



# East Lansing Board of Education

509 Burcham Drive, East Lansing, MI 48823

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Regular Meeting  
February 27, 2023 - 7:00 PM  
East Lansing High School Auditorium  
509 Burcham Drive  
East Lansing, Michigan 48823



## Agenda

### **I. Opening of Meeting**

A. *Call to Order*

B. *Roll Call*

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

D. *Approval of Agenda*

*Motion: The Board of Education approves the agenda of the February 27, 2023 regular meeting, as presented.*

E. **Approval of Minutes**

**Motion: The Board of Education approves the minutes of the February 13, 2023 regular meeting, as presented.**

1. February 13, 2023

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### **II. Recognition**

### **III. Student Representative Report**

### **IV. Superintendent's Report**

### **V. Presentation**

A. School Safety Data and District Safety Plan Updates, Superintendent Dori Leyko and Assistant Superintendent Glenn Mitcham

**VI. Public Comment:** This is the opportunity to address the Board. Speakers are to confine their remarks to five minutes. If a speaker requires more than five minutes, after all other persons who have requested to speak during this part of the meeting have spoken, that speaker will be allowed additional time. The Superintendent or other district staff may comment to clear up or avoid significant misunderstandings.

VII. **Board Vacancy Interviews**

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A. Tracy Edmond, Sr		8
B. Michael R. Feldpausch		9
C. Gary Holbrook		10
D. Rufus Jackson		16
E. Velora Kimball		17
F. Chris Martin		21
G. David McConnell		22
H. Daniel Myers		23
I. Dionnedra Reid		27

VIII. **Action Items**

A. **Budget Calendar** **28**

*Motion: The Board of Education adopts the budget calendar for the development of East Lansing Public Schools 2023-24 budget, as presented.*

B. **Policy 5707 School Wellness Policy** **30**

*Motion: The Board of Education approves the revisions to Policy 5707, School Wellness Policy, as presented.*

C. **Authorized Check Signers** **35**

**Motion: The Board of Education authorizes the following positions to be authorized check signers:**

1. Board of Education Treasurer
2. Superintendent
3. Director of Finance and Operations

D. **Employment Contract for Supervisor of Custodial Services** **36**

*Motion: The Board of Education approves the employment contract for Vince Watson, Supervisor of Custodial Services, as presented.*

E. **ELHS and MMS Auditorium Lighting Upgrades** **44**

*Motion: The Board of Education approves the Auditorium lighting project with Pierce Power Electric at \$720,065.95.*

F. **Purchase of Technology** **45**

*Motion: The Board of Education approves the purchase of 400 Chromebooks and licensing from Sehi Computer Products in the amount of \$114,744.00.*

IX. **Committee Reports**

- A. Academic and Technology Committee
- B. Facilities Committee
- C. Finance Committee

- D. Intergovernmental Relations
- E. Personnel Committee
- F. Policy Committee

**X. Announcements**

**XI. Adjournment**

*Respectfully Submitted,*

*Dori Leyko  
Superintendent*

## I. Opening of Meeting

### I.A. Call to Order

The meeting was called to order by President Terah Chambers at 7:01 pm.

### I.B. Roll Call

Dr. Terah Chambers:	Present
Ms. Amanda Cormier:	Absent
Dr. Kath Edsall:	Present
Ms. Tali Faris-Hylen:	Present
Ms. Monica Fink:	Present
Dr. Elizabeth Lyons:	Present
Ms. Debbie Walton:	Absent
Ms. Dori Leyko	Present

#### **Student Representatives:**

Gabriel Benavides	Present
Alexander Mielock	Absent

Present: 7, Absent: 3.

Trustee Debbie Walton submitted her resignation from the East Lansing School Board of Education.

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

### I.D. Approval of Agenda

Motion 22-23/070: The Board of Education approves the agenda of the February 13, 2023, regular meeting, as presented.

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

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Tali Faris-Hylen: Aye, Ms. Monica Fink: Aye, Dr. Elizabeth Lyons: Aye, Ms. Amanda Cormier: Absent, Ms. Debbie Walton: Absent

Aye: 5, Nay: 0, Absent: 2

### I.E. Board Leadership

President Chambers read the resignation statement of Trustee Walton. Per Board Policy 2404, the Board must fill the vacant Board office within 30 calendar days. Information will be communicated within the next few days.

Discussion and appointment of Board officers: 4

- Trustee Chambers – Per Board Policy 2405, Dr. Terah Chambers will remain as President for the remainder of the office’s term.
  - Ms. Monica Fink moved to remove Dr. Terah Chambers as President. There was no second.
  
- Trustee Lyons - Vice President
  - Motion: 22-23/071: This motion, made by Ms. Tali Faris-Hylen and seconded by Dr. Kath Edsall. Passed.

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Tali Faris-Hylen: Aye, Dr. Elizabeth Lyons: Aye, Ms. Monica Fink: Nay, Ms. Amanda Cormier: Absent, Ms. Debbie Walton: Absent

Ayes 4, Nay: 1. Absent: 2

- Trustee Edsall - Treasurer
  - Motion: 22-23/072: This motion, made by Dr. Elizabeth Lyons and seconded by Ms. Tali Faris-Hylen. Passed.

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Tali Faris-Hylen: Aye, Dr. Elizabeth Lyons: Aye, Ms. Monica Fink: Nay, Ms. Amanda Cormier: Absent, Ms. Debbie Walton: Absent

Ayes 4, Nay: 1, Absent: 2

- Trustee Faris-Hylen - Secretary
  - Motion 22-23/073: This motion, made by Dr. Kath Edsall and seconded by Dr. Terah Chambers. Passed

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Tali Faris-Hylen: Aye, Ms. Monica Fink: Aye, Dr. Elizabeth Lyons: Aye, Ms. Amanda Cormier: Absent, Ms. Debbie Walton: Absent

Ayes 5, Nay 0, Absent 2

Discussion followed.

#### I.F. Approval of Minutes

Motion 22-23/074: The Board of Education approves the minutes of the following meetings:

- I.F.1. January 23, 2023, regular meeting
- I.F.2. January 30, 2023, special meeting
- I.F.3. February 7, 2023, special meeting

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

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Tali Faris-Hylen: Aye, Ms. Monica Fink: Aye, Dr. Elizabeth Lyons: Aye, Ms. Amanda Cormier: Absent, Ms. Debbie Walton: Absent

Aye: 5, Nay: 0, Absent: 2

## II. Recognition

Recognition attached.

Dr. Edsall:

- Asked families to please send recognition to the school board contact at [Board Contact Form](#).
- Recognized Karmello Mackey for completing Graduation Alliance in a short period of time.

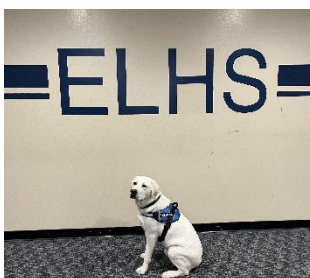
## III. Student Representative Report

Student Representative Benavides:

- His perspective of what is going on and thanked the Board for reacting to the public's concerns.
- Additional concerns:
  - Why are these happening?
  - Please attack the root of the problem.
  - Currently, school is going on as normal, but what if this happens again?

## IV. Superintendent's Report

- Kindergarten Info Night - Thursday, February 23 - MMS at 6:00 pm.
- A Kindergarten Round-Up will be held at each building later this spring.
- Recognizes Gus the high school Canines for Change dog. Gus passed his certification and is an official facility dog.
- The other dogs will be taking their certification later this spring.



## V. Consent Agenda

Motion: 22-23/075: The Board of Education approves the consent agenda to include the following item:

V.A. Hiring of **Kimberly Cash**, 1.0 FTE 3rd-grade teacher at Glencairn at MA Step 9 effective February 14, 2023.

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

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Tali Faris-Hylen: Aye, Ms. Monica Fink: Aye, Dr. Elizabeth Lyons: Aye, Ms. Amanda Cormier: Absent, Ms. Debbie Walton: Absent

Aye: 5, Nay: 0, Absent: 2

**VI. Public Comment:** This is the opportunity to address the Board. Speakers are to confine their remarks to five minutes. If a speaker requires more than five minutes, after all other persons who have requested to speak during this part of the meeting have spoken, that speaker will be allowed additional time. The Superintendent or other district staff may comment to clear up or avoid significant misunderstandings.

