

KELLOGGSVILLE BOARD OF EDUCATION
Regular Meeting – May 24, 2021
Report No. 20-143

CONSENT AGENDA

MINUTES OF MEETING

Regular Meeting – May 10, 2021

ROLL CALL

Present: Mrs. Groters, Mr. Marihugh, Mrs. Reidzans Mrs. Tanis, Ms. Sellers, Ms. Townsend, and Mrs. Ward
Also present: Samuel L. Wright, Superintendent
Jeff Owen, Director of Instruction
Eric Alcorn, Auxiliary Services Director
DeMarreon Rodriguez, HS Student/Board Representative

MEETING CALLED TO ORDER

President Ward called the meeting to order at 6:00 P.M.

PLEDGE OF ALLEGIANCE

The Board and Visitors recited the Pledge of Allegiance.

NEXT REGULARLY SCHEDULED MEETINGS

The next regularly scheduled board meetings will be held:

- May 24, 2021 @ 6:00 p.m. High School CLA
- June 14, 2021 @ 5:30 p.m. High School CLA
- June 28, 2021 @ 5:30 p.m. High School CLA (Regular/Organization)
- July 26, 2021 @ 5:30 p.m. Board of Education Center

COMMUNICATIONS - None

VISITORS

President Ward welcomed visitors.

SEAL OF BILITERACY RECOGNITION

Mr. Owen shared that in addition to the students that were awarded the Seal of Biliteracy at the 04/26/21 board meeting, one other student has also earned the status of showing proficiency in two languages. He highlighted that this is our first student that is a non-native speaker, earning the Seal in Spanish, introducing Hailey Christopher. He credited KHS teacher, Ms. Berlanga, for her efforts in helping Hailey attain this goal.

REPORT OF THE SUPERINTENDENT

Consent Agenda

It was moved by Mrs. Tanis, seconded by Mrs. Groters, to approve Consent Agenda items 20-127, 20-128, 20-129, 20-130, and 20-131.

- 20-127 Approval of Regular Meeting Minutes from 04/26/21
- 20-128 Approval of Personnel Report
- 20-129 Approval of KISD Budget Resolution
- 20-130 Approval of NEOLA Policy Updates #1 – 2nd Reading
- 20-131 Approval of High School and 54th Street Graduation Lists

Yeas: 7

Nays: 0

MOTION CARRIED

ACTION

A. Approval: NEOAL Policy Updates #2 - 1st Reading

It was moved by Mr. Marihugh, seconded by Mrs. Groters, to approve the policies as presented and amended.

<u>Bylaw/Policy Number</u>	<u>Title</u>	<u>New/Revision</u>
2260.01	Section 504/ADA Prohibition Against Discrimination	Revision
2266	Nondiscrimination on the Basis of Sex in Education	Revision
5341	Emergency Medical Authorization	Revision
5342	Do Not Resuscitate Orders for Minor Students	New
5343	Physician Order for Scope of Treatment	New
8321	Criminal Justice Information Security	Revision
8330	Student Records	Revision
8400	School Safety Information	Revision
8500	Food Service	Revision
8510	Wellness	Revision

Yeas: 7 Nays: 0

MOTION CARRIED

B. Approval: Policy Updates #1 – 2nd Reading (Duplicate: See Consent Agenda #20-130)

C. Approval: Summer School Program

It was moved by Mrs. Reidzans, seconded by Ms. Sellers, to approve the Summer School Program as presented.

Yeas: 7 Nays: 0

MOTION CARRIED

PROPOSAL

A. KISD School Board Election Review

The Biennial Election of the Kent Intermediate School District School Board will be held on Monday, June 7, 2021 @ 6:00 PM. There are two (2) seats up for election. As per the Revised School Code, this is a two-step process for local districts, occurring over two separate board meetings. The first step is the presentation and discussion of a resolution and the second step, which will occur at the 05/24/21 meeting, will designate a KPS board member and alternate to vote on behalf of the district on the candidates running for election. The resolution, with interested candidates, will be placed on the 05/24/21 agenda as an action item.

INFORMATION & REPORTS

A. BOE Goal Committee

The BOE Goal Committee (Ward – Chair, Sellers, Tanis, Townsend, M. Groters, Marihugh, Reidzans), shared a final update on their goal progress.

Goal #1

Review the Michigan Return to School Mental Health Took Kit and utilize the tool kit in coordination with the Be Nice program to support student, staff, and families' mental health.

