for the community's health and safety.

As it relates to Executive Order 2020-35 (Distance Learning Plan), the district's Continuing Learning Plan was approved at the local, ISD, and State levels on April 17th; we are in good standing for the remaining of the school year.

### B. ZERO BASED BUDGETING

Marc Ingram gave a Zero-Based Budgeting introduction/presentation. ZBB will be implemented by year 2021; requires management to start from a budget of zero, justify every expense, assess the benefits of spending patterns and rethink deeply about resources to move swiftly to achieve organization priorities. ZBB was created in 1969 by Texas Instruments; costs are grouped and measured against previous results and current expectations, enabling management to allocate funds by current need instead of by historical expenditures. As it relates to student programs that we offer, we have to figure where we get the most return for our money from; where does the students get the most benefit from. Marc Ingram continued to give additional information, concluded the presentation and opened the floor for questions.

Trustee Rice's virtual meeting attendance was acknowledged at 6:45 p.m.

Trustee Smith-Charles requested a copy of the presentation. Secretary Smith-Thomas expressed that she is pro zero-based budgeting; are templates going to be provided to building leaders about Zero-Based Budgeting; how are we going to prepare the building leaders; what is the timeline? Superintendent Green expressed that the plan is to schedule each administrator for training/walk through of the zero-based budgeting process.

President Hicks is happy about ZBB; it makes sense; it provides more accountability and responsibility at the building level and for us to understand what true costs there are in operating each in building, and to support programming in that building.

Trustee Rice commented that she also shares the sentiment and happy to hear about zero-based budgeting. As we look at zero-based budgeting and the process that really allocates funds based on program efficiency and necessity, did we talk through how that might fit into the model? Superintendent Green explained that piece has not been included in this update; data is being gathered; looking at the return on investment with everything which will help us with our decision-making process moving forward; we are using as a baseline; based on this new norm, our students are going to need more social and emotional support going forward.

#### **C. REQUESTS FOR PROPOSALS**

Marc Ingram provided an update on the upcoming proposals. Currently we have an RFP out for Landscaping; we have one bid in; bids are due in by next Tuesday; Martha Ritchie will be assisting with the process. There is also an existing RFP for Security services; pre-bid meeting is scheduled for May 12<sup>th</sup>; bid opening on May 28<sup>th</sup>.

#### **D. PLANTE MORAN ENGAGEMENT LETTER**

Superintendent Green confirmed that she signed the Plante Moran engagement letter, which is a requirement for us to monitor our annual spending and to ensure that we are appropriately spending our district dollars.

#### **E. VIRTUAL STUDENT TOWN HALL**

Superintendent Green will be hosting a Virtual Student Town Hall meeting with the Seniors on May 14, 2020 at 6:30 pm; we will talk and listen to the Seniors to get their opinion and ideas about senior activities.

Superintendent Green also gave a brief update of the Power Hour; there were 360 participants; received very thought-provoking questions; acknowledged Nancy Ryzewski, Lanissa Freeman, Daryl Beebe, and Aaron Marshall for their assistance with hosting the event.

#### **F. STUDENT SUPPORT NETWORK EXPANSION**

Superintendent Green stated that on Friday she was able to connect with one of our partners/Balmer Group; Balmer Group asked what we needed as a district; as a result, the Balmer Group has assured that we will receive funding for the next 3 years to cover the hire of an additional person's salaries/benefits and other programmatic needs for the Student Support Network, due to the covid-19 pandemic; approximately a cost of \$500k. We are grateful to the Balmer Group for their contribution.

Southfield Public Schools will become a drive-thru covid-19 testing center.

Treasurer Robinson's virtual attendance was acknowledged at 7:05 pm (experiencing technical difficulty).

#### **G. BOND CLOSING UPDATE**

Bonds are scheduled to close on May 12<sup>th</sup>; which will generate 13+ million dollars to the district which will help with some of our building projects. Signatures from the Board President, Board Secretary, and Board Treasurer will be required on the Bond documents; Ms. Joline Davis will be at JWE on Wednesday from 9:00 am – 4:30 pm to obtain the signatures and to notarize the documents.

Trustee Charles expressed to Dr. Green that it was articulated in a different space, that there is a need of laptops for students. Is that correct? Superintendent Green responded that we have devices for all students; what we did to pivot to the continuity of learning, we took all the devices from our buildings, wiped them clean for reset of all the devices to distribute to our families for home usage; if none of the devices return in the fall, we would have to purchase new devices; we repurposed the devices we had; on our third phase of distribution; we have accommodated the majority of the need.

#### **F. HEAD START REPORT**

Dr. Sharrecc Farris read the Head Start Financial Report (March 2020).

#### **COLLABORATIVE EFFORTS PUT FORTH BY THE FOUNDATION**

Superintendent Green acknowledged the virtual attendance of the Foundation's President Rance Williams; a letter of understanding has been reached; thanked the Foundation for their continued support. Mr. Williams experienced technical difficulties and was unable to address the Board.

President Hicks suggested the idea of asking families if they have internet access needs and asking neighbors if they are able to open up and share their personal Wi-Fi with the neighboring parents/students/families. Superintendent Green also mentioned that Comcast is offering internet services at the rate of \$9.95 that Title I dollars can be used to pay for internet fees, but we cannot pay back balances. The district has very limited hot spots and we are being very mindful of who we issue those hot spots to. Student Support Network (Beebe and Marshall) have been inundated with emails from our parent/student community.

#### **4. ACTION ITEMS**

##### **Consent Agenda: Approval of Minutes: March 11, 2020**

Vice President Joyce made a motion to open and approve the Consent Agenda – Approval of Minutes (March 11, 2020). Supported by Secretary Smith-Thomas. President Hicks called for the vote.

Yays: Joyce, Poole, Rice, Hicks, Smith-Thomas, and Charles. (6)

Nays: None.

Motion carried.