- Mabel Menadier-Thomas - Accessibility and Special Ed services.
- Brandi Branson - Discipline process, appeals process and process for staff.
- Shari (Sharee) Brooks - School safety
- The Martin family - Our family's perspective.
- Katelyn Thomas - Student equity issue - SOC/Continuation.
- Nichole Martin - Mental Health Advisory Committee.
- Brad Lutz - Communication and timelines.
- Yazmima Bouraoui - District priorities.
- Nell Kuhnmuensch - Encouragement for the challenges ahead.
- Darrilyn Moore - Son being back at MacDonald Middle School.
- Jared Roberts - Resource officers.
- Alice Dreger - Transparency.
- Mark Cauley - Solutions moving forward.

***The meeting was recessed at 8:39 pm due to events occurring at Michigan State University.***

**XII. Adjournment**

The meeting adjourned at 10:11 pm.

[Link to Meeting video of February 13, 2023.](#)

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President

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Secretary

FEB 22 2023

Dear Tali Faris-Hylen,

I would like to express my interest in becoming a Board Member with East Lansing School District where I can use my skills to help our district reach its goals and objectives.

I am currently a Board Member with the City Rescue Mission of Lansing, United Mentoring Program, and Walk In Truth Ministries. During this time, I took part in meetings and helped these organizations look for ways to improve relationships within the Greater Lansing area and better serve its residents.

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I have excellent leadership skills that I would like to put to use for the East Lansing School District. I can help you create and implement new projects that will enhance the performance of our students, staff, and faculty. I also can help create marketing campaigns that can generate interest in the school district.

I get along well with others when working in a group setting and I have the ability to help others find common ground when they disagree on what actions to take. Sometimes, it just takes a little negotiating to help reach a reasonable agreement that benefits the entire district. I am confident that I have the skills and experience to hold this position and to be a great benefit to the East Lansing School District.

I look forward to meeting with you in person. Please call (517)-290-1714 to make arrangements for an interview.

Sincerely,

*Tracy Edmond Sr.*

Tracy Edmond Sr.

February 23, 2023

East Lansing Public Schools  
SUPERINTENDENT  
FEB 23 2023

Tali Faris-Hylen  
Secretary of East Lansing Board of Education  
501 Burcham Drive  
East Lansing, MI 48823

Dear Board of Education,

I submit this letter for consideration to appointment of the East Lansing Board of Education position recently vacated by Deb Walton. Parents, teachers and other staff have shown up in significant numbers over the past month to express concerns over the lack of safety at the high school. In addition to the safety issue, many speakers have said they have not received information regarding incidents of violence that have been occurring at the high school and middle school over the past few years. One or more stakeholders have said that it seems the Board is intentionally keeping parents and staff in the dark. Alice Dreger, founder of East Lansing Info, said she was “disturbed” by the way the Board conducted business, giving short notice of meetings and making decisions seemingly outside of meetings, only to pass motions at meetings with no discussion. Ms Dreger also noted an attorney for the district warned the Board to follow the requirements of the Open Meetings Act or face repercussions.

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My recent campaign for the East Lansing Board of Education focused on making sure the Board is accessible, transparent and responsive to parents and caregivers. I talked about ensuring that changes are announced in a timely manner and understood by all. I said that ELPS.US needed to be navigated with ease and that stakeholders needed to have easy access to curricula, books and assignments.

I could also talk about my qualifications, but they will be minimized by the people evaluating this letter. Actually, this letter may be discarded without being read. However, if this Board is going to be responsive to its constituents, I should receive consideration. If the all-female panel is sincere, then seating a male on the Board who has concerns about the effectiveness of Restorative Justice and other aspects of the Diversity, Equity and Inclusion program as it is currently executed, should be a priority.

Sincerely,

*Michael R. Feldpausch*

Michael R. Feldpausch  
1945 N. Harrison Rd.  
East Lansing, MI 48823  
(517) 582-1083

FEB 23 2023

Ms. Faris-Hylen,

I am writing to express my interest in filling the school board vacancy. This is a challenging time for the school board. It is easy for members of the community to complain about the performance of the board but it is another matter for members of the public to help share the load. Community service is an important ideal for me and I can offer a wide variety of experience which may be useful for the board.

My interest in being a member of the school board sprouts from a variety of sources. We are a very ELPS family. We have two ELPS students, an ELPS teacher, and an ELPS dog. We moved to East Lansing because we wanted our children to grow up in this community and experience what the schools have to offer.

My wife and I both went to school in a small town about thirty minutes south of Lansing. When we had our first child we decided to enroll them in a small charter school. My wife later became a teacher for East Lansing Public Schools. As we compared the experience offered to students in our homogenized small town with the variety of cultures represented in East Lansing Public Schools we decided that our child needed to go to East Lansing in order to develop a well-rounded world perspective. We initially utilized schools of choice, and we moved into the district in 2015.

In 2016 we became foster parents and enrolled our second student in ELPS as a kindergartener. Our first foster placement became our last. In 2019 we became adoptive parents. Our journey through the foster system and into adoption was illuminating. As a white family from a small white town we had never worried about someone mistreating our child due to the color of their skin. About six months into our foster experience, we took a family trip. During that trip a family quickly ushered their kids out of the pool when we brought our foster child for a swim. Rather than leaving, they stayed nearby but made a point of telling their children not to interact with our child. While this appeared to be an overt act of racism we have learned in the intervening years that racism often comes in more insidious and subtle forms.

At a book fair when our child was young, I was struck by the lack of diversity represented on the book covers. I wondered what message this was sending to our young students of color. As public servants I believe it is important for members of the board to ask critical questions about how well the district is serving *all* their students.

Regarding my qualifications to be member of the school board, I have a master's degree in business from Michigan State University. Professionally I have 13 years of experience in business management and leadership. I also spent 15 years working for a Michigan non-profit business which specializes in providing insurance to Michigan schools. During this time I worked with several dozen members of Michigan districts from business managers to superintendents.

As a community volunteer I have been a Big Brother through Big Brothers/Big Sisters of Lansing (five years). For approximately four years I was on the board for a small charter school. In 2018 I volunteered at the ELHS to teach Java programming to our students.

Thank you for considering my interest, and please do not hesitate to let me know if you have any additional questions I can address.

Sincerely,  
Gary Holbrook

# GARY HOLBROOK

(517) 663-0437 ▪ gholbrook@digitalintuition.com ▪ linkedin.com/in/garylholbrook

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## EXECUTIVE SUMMARY

Senior business and technology leader with 20 years of industry experience. Manager with unique combination of high-level business experience and on-the-ground, front-end technical experience. Demonstrated ability to build and inspire cross-functional teams that get results for clients.

## PROFESSIONAL EXPERTISE

Enterprise Architecture ▪ Business Analysis ▪ Consulting ▪ Software Development  
Supervision ▪ Staff & Infrastructure Development ▪ Business & Technical Communication  
Project Management ▪ Process Improvement ▪ Financial Oversight

## TECHNICAL ACUMEN

C# ▪ Linux ▪ SQL Server ▪ JavaScript ▪ SharePoint ▪ Crystal Reports  
Python ▪ TCP/IP Networking ▪ ITIL ▪ HTML ▪ iSeries  
Java ▪ Splunk ▪ SAS ▪ Shell scripting

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## WORK EXPERIENCE

### Enterprisemarketdesk (EMD)

September 2021-Present

Matching independent consultants with Workday clients.

### Operations Manager, Partner

In my first full time year with EMD I oversaw the implementation and automation of processes and teams which facilitated a seamless growth from \$6M to \$12.5M in revenue. I am ultimately responsible for product delivery, technology, and risk management for our entire organization. As we continue to grow I am also responsible for systematizing new processes developed by our marketing, finance, and recruiting teams.