Desired Results: Provide resources that support the school community with being trauma-informed and understand student behavior, family engagement, and how to best address mental health concerns.

Regular Meeting
May 10, 2021
Page Three

Goal #2

Audit the diversity, equity and inclusion programs being offered across curriculum and building visuals throughout the district.

Desired Results: Provide a district where students and adults are welcomed and supported; where their faces, voices and experiences are reflected and valued, where the uniqueness of everyone is honored.

Goal #3

Monitor the use of the KDL Media Center by Kelloggsville students and staff while encouraging community use.

Desired Results: Ensure that the students, staff and community have opportunities to participate in the use of the KDL Media Center.

Mr. Owen reported on some of the initiatives that the district is using to achieve Board Goal #1. He shared a list of programs, services and resources that support the district at various levels in social, emotional and ethical development including; Be Nice and Social Emotional Learning (SEL) Curriculum. He highlighted activities and initiatives that support positive climate, relationships or enhance connectedness to school that included PBIS/PSC, Be Nice and Restorative Practices. In the area of counseling, behavioral supports and student health, a school nurse was added this year in addition to school counselors at each level, a 31N Clinician at KMS/KHS, social workers for identified students, and student services personnel at various levels. A 1.0 FTE School Psychologist has also been hired for the 2021-22 school year as additional district support and to work with students at 54th Street. He highlighted details on universal screeners being used to help guide and support student wellness, such as TRAILS (6-12th grades) and Dessa (grades K-5), and a wellness survey that will be used to gauge students' perceptions in the areas of engagement, diversity and social-emotional wellbeing. He also highlighted an inventory list of community resources and supports that are available to students identified as needing additional support such as Pine Rest, Family Outreach, YMCA, Wedgewood Christian Services, Elie's Place and Gilda's Club. Lastly, in August 2021, professional development will include topics that focus on impact of trauma on learning, resilience, Restorative Practices, connecting with students, and teacher self-care.

Mr. Alcorn shared an update on Board Goal #2 which focuses on the planning for the district diversity, equity, and inclusion audit. With the guidance of Dr. Brandy Loveland-Mitchell, Director of Diversity and Inclusion for Kent ISD, the committee compiled a survey for staff and students using information from the Panorama Group to develop questions that will produce information to help promote an environment of respect, safety, and belonging for the entire Kelloggsville community. He shared a sample of the questions for both students and staff, which is currently in the process of taking place. In June, at the conclusion of the survey, the committee will review and analyze its results and being long-term planning to address district needs. It is recommended that this goal remain ongoing in the future.

Regular Meeting
May 10, 2021
Page Four

For Goal #3, Mr. Caterino had shared an update on the KDL program early this spring and at the last meeting, representative from Kent District Library presented an update on the partnership between KDL and Kelloggsville Public Schools and the many opportunities that are presented as a result of this collaboration. Mrs. Ward also shared that committee members are planning a site visit to KDL in the near future.

B. Human Resources Goal Committee

The Human Resources Goal Committee (Alcorn – Chair, Schilthuis, Palmitier, Ricketson, Pate, Travis, Schmier, Reidzans, Sellers), shared a final update on their goal progress:

Goal #1

Develop guidelines and procedures to meet the requirements of the law for school security.

Desired Results: Have a written plan in place that follows state and federal guidelines regarding school security.

Goal #2

Create job descriptions for all new job classifications.

Desired Results: Clear and concise expectations for all new job classifications.

Goal #3

Review and revise interview questions for all job classifications.

Desired Results: Establish standards and job specific questions to ask potential employees.

Virtual-Regular Meeting

March 08, 2021

Page Four

Goal #4

Develop guidelines and procedures to create a blended K-12 learning environment for both online and in-person instruction.

Desired Results: Develop an online instruction model to go along with in-person instruction that meets state and federal guidelines.

For Goal #1, Mr. Alcorn reported that the Board approved the district Emergency Preparedness Plan at the 04/26/21 meeting. A digital document was also created that contains vital information about the district, accessible by district/building administrators and first responders. In addition, work is taking place on the district website that will contain emergency response information that will comply with state and federal guidelines. For Goal #2, Mr. Alcorn shared that all positions currently without a job description now have one created - 11 job descriptions were reviewed and committee approved. Lastly, they will be forwarded to legal council and once approved, will be added to our district job descriptions. For Goal #3, all previously used interview questions were reviewed and those selected were converted into a google form document, separated by job classification and added to a newly created platform for ease of access and usability to assist in finding the most qualified job candidates moving forward.