Note: Trustee Robinson was not on the call.

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##### **Report 58-72: Talent Management Action Report**

Trustee Poole made a motion to open and approve Report 58-72: Talent Management Action Report. Supported by Vice President Joyce. President Hicks called for the vote.

Yays: Charles, Hicks, Rice, Poole, Smith-Thomas, and Joyce. (6)

Nays: None.

Motion carried.

Note: Trustee Robinson was not on the call.

#### **4. INFORMATION ITEMS**

##### **Report 58-73: ISD Budget Resolution**

Superintendent Green shared with the Board (via email) about the ISD (Intermediate School District) Budget. It's the intent of ISD to have their budget approved by the May meeting; wanted you to review it just in case you have questions before the May 2020 deadline.

##### **Report 58-74: First Read New Policy**

Superintendent Green spoke about the Governor's Executive Order on how to conduct business during the executive order/social distancing; safety provisions put in place while an employee is on campus; will ask for support during the May 12th meeting.



**ISD BUDGET RESOLUTION**

Southfield Public Schools District, Michigan (the "District")

A regular meeting of the board of education of the District was held on the Webex virtual platform online for the District, on the 12th day of May, 2020 at 7:00 o'clock in the evening.

The meeting was called to order by Charles Hicks, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_:

**WHEREAS:**

1. Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed General Fund budget no later than May 1 of each year to the board of each constituent district for review; and
2. Not later than June 1 of each year, the board of each constituent district shall review the proposed intermediate school district General Fund budget, shall adopt a board resolution expressing its support for or disapproval of the proposed intermediate school district General Fund budget, and shall submit to the intermediate school board any specific objections and proposed changes the constituent district board has to the budget.

**NOW, THEREFORE BE IT RESOLVED THAT:**

1. The board of education has received and reviewed the proposed intermediate school district General Fund budget in accordance with Section 624 of the Revised School Code, as amended, and by the adoption of this resolution, expresses its support for the proposed intermediate school district General Fund budget.
2. The secretary of the board of education or his/her designee shall forward a copy of this resolution to the intermediate school board or its superintendent no later than June 1.
3. All resolutions insofar as they conflict with this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adoption.

\_\_\_\_\_  
Leslie Love Smith-Thomas, Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Southfield Public Schools, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a special meeting held on May 12, 2020, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

\_\_\_\_\_  
23  
Leslie Love Smith-Thomas, Secretary, Board of Education

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**Southfield Board of Education  
Regular Board Meeting, May 12, 2020**

**FOR ACTION: NEW POLICY – SECOND READING**

The new policy listed below has been presented to the Southfield Board of Education for a Second Reading:

Policy TBD            Operations – COVID-19 Preparedness & Response Plan,  
Mitigation, Self-Reporting, Leave of Absence

## SOUTHFIELD PUBLIC SCHOOLS

Policy - TBD

### **COVID-19 Preparedness and Response Plan, Mitigation, Self-Reporting, Leave of Absence**

In accordance with Executive Orders that have been issued in response to the novel coronavirus (COVID-19), the District adopts the following social distancing practices and other mitigation measures to protect District employees and contractors.

#### **COVID-19 Preparedness and Response Plan**

The symptoms of COVID-19 typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all. COVID-19 is thought to be spread mainly from person to person, between people who are in close contact with one another (within about 6 feet) and through respiratory droplets produced when an infected person coughs, sneezes or talks. It is also possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their mouth, nose, or possibly their eyes.

#### **A. Basic Prevention Measures**

1. Employees are encouraged to stay home if they are experiencing COVID-19 related symptoms (fever, cough, or shortness of breath).
2. The District encourages respiratory etiquette, including covering coughs and sneezes, and frequent and thorough handwashing.
3. Employees are discouraged from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
4. Employees are encouraged to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.
5. In order to increase the physical distance among employees, the District will continue to evaluate exposure-reducing measures, such as the extent to which employees are able to work remotely and staggered work shifts. Employees and other individuals who are on district property should keep at least six feet from one another to the maximum extent possible.
6. The District is also aware that some employees may be at higher risk for serious illness, such as older adults and those with chronic medical conditions, and will continue to evaluate exposure-reducing measures

including ensuring those employees maintain a distance of 6 feet from other employees and visitors.

7. The District will continue to maintain routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
8. The District will comply with applicable local orders issued by the County Health Department.

### **Prohibition from Entering District Property**

Pursuant to Executive Order 2020-35, any employee of the District or contractor who displays respiratory symptoms or has had contact with a person who is known or suspected to contracted COVID-19 is prohibited from entering property owned, leased, or controlled by the District, as set forth in this policy.

A. Employees and contractors who test positive for COVID-19 or who display one or more of the principal symptoms of COVID-19 are prohibited from entering property owned, leased, or controlled by the District until:

1. three days have passed since their symptoms have resolved and seven days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result; or
2. the employee or contractor receives a negative COVID-19 test.

B. Employees and contractors who have had close contact with an individual who tests positive for COVID-19 or with an individual who displays one or more of the principal symptoms of COVID-19 are prohibited from entering property owned, leased, or controlled by the District until:

1. 14 days have passed since the last close contact with the sick or symptomatic individual; or
2. the symptomatic individual receives a negative COVID-19 test.

C. Pursuant to Executive Order 2020-36, an employee shall not be discharged, disciplined, or otherwise retaliated against for staying at home for periods described above.

D. An employee who is allowed to return after the periods described above but declines to do so may subject to discipline, up to and including discharge.

E. To the extent that the employee has no paid leave under state or federal law or accrued paid vacation leave, personal leave or family leave, the leave may be unpaid.

F. Any child care workers at a child care located within a district building (including workers at disaster relief child care centers), are permitted to be physically present in District buildings, as determined by District administrators and to the greatest extent permitted by applicable executive orders or state law.