### Key Accomplishments

- Created administration and fulfillment team
- Implemented software to systematize our fulfillment process from first contact with applicants through onboarding applicants to specific client jobs
- Streamlined incentive payment system to facilitate maintainability
- Developed organizational policy framework to ensure good practice at all levels of the organization
- Implemented corporate reporting environment to foster strong, evidence-based decision making for all members of the organization
  - Reporting system combines data from ticketing, finance, and placement systems
- Implemented ticketing system to ensure repeatable, high-quality product delivery

### Linq

December 2020 - September 2021

LINQ Brings Together People and Technology

Our vision is to continually improve K-12 education through our technology and our people.

### ERP Team Engineering Manager

As the manager of a large, high-velocity software-engineering team I pull together the resources we need to continue development, develop relationships with our peer departments, work with our team to establish and enforce good practice, and take final responsibility for product releases for the ERP Engineering team.

#### **Key Accomplishments**

- Managed on-time delivery of customer-facing features with a team of 15 engineers
- Successfully rolled out new features to new class of client on-time
- Developed data mapping tools to translate customer supplied data into proprietary database format
- Developed team steering reports to facilitate oversight of a large team
- Implemented feature-based team subset development approach to reduce refinement time
- Established good practice for the development team
  - Created forum for team to document good practice and discuss issues impacting development
  - Used pull request comments to create our team's first style guide
  - Created onboarding process and documentation to reduce cycle time when adding new contractors
- Worked closely with product and implementation teams to ensure final customer satisfaction

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#### **Rapid Stack Technologies**

**May 2018-December 2020**

Supplying end to end SAS expertise at all layers of the technology stack including virtual machine, operating system, and application software.

#### **Consultant**

Provide expertise and technical support for both routine and unusual SAS events. Maintain the health of managed SAS environments by installing hotfixes regularly, applying good practices to the host, and monitoring the environment.

#### **Key Accomplishments**

- Developed software using C# to copy time entries from Toggl and customer data from Insightly into SQL Server database using APIs. Subsequently wrote software for scheduling automated management reports. Automated monthly invoice generation.
- Streamlined customer interaction by developing documentation to support common processes.
- Developed software using C# to assist with hotfix analysis and issue tracking.
- Wrote SAS programs to assist in the tracking and management of data feeds and SAS datasets.
- Developed scripts to support centralized logging, routine reporting, and data retention policy enforcement in Linux environments
- Developed and executed qualified data migration scripts using Windows and Linux platforms for a Forbes Global 2000 pharmaceutical company.

## G. HOLBROOK, PAGE 2

**SET SEG Insurance Services Agency**  
Lansing, MI

**2003-May 2018**

Offering comprehensive benefits and insurance programs for 500+ Michigan public schools. We develop technical services in modular fashion, allowing us to quickly bring products to market.

**Chief Information Officer**

**Mar. 2012-May 2018**

Oversee technical and financial management of Information Services. Supervise two managers and team of eight.

**Key Accomplishments**

- Oversaw technical development of new Affordable Care Act (ACA) tracking product, generating revenue increase of 10%
- Implemented new claims and underwriting package, positioning organization to leverage expertise of an experienced, multi-national partner in the industry

**Business Process Development Manager**

**Nov. 2009-Mar. 2012**

**Key Accomplishments**

- Created information technology (IT) department from inception to implementation
- Supervised 5 IT staff; designed and initiated IT policy tracking and auditing systems
- Generated 2,000+ customer-facing documents for 400+ policies; after implementation, customer loss declined from 50 to 1
- Implemented Business Objects company-wide; integrated Dynamics CRM and Business Objects
- Automated and integrated iSeries data with SQL Server using a combination of Java and C#

**Business Process & Technology Specialist**

**Nov. 2008-Nov. 2009**

**Key Accomplishments**

- Converted iSeries printed billing reports to electronic PDFs saving 30 labor hours/month
- Implemented Kofax document scanning solution for handling enrollment workflows via SharePoint
- Supervised third party administration (TPA) claim and enrollment teams

**Network Programmer**

**May 2003-Nov. 2008**

**Key Accomplishments**

- Wrote business applications using C#, SQL Server, Crystal Reports, and iSeries
- Developed Workers' Compensation underwriting application
- Created a custom CRM application for tracking and targeting customers
- Coordinated corporate website development based on DotNetNuke

**Consultant; Kennedy Technologies**  
**Dimondale, MI**

**2002-2003**

**Key Accomplishments**

- Developed iSeries barcode scanning tool for automotive part and system supplier using VB .Net
- Implemented distributed Citrix environment for Michigan-based bank
- Established scripting environment supporting deployment of 5,000 workstations, resulted in central management of IT infrastructure and reduced downtime in remote offices
- Installed Cisco switching equipment

**Analyst; State of Michigan, Attorney General Department**  
**Lansing, MI**

**2000-2002**

**Web Developer; Alliance Consulting, LLC**  
**Taos, NM**

**1998-2000**

**VOLUNTEER LEADERSHIP**

East Lansing High School TEALS Program teaching Java, 2017-2018

Foster Parent, Dec. 2016-2019

Island City Academy Board Member, 2012-2016

Big Brother/Big Sisters Mentor, 2006-2011

**EDUCATION**

**ITIL Foundation Certificate, IT Service Management**

BCS: The Chartered Institute for IT, 2016

**MBA, Michigan State University, 2012**

Case study finalist

**BBA, Baker College, 2009**

Summa Cum Laude

February 24, 2023

East Lansing Public Schools  
SUPERINTENDENT

FEB 24 2023

Tali Faris-Hylen  
Secretary  
East Lansing Public Schools Board of Education  
501 Burcham Drive  
East Lansing, MI 48823

Dear Secretary Faris-Hylen:

This letter will serve as an expression of my interest in seeking appointment to the East Lansing Public Schools Board of Education.

My involvement in ELPS began as a student in the school district and continues today as two of my sons have graduated from ELHS and my third son is currently a Senior. Their attendance at ELPS prompted my interest to become involved in a coaching capacity when I was invited to join the Freshman Football coaching staff in 2009. This evolved into the opportunity to assist with coaching duties for the Varsity Football team as well. It has been an honor and a privilege to invest my time and efforts in teaching the student athletes about teamwork, responsibility and dedication. My desire to serve has grown over the years and this Board position will further allow me to contribute to ELPS and the East Lansing community.

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Please allow me to highlight other aspects of my community involvement and professional background that may be an asset to this position:

Team Player – East Lansing Football Association President and East Lansing Junior Trojans Director of football operations and coach

Decision Maker – Discerning, information gatherer and able to support group decision making that is in the interest in all parties

Effective Communicator – Possess ability to listen to others and convey information in an informed yet succinct manner

Leader – Business owner and operator

With the attributes listed above as well as many others that would benefit this position, I would be committed to working with other board members to create a shared vision, build community partnerships, adopt and maintain effective policies, work toward continuous improvement and objectively seek resolutions to challenges that may arise.

Thank you for your time and consideration. I look forward to having an opportunity to meet with the Board of Education to further discuss my interest and qualifications.

Thank you,

Rufus Jackson

# Velora A Kimball

~1824 Pinecrest Drive, East Lansing, MI 48823 ~ (517) 803-9205 ~ lori\_kimball@hotmail.com

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February 23, 2023

East Lansing Public Schools  
SUPERINTENDENT  
FEB 23 2023

To whom it may concern,

My name is Velora Kimball and I have been a part of the Greater Lansing community for almost 20 years and am a lifelong Michigander. I moved from Lansing proper to East Lansing several years ago for the specific reason of enrolling my now first grader in ELPS district. I love this city and the people who reside here. I have a strong passion to work with other leaders in East Lansing for the sole purpose of making sure our children receive the best education and the best educational experience possible during those critical up bringing years.

Please consider this my formal Letter of Intent to apply for the open Board seat on the Board of Education that was vacated by Debbie Walton.

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I am highly educated with a B.A. in Biology from Spring Arbor University and a M.S. in Physician Assistant (P.A.) studies from Western Michigan University. I have been employed by Sparrow Health Systems for the past 18 years as a P.A. in the cardiology department. I serve on several committees and have a strong focus on goal-directed management and meeting and maintaining a high level of quality control metrics across our very large and diverse health care system.

Historically, I have worked in the Michigan Correctional System as an internal medicine PA as well as many years as a Senior Paramedic at a large private ambulance company. I also have experience as the office manager, executive secretary and licensed substitute teacher at a K-12 school district.