For Goal #4, the Board approved the Kelloggsville Virtual School (KVS) program for implementation at the beginning of the 2021-22 school year, as presented by Ms. Travis on 03/08/21. Marketing of the program is currently underway and Ms. Travis is working on curriculum needs for the program and accepting applications for potential students. Lastly, administration has reviewed all of the labor contracts and meetings are being scheduled with labor groups within the next few weeks with the expectation to have them all completed before the end of summer. Mr. Alcorn shared appreciation to the committee members for their efforts and leadership in completing these goals.

C. Instruction Goal Committee

The Instruction Goal Committee (Owen – Chair, Alston, Morrow, Farkas, Stevens, Muhammad, Caterino, Blok, Ward, Marihugh), shared their final update:

Goal #1

Continue to develop an elementary reading program that stresses the importance of phonemic and phonological awareness. In addition, look to add rigor to daily instruction by using grade level materials with appropriate scaffolding to ensure student success.

Desired Results: At least 95% of current 3rd grade students will exceed the minimum requirement established by the 3rd grade reading law.

Goal #2

Secondary staff will incorporate effective writing strategies across the curriculum.

Desired Results: Students will demonstrate higher student achievement in writing as measured by the M-Step and SAT assessments.

Goal #3

Align math instruction across all grade levels.

Desired Results: Increase student achievement in math.

Goal #4

Improve virtual instruction by evaluating the current platforms being used during the 2020-21 school year. In addition, provide staff with the necessary training to be effective online teachers through professional development activities.

Desired Results: Provide virtual learners with the education necessary to be successful on all state-mandated assessments.

Mr. Owen shared that for Instruction Goal #1, the committee was successful in implementing both parts of this goal. All teachers K-3 now teach Phonics Fundamental lessons on a daily basis. The next step is to provide assistance to teachers as they use the emphasis on phonological awareness when they work with students in reading groups. The Opportunity Myth Committee feels that the elementary staff is on board with providing students more grade level text opportunities regardless of reading level as well as the necessary support to ensure student success. The district has purchased grade level material for staff; K-3 will be using Studies Weekly-Social Studies and 4th-5th are using specific novels. Additional resources may be purchased that would provide grade level text using Studies Weekly – Science. Work in this goal will continue next year.

Goal #2 was accomplished by using the Disciplinary Literacy Essential Instructional Practices and the resources associated with it. All departments at KMS, KHS and 54th Street have enhanced their writing offerings to students. The committee will look to continue this effort for the 2021-22 school year. To accomplish Goal #3, the district will be purchasing the Envision Math Program for grades 4-5. Next year, students in grades K-3 will be using Math Expressions as the primary math resources. Students in grades 4-8 will also use the Envision Math Program. Next year, the committee will review the K-3 resource to determine whether to stay with Math Expressions or make a move to Envision Math. Lastly, for Goal #4, the platforms used for the 2020-21 school year were evaluated for effectiveness. Based on committee recommendations, the switch will be made to APEX Learning for online instruction for 6th-12th grades. Elementary staff will create their own curriculum over the summer and students will receive instruction using the digital platforms of the resources currently in place with the exception of Phonics Fundamentals and Handwriting Without Tears, which are not available digitally. The district is also purchasing the learning management system Schoology, which will house all of the learning content.

D. Operations Goal Committee

The Operations Goal Committee (Hoorn – Chair, D. Scott, Skinner, Johnson, Nickelson, Jansen, Dusendang, M. Groters, Tanis) shared a final update on their goal progress:

Goal #1

Improve safety and security of school buildings through improved camera coverage and/or increased electronic doors.

Desired Results: Provide safe and secure entrances and hallways at all district buildings.

Goal #2

Evaluate transportation needs and the restructure of district attendance areas associated with the opening of Central Kelloggsville Elementary.

Desired Results: Study, review, and implement routes to efficiently provide transportation services to students attending the new facility and its impact on other school buildings.

Goal #3

Continue with phase two (2) facility upgrades and installation of identified areas at West and Southeast Elementary and Kelloggsville Middle School

Desired Results: Ensure that upgrades are meeting timelines and needs,

Goal #4

Develop a timeline for the opening and moving into Central Kelloggsville Elementary by ensuring that construction schedules and timelines are being met.

Desired Results: A successful opening of Central Kelloggsville Elementary.