- G. For purposes of this policy:
1. The “principal symptoms of COVID-19” are fever, atypical cough, or atypical shortness of breath.
  2. “Close contact” means being within approximately six feet of an individual for a prolonged period of time. Close contact can occur, for example, while caring for, living with, visiting, or sharing a health care waiting room with an individual.

### **Social Distancing Practices and Mitigation Measures**

The District shall minimize the number of employees and contractors who are present in any District building to no more than is strictly necessary to perform the activities authorized by executive order and state law. The District shall promote work to the fullest extent possible.

Employees and contractors who are in a district building or on district property shall maintain a distance of at least six feet from one another to the maximum extent possible.

The District shall implement other social distancing practices and mitigation measures relating to COVID-19 as recommended by the Centers for Disease Control and Prevention and local health authorities to the maximum extent possible.

### **Self-Reporting by Employees and Contractors**

To proactively take measures to minimize the spread of COVID-19 and keep our school community as safe as possible during this Public Health Emergency, employees and contractors shall self-report any COVID-19 related concerns. In the event that an employee or contractor is unable to self-report, the employee should make best efforts to notify the District, or have a member of the employee or contractor’s family notify the District, as soon as practicable under the circumstances.

A. Employees and contractors shall self-report any one of the following situations:

#### **Quarantine**

- You have been advised by a healthcare provider to self-quarantine
- You have self-quarantined as a preventative care measure because of COVID-19 related symptoms as described by the Centers for Disease Control and Prevention (i.e. fever, cough, difficulty breathing)
- You are subject to a quarantine or isolation order

#### **Care for Others**

- You are caring for an individual who is subject to an order as described above
- You are caring for a son or daughter and the school or child care provider has been closed or is unavailable due to COVID-19

- You must care for an at-risk family member who is following a requirement or recommendation to quarantine due to exposure to or symptoms of COVID-19

### **Exposure**

- You know or have reason to believe another employee has COVID-19 (see Board Policy 8450, Control of Casual Contact Communicable Diseases)
- You have come into contact with someone who has tested positive for COVID-19
- You believe you have been exposed to COVID-19
- You are experiencing symptoms and are actively seeking a medical diagnosis

### **Diagnosis**

- You have been diagnosed with/tested positive for COVID-19

### **Confidentiality**

The District will take reasonable precautions to protect health information pursuant to all applicable laws and statutes, including, but not limited to, the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Family Education Rights and Privacy Act of 1974 (FERPA).

### **Emergency Paid Sick Leave**

The Families First Coronavirus Response Act (“FFCRA”) Emergency Paid Sick Leave Act provides eligible employees up to 80 hours of paid leave for one (1), or for a combination, of the following reasons:

1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID–19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID–19.
3. The employee is experiencing symptoms of COVID–19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to an order as described in (1) above or has been advised as described in (2) above.
5. The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID–19 precautions.
6. The employee is experiencing any other 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 may be eligible for up to 80 hours of paid sick leave for one of the qualifying reasons. Part time employees may be eligible for up to a number of hours equal to the number of hours that such employee works, on average, over a 2-week period. Emergency Paid Sick Leave under the FFCRA shall not exceed 80 hours.

Paid sick time is calculated based on the employee's compensation and the number of hours the employee would otherwise be scheduled to work, except that in no event shall such paid sick time exceed:

1. \$511 per day and \$5,110 in the aggregate for reasons (1), (2), or (3) (above);
2. \$200 per day and \$2,000 in the aggregate for reasons (4), (5), or (6) (above).

An employee is not required to use accrued paid vacation leave, personal leave or family leave. An employee may elect to use accrued paid vacation leave, personal leave or family leave.

Paid sick time provided to an employee shall cease beginning with the employee's next scheduled work shift immediately following the termination of the need for paid sick time under the FFCRA.

Emergency Paid Sick Leave shall not carry over from one year to the next. If the federal law is extended beyond the expiration date of December 31, 2020, you may utilize up to 80 hours of paid sick leave in a calendar year pursuant to the terms defined above.

### **Emergency Family and Medical Leave Expansion**

The FFCRA Emergency Family and Medical Leave Expansion Act (EFMLEA) provides eligible employees up to twelve (12) weeks of leave if the employee is unable to work (or telework) due to a need for leave to care for the son or daughter under 18 years of age of such employee if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency.

An employee must have been employed for at least 30 calendar days to be eligible for leave under the EFMLEA.

The first ten (10) days for which an employee takes EFMLEA leave shall be unpaid, however the employee may be eligible for Emergency Paid Sick Leave, as described above.

Each day of leave after the initial 10 days expires shall be paid. Paid leave shall be calculated based on an amount that is not less than two-thirds of an employee's regular rate of pay and the number of hours the employee would otherwise be normally scheduled to work. Paid leave shall not exceed \$200 per day and \$10,000 in the aggregate.

Public Health Emergency means an emergency with respect to COVID-19 declared by a Federal, State, or local authority.

Child Care Provider means a provider who receives compensation for providing child care services on a regular basis, including an 'eligible child care provider' (as defined in

section 658P of the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858n)).

School means an 'elementary school' or 'secondary school' as such terms are defined in section 8101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7801).

Son or Daughter means "a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age; or 18 years of age or older and incapable of self-care because of a mental or physical disability."

## **Documentation**

An employee who needs to take leave under the Emergency Paid Sick Leave Act or EFMLEA should submit a written request with the following information:

1. The employee's name;
2. The date or dates for which leave is requested;
3. A statement of the COVID-19 related reason the employee is requesting leave and written support for such reason; and
4. A statement that the employee is unable to work, including by means of telework, for such reason.

In the case of a leave request based on a quarantine order or self-quarantine advice, the statement from the employee should include the name of the governmental entity ordering quarantine or the name of the health care professional advising self-quarantine, and, if the person subject to quarantine or advised to self-quarantine is not the employee, that person's name and relation to the employee.