If appointed to the open Board of Education seat, I would be honored to work on the board and be a team player. I believe my knowledge and experience would only add to the Board's expertise and make it a well-rounded Board.

I would give my complete commitment to working with the other Board Members to focus on rebuilding community trust in order to push the District forward. I believe our School District can continue to be a leader in top level education through the development of our School's current attributes as well as enhancing the quality and diversity of our educators.

I have attached my resume for your review. I look forward to further discussions regarding my qualifications. Please feel free to contact me with any questions or if further information is requested. Thank you for your time.

Sincerely,

Velora Kimball

# Velora A Kimball

~1824 Pinecrest Drive, East Lansing, MI 48823 ~ (517) 803-9205 ~ lori\_kimball@hotmail.com

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## SUMMARY OF QUALIFICATIONS

- Highly motivated and responsible.
- Able to think quickly, clearly, and make logical decisions.
- Effective interpersonal communication skills.
- Significant experience in organization, time management, and group delegation.
- Bilingual: proficient in conversational Spanish.
- STEMI, D2B, CHF, AMI and mortality review team member
- Guiding coalition member, Yale Global Health Initiative, Leadership Saves Lives

## EDUCATION

Western Michigan University August 2000 – August 2002  
Kalamazoo, Michigan  
Master of Science in Medicine, Physician Assistant

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Jackson Community College August 1996 – May 1998  
Jackson, Michigan  
Certificate in Emergency Pre-Hospital Medicine

Spring Arbor University August 1992 – May 1997  
Spring Arbor, Michigan  
Bachelor of Arts, Biology

## LICENCES AND CERTIFICATIONS

Physician Assistant Certification since September, 2002  
Michigan Paramedic License October, 1998 – 2022  
Advanced Cardiac Life Support Certification since August, 1998  
Pediatric Advanced Life Support Certification, June, 2000  
Basic Life Support Certification since August, 1996  
Basic Trauma Life Support Certification, March, 1999  
Michigan License for Substitute Teaching, 1996 – 1999

## PROFESSIONAL EXPERIENCE

Sparrow Clinical Research Institute July 2019 – present  
Lansing, Michigan 48912  
Physician Assistant, Investigator

Sparrow Health System May 2005 – present  
Lansing, Michigan  
Physician Assistant, Cardiology

# Velora A Kimball

~1824 Pinecrest Drive, East Lansing, MI 48823 ~ (517) 803-9205 ~ lori\_kimball@hotmail.com

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- |  |                              |
|--|------------------------------|
| Correctional Medical Services<br>Coldwater, Michigan<br>Physician Assistant, Internal Medicine         | April 2003 – March 2005      |
| Advanced Occupational & Family Medicine<br>Kalamazoo, Michigan<br>Physician Assistant, Family Practice | September 2002 – April 2003  |
| Jackson Community Ambulance<br>Jackson, Michigan<br>Senior Paramedic                                   | November 1998 – October 2002 |
| Lenawee Community Ambulance<br>Onsted, Michigan<br>Senior Paramedic Volunteer                          | July 1997 – May 1999         |
| Pansophia Academy<br>Coldwater, Michigan<br>Office Manager; Executive Secretary; Substitute Teacher    | July 1996 – May 1999         |
| Allskate Fun Center<br>Jackson, Michigan<br>Floor Guard; General Secretary                             | October 1995 – May 1996      |



# Christopher A. Martin

524 Woodland Drive  
East Lansing, Michigan 48823

(512) 585-4440  
cmartin@ingham.org

February 23, 2023

Tali Faris-Hylen, Secretary  
East Lansing Board of Education  
501 Burcham Drive  
East Lansing, Michigan 48823

East Lansing Public Schools  
SUPERINTENDENT  
FEB 23 2023

Dear Ms. Faris-Hylen:

I am writing to express my interest in the open seat on the East Lansing Board of Education. When my family came to Michigan, we made our home in East Lansing in large part because of the excellent public schools. In the years since, we have loved and appreciated our experiences in the district. Our schools are caring and wonderful places, even when we experience challenges that many communities face. Our challenges are complicated by the Covid-19 pandemic and historic injustices that have marginalized people through no fault of their own. I am eager to continue serving our district to address these challenges and help all of our students achieve at the highest level. I believe my experience as a teacher, 21 problem solver, and community leader will benefit East Lansing Public Schools in the years to come.

As a former public school teacher and coach, I have a unique perspective on the qualities and practices that make schools exceptional. I taught for two years in New York City Public Schools and two years in Charlottesville, Virginia. These roles taught me the impact that empowered teachers can have on student achievement, confidence, and personal growth. Teachers and school leaders do more than deliver a core curriculum every day, and the professionals in our buildings have the most complete perspective on the needs of our students and our schools. As a School Board member, I will follow the leadership of our teachers, and ensure that they are empowered to create supportive and safe learning environments to meet the needs of all our students and everyone else depending on our schools.

As an attorney, I embrace difficult cases and I see myself as a problem solver. Early in my legal career, I worked in a law firm and frequently served as a court-appointed public defender. After that, I worked for seven years as an assistant Ingham County prosecutor assigned to domestic violence cases, complex drug trafficking cases, and crimes against vulnerable adults. I approach every case understanding that it is more complicated than it appears on its surface, and that solutions and accountability are likely to come from multiple sources. I currently serve as an Administrative Law Judge resolving legal disputes between individuals and the State of Michigan. This position has underscored the importance of consistency, common sense, and responsive governance. I have spent years of my career solving complex problems and connecting people in need with resources. I believe my experiences and approach will be an asset to the School Board.

I have sought out leadership roles in our community that prepare me to serve on the School Board. I was previously elected to a four-year term on the East Lansing Board of Education in 2018, which included serving as Vice President, Secretary, and Chair of the Academic & Technology and Facilities committees. I have relationships with our administration and the experience to make an impact immediately as a board member. I have also served on the governing board of All Saints Episcopal Church and currently serve as a ministry chair for parish life and outreach. I regularly volunteer in our area, and I enjoy getting to know our neighbors. I believe my enthusiasm and responsiveness will be useful in staying connected with our community and ensure that everyone's voice is heard in School Board deliberations.

I would welcome the opportunity to meet with you to discuss how I can contribute as a member of the East Lansing Board of Education. Please let me know if I may provide any further information. Thank you for your consideration.

Sincerely

Chris Martin

February 24, 2023

Trustee Faris-Hylen,

This letter is submitted as application for the seat on the East Lansing Public Schools Board of Education vacated by the resignation of Trustee Debbie Walton.

My family and I have been a part of the East Lansing School District for more than 15 years and I currently have two students attending: a fifth-grader at Whitehills Elementary and an eighth-grader at MacDonald Middle School. Our experience in this community has been full of caring and support, excellent academics and athletics, and educators who consistently go above and beyond to make our children feel safe, heard, and engaged in learning. There is no reason our experience can't be everyone's when they attend ELPS.

The district is facing unprecedented challenges with student safety and addressing violence in the schools; equity and ensuring all have the same educational opportunities; continuing to fund educational services and activities with shrinking resources; and rebuilding trust with the East Lansing community. These are not intractable problems and can be solved by listening to what our students, parents, and community say is needed, using data and best practices, and stewarding resources responsibly to ensure those needs are met.

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I have a background in public policy development, strategic consultation, and education research with experience facilitating large, diverse groups while centering equity in those discussions. I currently lead the work of a statewide arts and culture advocacy organization and I am a lifelong Spartan.

Please consider this letter my application of interest to fill the remainder of Trustee Walton's term on the East Lansing Public Schools Board of Education. Thank you for your consideration.

David McConnell  
6164 Rutherford Ave  
East Lansing, MI  
(517) 749-7852  
dvmcconne@gmail.com

East Lansing Public Schools  
SUPERINTENDENT

FEB 24 2023



February 24, 2023

Tali Faris-Hylen,  
Secretary of the Board of Education  
501 Burcham Dr  
East Lansing, MI 48823

East Lansing Public Schools  
SUPERINTENDENT

FEB 24 2023

**VIA EMAIL**

**RE: East Lansing Board of Education Vacancy - Statement of Interest**

Please accept this letter and attached resume as my Statement of Interest in appointment to fill the vacancy in the School Board for the term ending December 31, 2024. As an attorney and a parent of a ELHS student (and a son who graduated in 2022), I believe I would offer a good perspective to the Board for dealing with the issues the East Lansing School District faces. I believe in pragmatic, workable solutions and not ideological fixes for imaginary problems.