Goal #5

Implement a new district-wide phone system.

Regular Meeting
May 10, 2021
Page Seven

Desired Results: Replace and upgrade to a new and improved telephone system that is more efficient and fits the needs of the district.

Goal #6

Evaluate Food Service staffing levels and meal preparation plans.

Desired Results: Ensure that all schools have adequate staffing to provide quality meals.

Goal #7

Review the maintenance schedule and use of funds from sinking fund proceeds.

Desired Results: Determine necessary projects to ensure the district is well presented and is functioning at its highest level.

Mr. Hoorn updated the Board on the goals for the Operations Committee, which he shared encompasses many departments throughout the district that are tied together in similar goals. He started with Operations Goal #2, new attendance boundaries have been restructured and approved by the Board and as a result, preliminary bus routes have begun being developed as student enrollment information starts being identified. Letters have been sent to families on their status of transportation eligibility and routes will be finalized once Rocket Registration takes place in August. For Operations Goal #6, food service equipment for Central Elementary has been identified and in the process of being ordered for installation when the site is ready. Food Service staffing for that location has also been identified and positions have been posted internally and meal preparation plans are currently under review and in the early stages of development. For Goal #7, recent projects being funded through sinking fund proceeds have included HVAC improvements and playground upgrades at West and Southeast which are scheduled to begin this June. Mr. Hoorn suggested that this goal continue next year. For Goal #3, phase two (2) facility upgrades have included work already completed such as technology equipment ordered, LED lighting improvements and athletic facilities being painted. Work in the process includes network upgrades, classroom audio system installations, painting and grade level adjustments in bathrooms and classrooms at Southeast. Mr. Hoorn suggested that this goal continue for the 2021-22 school year. For Goal #5, the Board approved the bid for a new district-wide phone system on 03/08/21. The new system has been ordered and an installation schedule is being coordinated with a plan to transition the district over to the new system, including training, by August 9th. Mr. Hoorn shared that for Operations Goal #1, the district has transitioned over to one company, district-wide, for building security alarm systems and the committee has reviewed timelines regarding access control upgrades for many of the buildings. Additional security camera installs are being coordinated with Central Elementary including Southeast Elementary internal hallways and parking lot and West Elementary additional outdoor coverage and internal hallways. Mr. Hoorn stated that this goal should too be carried over to next year. Lastly, construction at Central Elementary is progressing and an opening date is still to be determined and refined as updates from the construction manager are received. Instructional staff have been notified of their assignments and dates to begin the process of moving staff have been identified – moving of items will begin on June 7, utilizing existing gyms as staging areas.

On-site storage of second semester non-critical items will be allowed at Central, to assist with moving into the new building after the start of the 2021-22 school year and the process of ordering equipment, furniture and technology related items is progressing.

E. Community Goal Committee

The Community Goal Committee (C. Groters – Chair, E. Scott, Morrow, Patin, Linker, Roscoe, Travis, Townsend), shared a final update on their goal progress:

Goal #1

Advertise, via social media, the alternative education program.

Desired Results: Establish a process of broadening our accessibility to non-traditional students.

Goal #2

Inform and promote a new K-12 online academy.

Desired Results: Provide multiple educational opportunities available to families through online and/or face-to-face instruction.

Goal #3

Promote the Kelloggsville brand on multiple platforms.

Desired Results: Gain feedback from the community, staff and students regarding the district's marketing plan and branding guide to determine consistency.

Goal #4

Investigate virtual options of former community events.

Desired Results: Develop a deep sense of community using virtual methods.

Goal #5

Contact GRAR (Greater Regional Alliance of Realtors) and develop a list of area realtors to invite to a "Realtor & Kville" meeting to share a brochure that will be developed describing the merits of Kelloggsville Public Schools. Also, invite and involve them at the Community Coalition meetings and include them on the quarterly mailing list.

Desired Results: Develop and foster a positive relationship with the local realtor community to share and discuss KPS points of pride in an effort to attract new families to the community.

Goal #6

Promote the new facilities at Central Kelloggsville Elementary.

Desired Results: Communicate and showcase Central Kelloggsville Elementary and create an atmosphere of excitement and pride within the KPS community.

Ms. Groters shared that for Community Goal #1, a paid for advertisement was ran on Facebook/Instagram on 54th Street Academy but did not attached much interest and was deemed to be a better tool to advertise KVS. Instead, a "commercial" like video will be created to showcase 54th Street Academy's many highlights and will be shared on social media sites and the district webpage.