In the case of a leave request based on a school closing or child care provider unavailability, the statement from the employee should include the name and age of the child (or children) to be care for, the name of the school that has closed or place of care that is unavailable, and a representation that no other person will be providing care for the child during the period for which the employee is receiving family medical leave and, with respect to the employee's inability to work or telework because of a need to provide care for a child older than fourteen during daylight hours, a statement that special circumstances exist requiring the employee to provide care.

## **Expiration**

This policy and the requirements under this policy shall expire on December 31, 2020, unless state or federal law extends the expiration date.

# Talent Management Action Report

Count	Last Name	First Name	Bargaining Unit	Current Position	Action	Proposed Position	Certified	Effective Date	Years of Service
1	LOWEN	ALLEN	MESPA	1.0 PARAPRO-ASD AT SOUTHFIELD A&T	RETIREMENT	N/A	N/A	June 30, 2020	34.5
2	FRENCH	ROSEMARY	MESPA	1.0 PARAPRO-ASD AT MCINTYRE	RETIREMENT	N/A	N/A	June 30, 2020	20.5
3	POLITO	KAREN	MESPA	1.0 PARAPRO-ASD AT LEVEY	RETIREMENT	N/A	N/A	June 15, 2020	18.8
4	BAKER	MARIE	UNAFF	SUPERVISOR, INTENSE STUDENT SUPPORT NETWORK	RETIREMENT	N/A	N/A	June 30, 2020	8.8

**REPORT NAME:** Cognia (formerly known as AdvancED) Accreditations Fees for the 2020-2021 School Year

**REPORT OF:** Instructional Infrastructure

**FOR:** Information

**APPLICABLE LAW AND/OR POLICY:** Policy 6850

**STRATEGIC GOAL ALIGNMENT:** Goal II: Instruction

**STRATEGIC OBJECTIVE ALIGNMENT:** Define instructional protocols based on current research and implement those protocols within staff evaluation procedures and instructional data collection and reviews.

**FISCAL FUND IMPACT:** General Fund

**IMPACT AMOUNT:** \$15,600.00

**EXECUTIVE SUMMARY/BACKGROUND:** Southfield Public Schools received AdvancED accreditation in the Fall of 2018. The network is a community of over 36,000 schools and school systems around the globe with the common focus on learner advancement while using continuous improvement as the guiding force.

**COST BENEFIT ANALYSIS:** SPS pays \$1,200.00 per school.

**RECOMMENDATION:** The Superintendent recommends approval to pay the accreditation fee so that we maintain access to the improvement network.

**IMPACT IF NOT APPROVED:** If not approved, Southfield Public Schools will lose access to the AdvancED network. This network gives access to a Continuous Improvement System that is a data-informed framework. The network helps institutions plan and navigate a successful journey that is customized to their specific needs.

**NEXT STEPS IF APPROVED:** The annual accreditation fees will be paid.

**REPORT NAME:** Standards for Success Evaluation Platform Licensing Fees for the 20-21 School Year

**REPORT OF:** Instructional Infrastructure

**FOR:** Information

**APPLICABLE LAW AND/OR POLICY:** MCL 380.1249 / 3220 – Professional Staff Evaluation

**STRATEGIC GOAL ALIGNMENT:** Goal II: Instruction

**STRATEGIC OBJECTIVE ALIGNMENT:** Define instructional protocols based on current research and implement those protocols within staff evaluations procedures and instructional data collection and reviews.

**FISCAL FUND IMPACT:** General Fund

**IMPACT AMOUNT:** \$13,300

**EXECUTIVE SUMMARY/BACKGROUND:** Standard for Success, previously known as Stages, provides teacher evaluation software that is secure and confidential, complying with MCL 380.1249. Standard for Success transforms the teacher evaluation process so that it is more efficient and manageable for both building-level leaders and teachers. It offers the evaluator a single, protected platform to record, document, and gather observations throughout the evaluation process. Standard for Success provides evaluators and teachers with training on the evaluation software so that the district is in compliance with the law.

**COST BENEFIT ANALYSIS:** The platform, Standard for Success is nearly \$10,000 less than its competitors while offering a larger network of embedded support systems as well as training on utilization of the platform.

**RECOMMENDATION:** The Superintendent recommends approval of payment for the Standard for Success evaluation platform.

**IMPACT IF NOT APPROVED:** Southfield Public Schools will not be adequately equipping the building level leaders with a platform to securely and effectively formally evaluate teachers. The process will also lack timely and constructive feedback for teachers. Not integrating this system will leave the district in non-compliance with the law.

**NEXT STEPS IF APPROVED:** The Superintendent's office will work closely with Standard for Success to meet the needs of our building-level leaders and teachers through various modes of training and creation in the platform for the evaluation tool.

**REPORT NAME:** GenNET Online

**REPORT OF:** Instructional Infrastructure

**FOR:** Information

**APPLICABLE LAW AND/OR POLICY:** 2210 – Curriculum Development

**STRATEGIC GOAL ALIGNMENT:** Board Strategic Plan Goals II & III – Instruction & Technology

**STRATEGIC OBJECTIVE ALIGNMENT:** This service provider enables online course access to expand student access to discrete course options and to provide the District with enhanced course scheduling flexibility.

**FISCAL FUND IMPACT:** General Fund

**IMPACT AMOUNT:** An amount not to exceed \$50,000.00

**EXECUTIVE SUMMARY/BACKGROUND:** GenNET Online Learning provides students with a wide range of teacher-led courses, teacher-facilitated courses, and self-directed classroom tools delivered over the Internet. This program provides enhanced learning opportunities for Michigan high school students. Barriers such as time, space, equality of opportunity, and lack of resources diminish with the use of telecommunications.