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My family moved to East Lansing from Traverse City in 2020, during the pandemic, but I have deep roots in this area. I grew up in Lansing, living just across the city line in the Groesbeck neighborhood. I attended Michigan State University as an undergraduate and for my Master's degree, as did my wife. When my oldest daughter was accepted to Michigan State, my wife and I decided to move back to the area, in no small part because we wanted our children to have access to a more diverse school environment than Northern Michigan could provide.

I believe the East Lansing Public School system has done a surprisingly good job navigating the difficult environment of the last few years. For example, while other schools opened, closed, opened again and closed again during COVID, East Lansing stayed closed until it was safe to open, and then implemented sufficient safeguards to remain open thereafter. The current concerns over school safety are, I believe, also surmountable.

If there is one area where I think our district could stand to improve, it is in how it communicates with students, staff and the community. I also believe the student discipline code needs to be revised and redrafted for clarity and to comply with Michigan law. As a parent and a lawyer, I have had experience with both of these issues, and I feel my background would be helpful in addressing them.

Thank you for your consideration.

Sincerely,

Daniel O. Myers  
[dmyers@domlawoffice.com](mailto:dmyers@domlawoffice.com)  
102 Oxford Road  
East Lansing, MI 48823



# Daniel Myers

The Law Offices of Daniel Myers  
P.O. Box 1626  
East Lansing, MI 48826-1626  
Phone: (517)-929-9780  
dmyers@domlawoffice.com

## *Overview*

Daniel Myers has been an active defender of consumer rights in the face of predatory lending and credit practices. Mr. Myers has been appointed class counsel in numerous cases involving predatory mortgage lending and collection and has obtained over \$100 million in settlements for consumers. He is conversant with federal and state lending laws and regulations and has managed complex federal actions, multidistrict litigation and multiple class actions in numerous federal and state courts.

## *Experience*

### **Attorney Owner - The Law Offices of Daniel O. Myers**

January 2011 - present

Solo law practice concentrating in consumer law, class action, and civil litigation. Practice includes both solo cases and cases conducted with state and national co-counsel. Extensive research and writing of legal briefs and documents for consumer and other civil litigation in Michigan federal and state courts.

### **Member - Richardson, Patrick, Westbrook & Brickman**

June 2002 – December 2010

Partner managing complex national consumer class action litigations, leading a team of attorneys and paralegals. Devised litigation strategies, developed legal theories, and drafted or supervised drafting of briefs, complaints and legal memoranda in trial and appellate courts. Appeared and argued motions before numerous courts. Worked closely with multiple co-counsel nationwide. Participated in settlement negotiations and drafting of settlement agreements and supporting documents. Reviewed, analyzed, and developed litigation projects for national law firm.

### **Attorney - Ness, Motley, Loadholt, Richardson & Poole**

April 1998 – June 2002

Associate managing mass tort litigation team conducting a multi-state fraud case against a major medical corporation. Developed and managed multi-state consumer lending class action.

### **Attorney - Dingeman, Dancer & Christopherson**

1995 – 1998

Litigation associate for personal injury and business litigation for individual clients.

### **Law Clerk - Hon. William G. Hussmann, Jr., U.S. Magistrate Judge**

1993 -1995

Law Clerk to U. S. Magistrate Judge. Assisted in researching and drafting orders and opinions. Prepared and assisted the court in trial and at hearings.

## *Education*

**University of Notre Dame Law School, Notre Dame, Indiana -J.D., 1993**

Recipient, Mead Data Central Research & Writing Award, 1991

John Bruce Dodd Memorial Scholarship, 1991-1992

Notre Dame London Law Centre, 1991-1992

Teaching Assistant, Legal Writing/Moot Court, 1992 – 1993

**Michigan State University, East Lansing, Michigan - M.A. (Journalism), 1990**

Thesis: The Influence of Funding Sources On Editorial Page Content in College and University Student Newspapers in Michigan

**Michigan State University, East Lansing, Michigan - B.A. (English), 1986**

## *Bar Admissions*

State Bar of Michigan (Admitted 1993)

State Bar of South Carolina (Admitted 1998)

United States Court of Appeal for the Fourth Circuit

United States Court of Appeal for the Seventh Circuit

United States District Court for the District of Colorado

United States District Court for the Northern District of Florida

United States District Court for the Southern District of Illinois

United States District Court for the Northern District of Indiana

United States District Court for the Southern District of Indiana

United States District Court for the Eastern District of Michigan

United States District Court for the Western District of Michigan

United States District Court for the Western District of Pennsylvania

United States District Court for the District of South Carolina

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## *Current Memberships and Organizations*

National Association of Consumer Advocates

2021-2022 Chair, Michigan State Bar Consumer Law Section Council



February 23, 2023

East Lansing Public Schools  
SUPERINTENDENT  
FEB 23 2023

East Lansing Public School Board of Education  
Attn: Tali Faris-Hylen  
501 Burcham Dr.  
East Lansing, Michigan 48823

Dear Sir/Madam:

I am writing to express my desire and interest in serving the East Lansing community by filling the recent vacancy on the East Lansing Public School Board. As you are in the process of searching for an individual to fulfil the unexpired term of Debbie Walton, please note that I am capable, qualified, and ready to assume the role of School Board member. To this effort, I bring over 30 years as an active East Lansing resident and nearly two decades of work experience servicing families in our broader community.

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During my extensive career with Ingham County Friend of the Court, I've worked tirelessly for 18 years as an enforcement specialist to **help make decisions that are best for the children and families** that we serve. I also work as a Safe Space Advocate with Ingham County where I serve as the Secretary. Safe Space is where we tackle uncomfortable conversations regarding **diversity, equity, and inclusion** and work to **ensure accountability in the workplace**. I also serve as a Union steward where I proudly fight for justice for my coworkers and other county employees while working closely with the management team to **solve problems and provide support**.

My heart and passion are to help **positively impact our youth**, especially in the East Lansing and surrounding areas. For the past 19 years, I have been a **community leader** with my nonprofit organization, E M M A, Association, which has provided resources and community service opportunities to at-risk youth. I am attending college in pursuit of a degree in Psychology with plans to **establish an effective and efficient structure** to continue providing services to those in need when I retire.

I am an incredible team player, while still respecting those with viewpoints that may be different than my own. I am always a professional and will represent our values, beliefs and priorities well. My work experience and community involvement showcase my strong **leadership, communication, negotiation, creativity, and analytical skills**.

I am confident that I will bring a lot of value to the East Lansing Public School Board and continue to enhance the East Lansing school district and reputation for generations to come.

Thank you in advance for your consideration.

Sincerely,

Dionnedra Reid  
517-803-3914  
Dbond1971@gmail.com



East Lansing  
Public Schools

## MEMORANDUM

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

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

**SUBJECT:** Action Item – Budget Calendar

**DATE:** February 7, 2023

Recommendation:

It is recommended that the Board of Education adopt the budget calendar for the development of East Lansing Public Schools 2023-24 budget as presented.

Background:

The Finance Committee review the budget calendar at its meeting on January 25, 2023. The calendar has been updated to reflect new Finance Committee meeting dates.

***From the 1-9-2023 BOE packet:***

Section 141.434 of the Uniform Budgeting and Accounting Act states “The chief administrative officer shall transmit the recommended budget to the legislative body according to an appropriate time schedule developed by the local unit”. It has been the District’s practice to adopt a budget calendar that provides a timeline for the budget development. The Finance Committee will review the attached budget calendar at its meeting on January 19, 2023. Board action is anticipated on January 23, 2023.