For Community Goal #2, the paid for advertisement as referenced in Goal #1 is also being used for KVS and has shown to be very successful, creating an active social media presence. Several SNN articles have also been featured and shared on various media platforms. For Community Goal #3, discussions are underway on how to best approach feedback from internal stakeholders to provide a better understanding and explanation of the district's new marketing plan and branding guide. It is recommended that this goal be continued for next year. Community Goal #4 was actively promoting videos on social media sites that included students in the school-to-work program and their business affiliations and to also use as a marketing tool for more businesses to invest in our community/program. Streaming of multiple sporting events were also added to media platforms and it is planned to continue for next year. Research is also taking place on developing a community radio station to broadcast sporting events and other district performances, which will also continue next year in an effort to build the district's social/virtual community. For Community Goal #5, contact has been made with a local realtor who works in the area and conversations are taking place on what we can work on to successfully market the district. Discussions have also included holding a virtual meeting with just local realtors in an effort to share with them Kelloggsville's points of pride which they can then in turn use as a marketing tool with families who are buying and selling within our community. Lastly, for Community Goal #6, construction progress photos, videos, and SNN articles have been shared with the community to give an update on how the project is coming along. In addition, the new elementary boundaries for Southeast (former East) and West were released to families in March.

F. Summer Moving Plan

Mr. Scott shared an overview of the plan that will involve the moving of staff from Southeast and West to East and East to Southeast. Totes are being distributed to staff to begin the process of packing items to be moved once this school year has ended. Crews will work through the summer moving totes and other related items. Plans of actually moving into Central will be solidified once we are given a better estimation on when the district will be able to take possession of the building.

G. GASB 84 Update

Mrs. Ricketson summarized the GASB 84 accounting guidelines and requirements which includes fiduciary activities. Because of a new standard placed of fiduciary funds, all of the district's student activity and scholarship accounts can no longer be classified as a fiduciary activity and will now need to be moved into a new account called fund 29 special revenue. She indicated that the board will now see a budget for fund 29 moving forward.

STUDENT COMMENTS

- DeMarreon Rodriguez – shared now that he has a better grasp of how students are taken into account during board meetings.

OTHER MATTERS

- A tour has been scheduled for Board of Education members, facilitated by Owen-Ames-Kimball, on Monday, May 24 @ 5:00 PM. The regularly scheduled board meeting will directly follow at 6:00 PM at KHS - CLA;

- Mr. Alcorn summarized a letter, released today, on new student quarantine guidelines being set forth, in collaboration with Kent ISD, the KCHD, and MDHHS. This letter will inform parents of a change in policy that the district will no longer require close contacts for most positive COVID cases to quarantine.
- Mr. Patin reviewed updated procedures that will be implemented at the graduation ceremony for the Class of 2021.

INTRODUCTION OF MATTERS BY BOARD MEMBERS

- Ms. Sellers – commended committee members on their efforts and hard work on the this year’s goals;
- Mrs. Tanis – also shared appreciation to those who worked on this year’s goals, despite that most of the work was done virtually, the outcomes were very successful. She is also excited and is looking forward to this year’s graduation ceremonies;
- Mrs. Groters – appreciated the accomplishments on this year’s goals and thanked everyone for their efforts and hard work. She is also looking forward to graduation;
- Mr. Marihugh – echoed the hard work by committee members on this year’s goals. He also acknowledge the hard work by all those involved with the district’s athletic programs; coaches, student athletes, etc. – hats off to everyone;
- Mrs. Reidzans – shared that she had received a letter from the district’s auditing firm, confirming services that they provide which she signed and returned. She also thanked everyone for their hard work with this year’s goals;
- Ms. Townsend – also thanked everyone for their hard work and efforts on the goals;
- Mrs. Ward – shared that she is impressed with the very successful outcome of this year’s goals and how committee members had to step up in the shorter amount of time to complete them – many will be ongoing but we are heading in a good direction;

ADJOURNMENT

President Ward adjourned the meeting at 7:15 p.m.

Gary Marihugh, Secretary
Kelloggsville Board of Education

Beth A. Postma
Recorder

VISITORS: (Virtual) – Terri Ricketson, Rachel Blok, Dave Skinner, Nick Patin, Russ Hoorn, Donn Scott, Cassie Groters, Diana Berlanga, Hailey Christopher and family.