**COST BENEFIT ANALYSIS:** For instructional and academic purposes, GenNET provides course access for students eligible for online learning services per Michigan Merit Curriculum (MMC), 21(F), 23(A) and Seat Time Waiver (STW) requirements.

**RECOMMENDATION:** The Superintendent recommends approval to purchase the GenNET Online Learning in an amount not to exceed \$50,000.

**IMPACT IF NOT APPROVED:** If not approved, students will not be afforded direct access to online course opportunities, as permitted under Section 503(B) of the State of Michigan Pupil Accounting statute at continued District expense.

**NEXT STEPS IF APPROVED:** If approved, this purchase will permit the District to continued course schedule flexibility, and participation in the countywide inter-governmental agreement between Oakland Schools and Genesee Intermediate School District. Further, students will maintain access to enrollment in online courses, per Section 21(F), 23(A) and the State Seat Time Waive (STW) educational opportunities afforded students via the Michigan Department of Education

Southfield Public Schools

FY 2020 Supplemental Funds in Response to Coronavirus Disease 2019

(COVID – 19)

### **Condition of Eligibility**

Southfield Public Schools, Bussey Center for Early Childhood Education is requesting supplemental funds to provide summer programming for those children who will transition to kindergarten in the fall 2020 including children with Individual Education Plans.

### **Proposed Number of Children**

The number of children proposed to participate in the summer program is approximately ninety (90). This number could increase as some families may request a waiver for their children to enter Kindergarten in the fall if their birthday is after the September 1<sup>st</sup> deadline, as mandated by the state of Michigan. The program is interested in serving extra children and families if additional funds become available.

### **Proposed Schedule**

Southfield Public Schools is proposing to operate a six week comprehensive program, with nine classrooms serving approximately ten (10) children per classroom. Monday – Thursday, 8:00 a.m. to 2:30 p.m. for a total of twenty-four days. After care will also be an option at no cost to our families, as most will be returning to the work force and will need this as an option. After care will be made available from 2:30 pm – 4:00 pm. Teaching staff will work five days a week for a total of thirty two days to allow for intentional planning, professional development and collaboration with the Kindergarten teachers.

### **Staffing and Classroom Ratio**

The program proposes to have two teachers, per classroom to provide a lower ratio thus providing individualized intentional instruction time for each child. Reporting times will be staggered, to ensure adequate coverage for after care, as needed by families. In addition, this

structure will also allow teachers an opportunity to take their break time while ensuring the adult/child ratio, as required by Licensing, are met throughout the day. Staff will report thirty minutes prior to the start of the program for program set up and preparation for the day. Teaching staff may remain after work for thirty minutes, past the end of the program to ensure all children are properly pick up by authorized parents; and to allow time for delayed parent arrivals.

We are proposing no more than 10 children per classroom to allow for a 5:1 ratio. A large body of evidence links high quality preschool educational experiences and lower adult child ratio with substantial increases in school readiness and persistent achievement gains as well as lower rates of grade retention and placement in special education programs. Lower class sizes and smaller teacher-child ratios may improve child outcomes, help reduce behavior problems, lower rates of special education placements, ease teacher stress and improve both the child's and teacher's experience.

### **Proposed Services**

#### Health

The Bussey Center for Early Childhood Education has established partnerships with Kids Project Sight, The Lions Club, Dental R Us and Oakland Community College Pediatric Nurses. These partners will continue to provide needed health services for those children transitioning to Kindergarten. Bussey administrative staff have identified and secured a Pediatrician whom will provide on-site physicals for children participating in the proposed CARES summer program. This service is necessary, as many doctor's offices are only seeing those patients who need up to date immunizations, physicals are being delayed, as it is not considered an essential necessity. The Pediatric Nurses will provide blood pressure screening as well as height and weight.

Nutrition

The Bussey CARES Summer program will provide breakfast, lunch and snack throughout the day. Children will be offered a variety of fresh fruits and vegetables, whenever possible. Children may also participate in weekly nutrition activities, such as meal preparation and assistance. Daily accommodations for children with special dietary restrictions will also be provided.

Transition

The Bussey CARES Summer program will continue to utilize its existing transition plan that is currently in place for those children transitioning from Head Start to Kindergarten. In addition, the program will work collaboratively with a Southfield Public Schools district certified Kindergarten teacher to foster a smooth, seamless transition for those children and families that are entering into the traditional Kindergarten setting. Both Head Start and Kindergarten teachers will meet once a week during the six week program to discuss Kindergarten goals, expectations, common core standards and school readiness goals.

The following outcomes are a major focus as our children and families transition from the program:

- **Child-to-school and family-to-school connection.** These connections introduce children to the kindergarten classroom and school environment expectations.
- **School-to-school connection.** Encourage a connection between your child's preschool and kindergarten teachers. The Head Start teachers will identify goals and share information about each child's progress. This will help the kindergarten teachers become familiar with individual children.
- **Community-to-school connection.** Resources within the community will be shared to support continuity of care during the transition process.
- Family Well Being
- Families as Lifelong Educators
- Families as Leaners

➤ Family Engagement in Transitions

Children will have access to recommended school supplies for Kindergarten in both the classroom and at home. This will assist families who may be facing financial hardship, as a result of the pandemic. In addition, each family will receive a Summer Bridge activities book and additional teaching and learning supplies. The Summer Bridge series will serve as a resource to assist pre-k children in obtaining and attaining developmentally age appropriate classroom skills.

Supplemental remote learning opportunities will be made available to participating children through the ABC Mouse Subscription. This option will provide children with extended learning opportunities beyond the classroom, while supporting home-school connection. In the event in-person health and safety is compromised, the referenced subscription will be utilized in conjunction with various virtual strategies that will continue to support transitional services virtually by continuing collaboration with Kindergarten teachers from the district who will be invited to the virtual google hangouts and/or ZOOM small group sessions, read aloud, and large group teaching and learning sessions.