# EAST LANSING PUBLIC SCHOOLS

## 2023-24 Budget Calendar

*updated 2-1-2023*

January 13, 2023	January Consensus Revenue Estimating Conference
January 25, 2023	Finance Committee Meeting - review 2022-23 First Budget Revision
January 25, 2023	Governor's State of State Address (budget priorities)
early to mid February 2023	Governor's State budget proposal
February 8, 2023	Supplemental Count Day
February 15, 2023	Finance Committee Meeting - early 2023-24 budget forecast
March 15, 2023	Finance Committee Meeting - review 2023-24 budget development
late March 2023	Buildings to confirm to business office number of returning students and kindergarten numbers (develop SOC slots)
April 10, 2023	Board Meeting - info. on administrative recommendation on SOC slots
April 19, 2023	Finance Committee Meeting - review 2023-24 budget development
April 24, 2023	Board Meeting - action on SOC slots and 2022-23 Final Budget Revision
mid May 2023	May Consensus Revenue Estimating Conference
May 17, 2023	Finance Committee Meeting - review 2023-24 budget recommendations
June 4, 2023	Notice of Public Hearing Published in local newspaper (Truth in Taxation, at least 6 calendar days prior to hearing)
June 12, 2023	Board Meeting - Public Hearing on the 2023-24 Budget followed by adoption (by law Board must adopt budget by June 30)



East Lansing  
Public Schools

## MEMORANDUM

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

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

**SUBJECT:** Action Item – 5707 School Wellness Policy

**DATE:** February 7, 2023

Recommendation:

It is recommended that the Board of Education approve the revisions to Policy 5707, School Wellness Policy, as presented.

Background:

***From the 1-23-2023 BOE packet:***

It was recently discovered that none of the District's new Board policies contain a food service bad debt meal policy. I reached out to Thrun Law Firm to request such a policy and they were aware of the omission and were planning to release an updated policy this summer. However, I am in the process of submitting a food service management company RFP to MDE, for their review, and the District's bad debt policy is part of the submission. Thrun has provided the attached revision to policy 5707 (School Wellness Policy) to include bad debt language. This policy may be revised further by Thrun for a summer release.

I will request the Board take action on the attached revised policy 5707 at the February 13, 2023 Board meeting.

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

### 5700 Student Health and Safety

#### 5707 School Wellness Policy

The District is committed to providing a school environment that enhances opportunities for learning and lifelong wellness.

##### A. Nutrition Promotion and Education Goals

All students will receive nutrition education annually that is aligned with the Michigan Health Education Grade Level Content Expectations and the Michigan Merit Curriculum Guidelines for Health Education. Teaching healthy eating behaviors will be part of the curriculum.

The District promotes healthy food and beverage choices for students. The District will implement evidence-based healthy food promotion techniques through:

1. offering school meal programs; and
2. publicizing foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards. The District will collaborate with public and private entities to promote student wellness.

The District will make water available to students throughout the school day.

##### B. Physical Activity Goals

The District will offer physical education programs that are designed to equip students with the knowledge, skills, and values necessary for lifelong physical activity. Physical education instruction will be aligned with the Michigan Physical Education Grade Level Content Expectations and the Michigan Merit Curriculum Guidelines for Physical Education.

Students will have the opportunity to participate regularly in supervised physical activities, either organized or unstructured, intended to maintain physical fitness and an understanding of the benefits of a physically active and healthy lifestyle.

The District strives to provide physical activity breaks for all students, including recess for elementary students and before and after school activities, and encourages students to use active transport (e.g., walking, biking).

The District encourages parents/guardians to support their students' participation in physical activity, to be physically active role models, and to include physical activities in family events.

##### C. Goals for Other School-Based Activities Designed to Promote Student Wellness

The District may partner with community members or groups to implement this Policy. The District will also:

1. participate in state and federal child nutrition programs as appropriate;
  2. allow other health-related entities to use school facilities for activities such as health clinics, screenings, and wellness events consistent with Policy 3304;
  3. use evidence-based strategies to develop, structure, and support student wellness; and
  4. create environments conducive to healthy eating, physical activity, and conveying consistent health messages.
- D. Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day

The District will ensure that students have access to foods and beverages that comply with applicable laws and guidelines including, but not limited to, the USDA Nutrition Standards for School Meals and the USDA Smart Snacks in School nutrition standards.

The District will offer students a variety of age-appropriate, healthy food and beverage selections including fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements to promote student health and reduce childhood obesity.

- E. Standards for All Foods and Beverages Provided, But Not Sold, to Students During the School Day

The District may provide a list of healthy food and beverage alternatives to parents/guardians, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The District discourages the use of unhealthy food and beverages as a reward or incentive for performance or behavior.

- F. Food and Beverage Marketing

Marketing and advertising is allowed on school grounds or at school activities only for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards. Food and beverage fundraising and marketing that occurs at events outside of school hours need not comply with the USDA Smart Snacks in School nutrition standards.

In-school fundraising events must comply with Policy 5501 and MDE's Non-Compliant Food Fundraiser Guidance, which permits 2 fundraisers per week, per school building that do not comply with USDA Smart Snacks in School nutrition standards. In-school fundraising events may last up to 1 day and may not be held in the food service area during meal times.

Equipment that currently displays noncompliant marketing materials (e.g., scoreboard with soft drink logo) will not be removed or replaced. As the District reviews and considers new contracts and as durable equipment, like scoreboards,

is replaced or updated, any food or beverages marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards.

#### G. Wellness Committee

The District will form a Wellness Committee to establish goals for, oversee, and periodically review and update school health policies and programs. The Wellness Committee will also oversee this Policy's implementation.

The Wellness Committee will represent all school buildings and include, to the extent possible, parents/guardians, students, food service representatives, physical and health education teachers, school and community health care professionals, and community members. The Board encourages community participation in the Wellness Committee. When possible, membership will also include Supplemental Nutrition Assistance Program education coordinators.

#### H. Implementation and Oversight

The Superintendent or designee is responsible for ensuring that each school building complies with this Policy.

The Board will review this Policy at least every 3 years to determine compliance, progress, and the extent to which this Policy compares to model school wellness policies. Parents/guardians, students, school employees, school health professionals, Board members, and community members may provide input to the District during the Wellness Policy review process.

A copy of this Policy will be maintained in the District's administrative offices and posted on the District's website. The Superintendent or designee will maintain all legally required documentation for implementation of this Policy.

The Superintendent or designee will annually provide notice about this Policy and any updates to the community.

#### School Meal Program – Delinquent Meal Charge Debt and Bad Debt

The District is required to make reasonable efforts to collect unpaid meal charges of current students. The building principal or designee will contact households about unpaid meal charges and may establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the District may pursue any other methods to collect delinquent debt of current students as allowed by law. Collection efforts may continue into a new school year.

Unpaid meal charges of inactive students, such as graduated students and students no longer enrolled at the District, that are not collected by the end of the school year will be classified as bad debt. No later than December 31 of the following school year, non-federal funds will be used to reimburse the school meal program for the amount of bad debt.

Date adopted:

Date revised:

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## MEMORANDUM

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

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

**SUBJECT:** Action Item – Authorized Check Signers

**DATE:** February 7, 2023

Recommendation:

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

- Board of Education Treasurer
- Superintendent
- Director of Finance and Operations

Background:

The Board previously authorized check signers at their meeting on January 23, 2023. With that approval individual names were included with the titles. Because there has been a change in the Board President, and possibly other officer changes, I am requesting the Board authorize check signers again without the individual's name. Thus, if there is a change in officers going forward those individuals in the above positions will be the authorized check signers.

***From the 1-23-2023 BOE packet:***

Annually, the District updates authorized check signers after the Board's organizational meeting. As in years past the authorized check signers are the Board Treasurer, Superintendent, and Director of Finance. The District's banking partner, Comerica Bank, will send an email to the above individuals and the Board of Education Secretary to sign applicable banking documents electronically.



East Lansing  
Public Schools

## MEMORANDUM

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

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

**SUBJECT:** Action Item – Employment contract for Supervisor of Custodial Services

**DATE:** February 21, 2023

Recommendation:

It is recommended that the Board of Education approve the employment contract for Vince Watson, Supervisor of Custodial Services, as presented.

Background:

***From the 2-13-2023 BOE packet:***

With bringing custodial services back in-house there is a need to have a custodial supervisor for the day and night shift. In early November 2022 the District hired Vince Watson as a working day supervisor but under the general at-will agreement language as a hourly employee. We have not been able to fill the working night supervisor position and should this recommendation be approved that position will be removed from the budget. Mr. Watson has performed exceptionally well in his role. The attached contract is to promote Mr. Watson to the salaried position of Supervisor of Custodial Services. Mr. Watson will serve as the supervisor of both day and night custodial staff. From annual budget perspective this is approximately a \$44,000 savings to go from two hourly working supervisors to one salaried supervisor. Board action is anticipated on February 27, 2023.

# CONTRACT

## CONTRACT OF EMPLOYMENT

### SUPERVISOR

It is hereby agreed by and between the Board of Education of the School District of the City of East Lansing (*hereinafter* "Board") and Vince Watson (*hereinafter* "Supervisor") that the Board employs the said Supervisor of Custodial Services commencing on February 27, 2023 and ending on June 30, 2025 according to the terms and conditions as described and set forth herein as follows:

1. **TERM**

The Supervisor shall perform the duties of Supervisor of Custodial Services as prescribed by the Board pursuant to the School Code of the State of Michigan as may be established and as described in the job description for said position as may be modified and/or amended from time to time by the Superintendent or designee. The Supervisor agrees to faithfully perform those duties assigned by the Board and under the supervision and direction of the Superintendent or designee. Supervisor acknowledges the ultimate authority of the Board and Superintendent or designee with respect to his/her responsibilities and directions related thereto.

2. **DUTIES**

The Supervisor agrees to devote his/her talents, skills, efforts and abilities toward competently and proficiently fulfilling all duties and responsibilities of the position assigned. Supervisor agrees to faithfully perform those duties assigned by the Board and Superintendent or designee and to comply with the directives of the Board and Superintendent or designee with respect thereto. Further, Supervisor agrees to comply with and fulfill all responsibilities and tasks required by state and federal law and regulations and by the Board and Superintendent or designee to carry out the programs and policies of the School District for which s/he is responsible during the entire term of this Agreement.

3. **COMPENSATION**

The Supervisor shall be paid at an annual salary rate of Sixty-Two Thousand dollars (\$62,000) for Contract year 2022-2023, Sixty-Five Thousand One Hundred dollars (\$65,100) for Contract year 2023-2024, and Sixty-Eight Thousand Three Hundred Fifty-Five dollars (\$68,355) for Contract year 2024-2025. The Parties agree that Supervisor is an exempt Administrative employee under the U.S. Fair Labor Standards Act and is not entitled to overtime. The Supervisor is also not an Administrator under the Michigan Revised School Code.

In the event of separation of the Supervisor during the term of this Contract, initiated by either party, any amounts due the Supervisor upon separation shall be remitted by the Board to him/her as soon as such amounts can diligently be determined and paid. Any amounts received by the Supervisor in excess of time worked during the fiscal/contract year shall be deducted from the Supervisor's remaining wages. The Supervisor, by executing this Contract, hereby gives written consent for such deduction. Any wage

overpayment not recoverable by the Board through wage deduction shall be remitted to the Board by the Supervisor within three (3) business days of receipt of notice of the amount. If not repaid in this manner, the Supervisor agrees that judgment may be entered against his/her in any Michigan court of competent jurisdiction for such amount(s).

**4. WORK SCHEDULE/VACATION/HOLIDAYS**

The Supervisor is employed on the basis of fifty-two (52) work weeks during a fiscal/contract year (July 1 - June 30) as scheduled by the Superintendent or designee.

The Supervisor shall be granted paid vacation time of twenty (20) days per fiscal/contract year. The Supervisor shall schedule use of vacation days in a manner to minimize interference with the orderly operation and conduct of business of the School District. All scheduling of vacation is subject to the approval of the Superintendent or designee. Maximum allowable vacation days to be banked shall not exceed ten (10) days. All other vacation days not banked at the end of each Contract year shall be transferred to the employee's sick bank. The Supervisor shall not be compensated for unused accrued/banked vacation upon cessation of employment with the District.

The Supervisor shall be entitled to paid leave for the holidays specified in Addendum A to this contract.

**5. EVALUATION**

The Supervisor's performance shall be evaluated by the Superintendent or designee at a minimum of once every two years.

**6. TERMINATION**

The Board shall be entitled to terminate the Supervisor's employment at any time during the term of this Contract with 30 day notice. The Board shall be entitled to terminate Supervisor's employment immediately, if and when it determines that Supervisor has engaged in acts of moral turpitude, misconduct, dishonesty, fraud, insubordination, incompetency, inefficiency, or if Supervisor materially breaches the terms and conditions of this Contract.

The foregoing standards for termination of this Contract during its term shall not be applicable to non-renewal of this Contract at the expiration of its term, which decision is discretionary with the Board.

**7. DISABILITY or INCAPACITY**

In the event of Supervisor's mental and/or physical incapacity to perform the duties of his/her office, he/she shall be granted an initial leave of ninety (90) work days for purpose of recovery. The Supervisor shall first exhaust any accumulated sick leave and accrued vacation time. The balance of the ninety (90) work day period shall be paid under the District's short-term disability plan (60%). Health plan premium payments shall be made on behalf of Supervisor during this interval to the extent required by law. Upon utilizing leave under this provision, Supervisor shall furnish medical certification to the Board (or its designee) respecting the necessity for the leave.

If the Board (or designee) has reason to doubt the validity of the medical certification supplied by Supervisor, it may require a second opinion, at Board expense.

**8. TENURE**

The parties agree that the Supervisor is not eligible for and is denied tenure in any capacity including but not limited to an administrative, classroom or non-classroom capacity. Supervisor does not hold nor has ever held classroom or administration certification in Michigan or any other state and will notify Superintendent if course work is undertaken to obtain such classroom or administration certification.

Supervisor agrees that he is not eligible for protections/requirements under the revised school code Section 1229 (MCL 380.1229).

**9. INSURANCE PREMIUM PAYMENTS**

Upon proper application and acceptance for enrollment by the appropriate insurance underwriter, policyholder and/or third-party administrator, the Board shall make premium payments on behalf of the Supervisor and eligible dependents for the insurance programs as provided in Addendum A to the extent allowed by Board Policy and/or Law.

**10. AUTOMOBILE**

Mileage for trips outside the Tri-County (Clinton-Eaton-Ingham) boundaries will be paid at the then-current IRS mileage rate upon the submission of documented mileage forms for preapproved trips. All mileage submissions for the fiscal year must be submitted to the employee's supervisor no later than June 30.

**11. INSURANCE CARRIERS**

The Board reserves the right to change the identity of the insurance carrier, policyholder or third-party administrator for the insurance programs as provided in Addendum A, provided that somewhat similar coverage, as determined by the Board, is maintained during the term of this Contract. The Board shall not be required to remit premiums for any insurance coverage for the Supervisor and eligible dependents if enrollment or coverage is denied by the insurance underwriter, policyholder or third-party administrator. The terms of any contract or policy issued by any insurance company or third-party administrator shall be controlling as to all matters concerning benefits, eligibility, coverage, termination of coverage, and other related matters. The Supervisor is responsible for assuring completion of all forms and documents needed to receive the above-described insurance coverage and for payment of premium copays and deductibles required by the insurance plan, third-party administrator, School Board Policy, or State Law. The School District, by payment of its required premium payments to provide insurance coverage for the programs as provided in Addendum A, shall be relieved from all liability with respect to insurance benefits.

**12. SICK LEAVE AND PERSONAL LEAVE**

The Supervisor is credited twelve (12) days of sick leave days annually.

The Supervisor may use sick leave for personal illness or injury, as well as for medical, dental, optical, or other health-related examinations and treatments, and for attendance at the funeral service of persons whose relationship to the Supervisor warrants such attendance.

The Supervisor may use up to ten (10) days each Contract year to attend to the following issues for a member of the Supervisor's immediate family: illness, short-term emergency care, medical care, child care, or elder care. Certification by the attending physician may be required. Immediate family for purposes of this provision includes: current spouse,

child, parent, grandparent, grandchildren, brother, sister, father-in-law, mother-in-law, daughter-in-law, or son-in-law.

Unused sick leave days will accumulate without limit. The Supervisor shall also receive two (2) personal business days annually. Those days, if not used, will be added to the sick bank at the end of each contract year.