Education

The program will continue to use the internationally renowned High Scope curriculum with a strong focus on S.T.E.A.M. while embedding some supplemental supports that will focus on social/emotional development and well-being. High Scope KDI's (key developmental indicators) has a category that focuses on social and emotional development. There are several indicators within that category, however our focus will be emotions and empathy.

Emotions

- Accept children's full range of emotions as normal.
- Pay attention to facial expressions, words and gestures.

- Name or label children's emotions as well as your own.
- Call attention to the feelings of others.
- Incorporate discussions about feelings in daily events.

#### Empathy

- Incorporate discussions about feelings in daily events.
- Model caring behavior using spoken language, facial expressions, and body language.
- Acknowledge and label the feelings that children have in common.
- Encourage children to help one another throughout the daily routine.
- Present opportunities for children to look at things from a different perspective.

In addition to the High Scope curriculum, staff will incorporate Conscious Discipline strategies throughout the daily routine. The daily routine will be consistent with activities that foster the social and emotional well-being of the children throughout the day. Small group sessions, read aloud and large group times will include intentional social interactions, emotional awareness and self-regulation important aspects for the social and emotional development of preschool age children. The program understands the importance of the connection with the family. Hence, opportunities will be provided for families to participate in trainings that focus on trauma, brain development, kindergarten readiness and tips for resilience in the face of a crisis.

#### Mental Health

The program is proposing to utilize the one time funding to increase the support of additional mental health and behavioral specialists to support children, families and staff as a result of the pandemic. While we cannot predict the impact this pandemic may have on our families and staff, we want to make sure that support is in place so that there will be delay in services that could create undue burden on our children, families and staff.

#### Professional Development

Professional development opportunities will be embedded throughout the program for

both staff and parents. Staff professional development will focus on Essential Instructional Practices in Early Literacy. This is especially important as the State of Michigan has the third grade reading initiative. Parents will receive information on literacy strategies they can be implemented at home. Parents who have children transitioning to Kindergarten have shared their concerns about Kindergarten expectations and how to better prepare their child for their transition to Kindergarten. The district's Kindergarten teachers will provide specialized training for parents, as they help to bridge a smooth transition for the entire family.

**Budget Justification Narrative**

**Program Operations Budget - \$176,630**

**1. Contractual Costs: \$146,204**

- The following projected costs are based on actual employee approved contracts and fees for two teachers per classroom (5 students to 1 teacher ratio) @ \$29.25 per hour x 6.5 hours x 32 days (rate includes administrative costs) @ \$114,628.
- Cost for up to six (6) teachers to oversee CARES Summer Aftercare Programs. Student – teacher ratio of 5:1. Up to 6 teachers x 3.5 hours @ \$15 per/hour for 14 hours x 6 weeks - \$26,460
- Certified Public School Kindergarten Teacher Stipends to support professional development workshops for both Head Start teachers and parents in pre-school to kindergarten transition expectations, teaching and learning strategies and student/teacher engagement. 2 teachers 2 days a week times (1 parent, 1 teacher) sessions x 3 hours @ \$29.95 per hour x 6 weeks - \$2,156
- Instructional practices of Pre- K Early Literacy Professional Teacher development training \$500 per session for four sessions - \$2,000
- Stem consultant costs to scaffold STEM engagement to students and modeling with teaching staff. Once a week x 4 hours at \$40 per hour x 6 weeks – Total: \$960

**2. Supplies: \$12,149**

- Kits for Kids School Supplies \$15.00 per kit for approximately (90) children Total: \$1,290
- Summer Bridge Booklets @ \$15.00 x 90 students: \$1,350
- Pre-K Stem Kits (\$510 x 9 classrooms): \$4,590
- Classroom consumables, gross motor social emotional manipulatives (\$250 x 9 classrooms): \$2,250
- Social Emotional Activity Kits (\$218 x 9 kits: \$1,971
- Outdoor Exploration Sets (\$349 x 2) \$698

3. Other: \$18,277

- One Food Service Worker (@ \$16 per hour for 6 hours x 24 days) \$2,304
- Substitutes - \$6,123  
The cost of contracting two (2) floater substitutes at \$127.56 per day (Cost based on negotiated contracted rate for this service with vendor or historical cost) for approx. 80 students at 4 days a week x 24 days each. Substitutes provide continuity of program; when not needed as a substitute teacher, sub will provide additional support to classrooms as a third adult. Cost based on actual program cost.
- Mental Health Consultant - \$2,400  
Includes consultants and professionals who provide child services in the areas of health services, social work services, or psychological services. Cost of services @ \$50 per hr. x 1 professional @ 2 days a week x 4 hours per day x 6 weeks
- Physician Costs - \$2,250  
Cost for on-site annual physicals for 90 students @ \$25 each
- In House Field Trips - \$2,950  
Ann Arbor Hands on Museum (Super Science Day) - \$800  
Puppet Shows (Social Emotional Enhancement) \$875 (9 sessions)  
Music & Movement - \$875 (9 sessions)  
The Scrap Box - \$400
- Kindergarten Brigance screening tool: \$272.00
- ABC Mouse Subscription: \$9.95 per student @ 90 students (\$810) & \$9.95 per teacher @ 18 teachers (\$179) Total \$989 x 2 months = \$1,978

Southfield Public Schools

The Further Consolidated Appropriations Act 2020  
2020-2021 Quality Improvement Application & Budget

## **2020-2021 QUALITY IMPROVEMENT PROGRAM NARRATIVE**

### **Office of Head Start Guidance: Increase Classroom Quality**

- **Hire additional qualified education staff to lower classroom ratios, enhance caregiver child relationships.**
- **Provide ongoing coaching and support to education staff to address secondary stress and related turnover.**

Southfield Public Schools Bussey Center for Early Childhood Education is proposing to hire two additional floater substitutes in an effort to address staff health and wellness; while working with young children . Our program currently uses a practice based coaching model, where many of our seasoned teachers help to support novice teachers. The additional floater subs will be assigned to classrooms where peer-to-peer coaching will be provided. This opportunity will support the continuity of care for the children, as each floater sub will be assigned to a specific classroom, which will provide a more stabilized work environment for the staff, children and families. This structure will also provide more opportunities to establish a collaborative coaching partnership. *2 Substitute Teachers x \$127.56 x 133 days = \$33,931*

### **Office of Head Start Guidance**

- **Grantees are strongly encouraged to invest this funding into program efforts and activities that help better incorporate a trauma-informed approach that will support children, families, and staff impacted by adverse experiences.**

Southfield Public Schools Bussey Center for Early Childhood Education is proposing to implement (4) Mental Health and Wellness days for staff which may include, but not be limited to Yoga, Pilates, Zumba, Stress Management, Massages, Mindfulness and Nutrition classes. These dates will occur on Friday's when children are not in session. Our program believes that

by investing in the staff's mental health and well-being, we are not only being supportive and encouraging of their personal self-worth, we are also helping them with everyday stressors in their personal lives and with their families. ***Budget Detail: 4 session x \$1,500 per session = \$6,000.***

Contemporary trauma research demonstrates that all types of trauma can undermine children's abilities to learn, create healthy attachments, form supportive relationships, and follow classroom expectations (NCTSN 2008). Bussey is seeking funding to support costs associated with contracting a Counselor to provide up to 12 sessions (in-person and/or virtual) for parent and teacher trainings that are focused on supporting young children, parents of young children and teachers of young children's mental and physical health. Trainings will guide participants on how to recognize negative emotions, pause, and process them before they manifest into negative behaviors; while building coping skills and reduce the need for disciplinary measures. The ultimate goal of these sessions are to provide participants (teachers/parents) with skills in improving mental health and well-being, mood, self-esteem, self-regulation, positive behavior, while encouraging academic learning and engagement.

***Budget Detail: 12 sessions @ \$75 per hour x 2 hours = \$1,800***

In an effort to support Bussey fathers, we are proposing to hire a part time Fatherhood Engagement Consultant (FEC) to assist in creating a welcoming, father-friendly program environment. The program's FEC will lead and facilitate multiple fatherhood initiatives, i.e., Goal Setting, Communication Strategies, Father/Daughter Dance, Fathers as Nurturers/Caregivers, Welcoming Attitudes & Practices, Expectant Fathers, etc. all of which are geared to increasing father participation and program support. The FEC will be responsible for

Bussey Center for Early Childhood Education:  
Quality Improvement Application and Budget Narrative

**Southfield Board of Education** **Volume #58, Report #80**  
**Regular Board Meeting, May 12, 2020**

facilitating a Fatherhood Engagement program needs assessment that will drive the development and implementation of activities and services that are specific to the needs of Bussey fathers. The proposed activities and workshops are designed to cultivate the role fathers play in the lives of their children.

The FEC will provide engagement and training opportunities (in-person and virtual) for fathers multiple times during the program day, i.e., morning, afternoon, evening and/or Saturday sessions, as requested, via the stated preferences derived from the referenced needs assessment. In addition, multiple Dads & Doughnuts along with Coffee/Cocoa & Conversation events will be held, giving our fathers a safe space for open non-judgmental conversations and discussions with other fathers. By engaging our fathers, they can help in achieving positive outcomes for their child, the program and can help strengthen the parenting partnership.

***Budget Detail : \$65 per hour @ 204.14 hours = \$13,269***

**Budget Total: \$55,000**

Southfield Public Schools  
The Further Consolidated Appropriations Act 2020  
COLA Narrative & Budget Detail

DRAFT

### Head Start COLA Budget Justification Narrative

#### 2020 - 2021 SUPPLEMENTAL – REQUEST FOR COLA FUNDS

The COLA funds equal to 2% of the existing program operations budget for a total of \$33,048 will be used to increase the hourly rate of pay for each Head Start funded employee. It shall also cover the associated mandatory wage related benefits and a portion of the increase in cost for health care benefits. The use of COLA funds will help to retain the current staff as well as offset the increased cost each employee is required to pay for retirement as well health care. COLA increases will be effective for all Head Start employees as of July 1, 2020. Pay scales will be "permanently adjusted" and the effective date (July 1, 2020).

The following is a breakdown of the use for wages as well as wage related benefits on increase wages:

#### Head Start

##### 1. Personnel Costs (wages): \$3,832

Use for COLA wage increase on wages of \$191,588, equates to an additional increase of 2.0% or  $(191,588 * .02 = 3,832)$ . Cost based on actual cost paid for employee salaries for Head Start district staff.

##### Fringes: \$3,261

On fringes of \$108,671, equates to an additional increase of 2.0%.  $\$108,671 * 2\%$   $(\$108,671 * .02) = \$3,261$ . Cost based on actual cost paid for employee benefits for Head Start district staff.

Fringes - Wage related benefits on increase wage:

This includes FICA @ 7.65%, unemployment @ 2%, workers compensation @ 2%. State mandated contributions to Michigan Public School Employees Retirement System @ approx. 38.39 %.

Fringes - Health / Dental / Life/Vision:

Covers a portion of the increase in premiums which increased between 3.5% - 6%. Cost based on actual cost paid for employee benefits for Head Start district staff.

##### 2. Contractual Costs: \$14,541

The contracted amounts paid for the Clerical Support, Family Service Workers, Recruitment, Retention & Compliance Coordinator, Coaching and Education Facilitator, Contracted Teachers, Data Entry and CDA Teachers for a total of  $\$727,033 * 2\%$   $(\$727,033 * .02) = \$14,541$

Cost will cover the fees of one clerical position @ \$33,003. Three (3) Family Service Workers @ \$40,000 each (total \$120,000), Recruitment, Retention & Compliance Coordinator (\$45,000) and .7 Coaching, Education Facilitator (\$38,500) & Data Entry Specialist (\$18,000).