Leave of absence with pay not chargeable against the Supervisor's sick leave allowance shall be granted for the following reasons:

1. A maximum of five (5) days per school year for each death in the Employee's immediate family, which shall be interpreted to mean the Employee's current spouse, child, parent, grandparent, grandchildren, brother, sister, father-in-law, mother-in-law, daughter-in-law, or son-in-law.
2. Absence when employees are called for jury service. Employees who serve on jury-duty will draw their regular salary check from the Employer and endorse the jury duty check and return it to the Employer within three (3) school days of receiving the jury duty check. Employee will be reimbursed for any jury mileage paid on the endorsed jury duty check.
3. Court appearance as a witness in any case connected with the Supervisor's employment or the school, or whenever the Supervisor is subpoenaed to attend proceedings that involve Supervisor's employment responsibilities. However, this shall not apply to any proceeding brought by the Supervisor against the District or in which the Supervisor is testifying against the district.
4. For attending approved education conferences.
5. Any medical appointments related to the Supervisor's on-the job injury.

**13. REIMBURSEMENT**

The Supervisor shall be eligible to be reimbursed for out of district travel, meals and lodging in accordance with per diem expense and reimbursement procedures established by the Board. Any expense to be incurred by the Supervisor for out-of-district travel in excess of 50 miles shall be submitted in advance for review and approval by the Superintendent or designee. The Supervisor shall be required to present an itemized account of his/her reasonable and necessary expenses.

**14. ENTIRE AGREEMENT**

This Contract contains the entire agreement and understanding by and between the Board and the Supervisor with respect to the employment of the Supervisor, and no representations, promises, contracts or understandings, written or oral, not contained herein shall be of any force or effect. All prior contracts or other agreements (written or oral), pertaining to, connected with, or arising in any manner out of the employment of the Supervisor by the Board are hereby terminated and shall hereafter be of no force or effect whatsoever. Provided, that this Contract is voidable pursuant to the provisions of the Michigan Revised School Code pertaining to criminal records checks. No amendment to or modification of this Contract shall be valid or binding unless it is in writing, approved by official action of the Board reflected in its minutes, and signed by the Supervisor and the President and Secretary of the Board. No valid waiver of any provision of this Contract at any time shall be deemed a waiver of any other provision of this Contract at such time or at any other time.

**20. SEVERABILITY PROVISION**

If any provision of this Contract becomes or is declared by a court of competent jurisdiction to be illegal, unenforceable or void, this Contract shall continue in full force and effect without said provision(s).

**21. GOVERNING LAW**

Supervisor agrees that any claim or suit arising out of Supervisor's employment with the Board must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or suit. Supervisor understands that the statute of limitations for claims arising out of an employment action may be longer than six (6) months, but agrees to be bound by the six (6) month period of limitation set forth herein and waives any statute of limitations to the contrary. Should a court of competent jurisdiction determine that this provision allows an unreasonably short period of time to commence a law suit, it is the intent of the parties that the court enforce this provision to the extent possible and declare the law suit barred unless it was brought within the minimum reasonable time within which the suit should have been commenced.

This Contract is executed on behalf of the School District pursuant to the authority granted by the Board of Education of the School District of the City of East Lansing.

The parties have caused this Contract to be executed in their respective names and in the case of the Board of Education and School District, by its President, Secretary and Superintendent of Schools.

\_\_\_\_\_  
Date By: \_\_\_\_\_  
Supervisor of Custodial Services

\_\_\_\_\_  
Date By: \_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date By: \_\_\_\_\_  
President of the Board of Education

\_\_\_\_\_  
Date By: \_\_\_\_\_  
Secretary of the Board of Education

## ADDENDUM A

**Health Insurance** – The Employer shall make premium payments on behalf of the Supervisor and the Supervisor's eligible dependents for MESSA Choices 2 (PAK) with: Saver RX; \$500/\$1,000 in-network deductible; \$20 OV, \$25 UR, \$50 ER or MESSA ABC Plan 1. If the Supervisor elects MESSA ABC Plan 1 the Employer shall contribute the following amount to the Supervisor's health savings account per calendar year (note, the amount shall be prorated based on the month of the Employee's election): \$1,000 for single subscriber or \$2,000 for two-person or family subscribers. The Supervisor will be responsible, through payroll deduction for payment of the medical benefit plan cost attributable to the applicable enrollment category (i.e., single subscriber, two-person, family) as follows:

- a. If electing MESSA ABC Plan 1 – 20% or
- b. If electing MESSA Choices II – 20% of MESSA ABC Plan 1, plus 100% of the difference in medical benefit plan costs (including any Board paid H.S.A. contribution) between MESSA Choices II and MESSA ABC Plan 1 or
- c. The amount above the State defined "hard caps" per MCL 15.563 should the Board take formal action to comply with the Public Act 152 of 2011 by limiting its share of employee medical benefit plan costs to the State "hard cap" amounts.

If the Supervisor does not elect medical coverage, he or she shall receive a \$243 monthly cash-in-lieu benefit provided the Supervisor signs the district's Waiver of Medical Coverage form.

**Dental Insurance** - The Board shall provide, without cost during the life of this Agreement, a dental insurance program at 100% of Class I benefits, 80% of Class II benefits, and 80% of Class III benefits with a \$1,500 annual maximum, and 80% orthodontics benefits with a \$1,500 lifetime maximum as provided by Delta Dental Insurance.

**Vision Insurance** - The Board shall provide without cost to the Supervisor MESSA Vision Services Plan 3 (VSP-3).

**Term Life Insurance** - The District shall provide without cost to the Supervisor \$50,000 group life insurance policy payable to the Supervisor's designated beneficiary with double indemnity in the event of accidental death (AD&D).

**Long-Term Disability Insurance** - The Board shall provide the Supervisor an insured income continuation plan for disability extending beyond the Supervisor's accumulated sick leave. The Board will guarantee sixty percent (60%) of the Supervisor's income from the tenth (10th) working day following the exhaustion of sick days and continuing to ninety (90) days at which time the long term disability (LTD) policy will activate. The benefits of this plan are summarized per MESSA's "Negotiated LTD Plan Highlights" document.

**Terminal Leave** - If the Supervisor resigns or retires in accordance with the provisions of the Michigan Public School Employees Retirement Act (MPERS), he or she shall receive \$55 dollars per day for each day of accumulated sick leave. The maximum amount payable to the Supervisor shall not exceed five thousand (\$5,000) dollars. To be eligible for this terminal leave payout the Supervisor shall complete ten (10) years of service to the District.

**Paid Holidays** - Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Day before Christmas, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Day, National President's Day, and Memorial Day.



509 Burcham Drive, East Lansing, MI 48823  
Technology & Media Services Department  
(517) 333-7418 Phone (517) 333-7404 Fax

**East Lansing**  
Public Schools

February 7, 2023

To: Board of Education  
From: Christian Palasty, Director of Technology & Media Services

**Subj: ACTION ITEM – ELHS & MMS Auditorium Lighting Upgrades**

**Motion: MOVE TO APPROVE THE AUDITORIUM LIGHTING PROJECT WITH PIERCE  
POWER ELECTRIC AT \$720,065.95**

Earlier in the school year the District contracted with Hamilton AV to design needed theatrical and house lighting upgrades in the ELHS and MacDonal Middle School auditoriums.

Pierce Power Electric provided the lower bid and met every project requirement.

\$450,000.00 was budgeted in Sinking Fund for the project and the remaining amount would also come out of Sinking Fund but could impact other projects.



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**East Lansing**  
 Public Schools

February 16, 2023

To: Board of Education  
 From: Christian Palasty, Director of Technology & Media Services

**Subj: ACTION ITEM – Purchase of Technology Hardware**

**MOTION: Move to approve the purchase of 400 Chromebooks and licensing from Sehi Computer Products in the amount of \$114,744.00.**

As part of the regular rotation schedule, which replenishes aging instructional technology hardware, we are planning to purchase the following items from Sehi Computer Products, Inc:

Qty	Item	Cost per	Total Cost
400	Chromebooks	257.24	102,896.00
400	Chromebook License	29.62	11,848.00
			114,744.00

The Chromebooks will be purchased out of the Sinking Fund account and have been budgeted for the 2022-23 fiscal year.

The purchase is being made through the state REMC program and meets all state and local bidding requirements.