Total: \$254,503 \*2% (\$254,503 \*.02) = \$5,090

There are 8 classrooms, each with two teachers. Four (4) are Head Start classrooms and four (4) operate a braided program with the State funded Great Start Readiness program. Great Start funds pay for 44 percent of the teaching staff at (3.5 hours/8 hour day); therefore, Head Start pays for the remaining 56 percent of the cost Total: \$472,530 \* 2% (\$472,530\*.02) = \$9,451

### **3. Supplies Costs: \$5,655**

Office supplies – \$8,000 \* 24.9% (\$8,000\*.249) = \$1,992

COLA increased cost associated with items such as copy paper, color copier, cleaning products, colored paper, ink cartridges, toner, printer/copier supplies, forms, folders, envelopes, building-wide bulletin board supplies, and other non-capital office items as needed.

Classroom supplies - \$15,264\* 24% (\$15,264 \*.24) = \$3,663

COLA increased cost of classroom consumables (e.g. paper, pens, markers, glue, tape, crayons, paint, craft supplies, instructional books, workbooks, and teacher guides), cleaning supplies, manipulatives, and non-capital classroom instructional supplies.

### **4. Other: \$1,500**

Utilities - \$1,000 \* 25% (\$1000 \* .25) = \$250

Increased projected annual cost for heat, electricity, water, waste removal, sewerage, and telephone for the Bussey Center.

Building Maintenance/Repair - \$5,000 \* 25% (\$5,000 \* .25) = \$1,250

Increased costs to maintain the facilities at Bussey and one classroom in Vandenberg for safety and well-being of students allocated at 25 percent (13% for Vandenberg & 12% for Bussey) estimated at \$1,250.

## Early Head Start COLA Budget Justification Narrative

### 2020-2021 SUPPLEMENTAL – REQUEST FOR COLA FUNDS

The COLA funds equal to 2% of the existing program operations budget for a total of \$33,048 will be used to increase the hourly rate of pay for each Head Start funded employee. It shall also cover the associated mandatory wage related benefits and a portion of the increase in cost for health care benefits. The use of COLA funds will help to retain the current staff as well as offset the increased cost each employee is required to pay for retirement as well health care. COLA increases will be effective for all Head Start employees as of July 1, 2020. Pay scales will be "permanently adjusted" and the effective date (July 1, 2020).

The following is a breakdown of the use for wages as well as wage related benefits on increase wages:

#### Early Head Start COLA

##### 1. Personnel Costs (wages): \$340

Use for COLA wage increase on wages of \$16,992 equates to an additional increase of 2.0% or ( $\$16,992 \times .02 = 3,832$ ). Cost based on actual cost paid for employee salaries for Head Start district staff.

##### Fringe Costs: \$169

On fringes of \$8,462 equates to an additional increase of 2.0% Plus 3.5% in the increase of the cost of benefits.  $\$8,462 \times .02 = \$169$ . Cost based on actual cost paid for employee benefits for Head Start district staff.2. Contractual Costs: \$ 198,284

Fringes - Wage related benefits on increase wage:

This includes FICA @ 7.65%, unemployment @ 2%, workers compensation @ 2%. State mandated contributions to Michigan Public School Employees Retirement System @ approx.. 38.39 %.

Fringes - Health / Dental / Life/Vision:

Covers a portion of the increase in premiums which increased between 3.5% - 6%. Cost based on actual cost paid for employee benefits for Head Start district staff.

##### Contractual: \$3,750

The following projected cost are based on actual employee approved contracts and fees for the Contracted Teachers, and CDA Teachers for a total of -  $\$171,004 \times 2\%$  ( $\$171,004 \times .02$ ) = **\$3,420**. There are 2 classrooms, each with two teachers and one building subs. There are 18 slots in total. 16 infant/toddlers and 2 expectant mothers.

The following projected cost are based on actual employee approved contracts and fees for .3 Coaching and Education Facilitator, for a total of **\$16,500 \*2% (\$16,500 \*.02) = \$330** funded 30% under Early Head Start other 70% is funding under Head Start.

DRAFT

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May 13, 2020

To: Mr. John Fallon, Program Specialist  
Mr. Edward Young, Supervisory Program Specialist  
Ms. Heather Wanderski, Regional Program Manager

Administration for Children and Families  
233 N. Michigan Ave, Suite 400  
Chicago, Illinois 60601-0519

Re: Request Non-federal match waiver for Program Year 2019/2020

Dear Mr. Fallon,

This letter serves as a request to grant Southfield Public Schools, Bussey Center for Early Childhood Education a non-federal match waiver for program year 2019/2020.

The impact of the COVID-19 (Major Disaster) pandemic has caused an interruption in our district's proposed Head Start In-kind initiatives. In conjunction with the closing of schools, as mandated by the Executive Order from the State of Michigan's Governor, the inability to have access to the Head Start buildings, due to safe and healthy concerns, has hindered the program in meeting our non-federal match.

Our 2019-2020 In-kind efforts included, but were not limited to parent services, community donated supplies, volunteers and district level In-kind services. Lack of access to our Head Start buildings has directly impacted parent and community volunteer services. In addition, the economic distress has hindered donations from community partners.

In the effort to meet out 2020-2021 non-federal match, the following strategies will be implemented:

- Maintaining current donations and volunteer hours from our existing community partners.
- Recruiting additional community partners.
- Requesting additional non-federal match from agencies who provide professional development throughout the program year.

Thank you for your time and consideration regarding this request.

Sincerely,

Mr. Charles Hicks  
SPS Board President

Cc: Janice G. Hill, EHS/HS Director  
Jennifer Martin-Green, Executive Director/Superintendent  
Sharrece Farris, Executive Director of State and Federal Programs  
Zachariah Gross, Policy Council Chairperson

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