



East Lansing Board of Education  
509 Burcham Drive, East Lansing, MI 48823

Items of Information  
October 23, 2023 - 7:00 PM  
Board Room  
509 Burcham Drive  
East Lansing, Michigan 48823



**Agenda**

I. <b><u>Future Action</u></b>	
A. Policy 4216 Personal Communication Devices	
II. <b><u>ISOA Minutes</u></b>	
A. October 4, 2023	
III. <b><u>Administrative Guidelines and Forms</u></b>	
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B. Education Record Request_Policy 5309	4
IV. <b><u>Committees</u></b>	
A. <b><u>Policy Committee</u></b>	
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B. <b><u>Mental Health Advisory Committee</u></b>	
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C. <b><u>Sex Ed Advisory Committee</u></b>	
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*Respectfully Submitted,*

***Dori Leyko***  
***Superintendent***

## Series 4000: District Employment

### 4200 Employee Conduct and Ethics

#### 4216 *Personal Communication Devices*

“Personal communication devices” include employee-owned cell phones, computers, tablets, or any other device that enables an employee to access the internet or engage in communications through an application, social media, or any other communication method. Employee use of personal communication devices during the work day, including school-sponsored activities, and to conduct school-related business, is limited as follows:

- A. except in emergencies, an employee’s use of personal communication devices shall not interfere with instructional activities or work-related duties. Employees taking an authorized break may use personal communication devices in a manner that does not disrupt the District’s operations or violate the confidentiality of students or others;
- B. employees shall not use personal communication devices to access inappropriate content or engage in unlawful activities while on duty, on District property, or attending a District-related event;
- C. employees must not use personal communication devices to inappropriately communicate with other employees, students, and parents/guardians;
- D. employees must ensure that the District’s records and files, including confidential student information, are only maintained on District-provided technology and that confidentiality is maintained. District records and files must not be stored on a personal communication device;
- E. employees recognize that when a personal communication device accesses the District’s network, the employee’s use may become subject to the District’s Acceptable Use Policy;
- F. employees may not use their personal communication devices to record communications or images during the work or school day or at a school-sponsored event other than a public performance or sporting event, unless the employee has received permission from the Superintendent or designee. Dissemination of any recording is prohibited unless the Superintendent or designee approves that action in writing; or
- G. unauthorized recording of communications or images of students, parents, co-workers, or non-public meetings is prohibited [~~Optional;~~ unless there is an educational purpose to do so,] and may result in discipline, including discharge.

Legal authority: MCL 380.11a(3), 380.601a

Date adopted:

Date revised:

**Series 2000: Bylaws**

**2100 Official Description, Purpose, and Board Organization**

**2101-AG.01 New Board Member Best Practices**

Individual Board members play a crucial role in the success of the District. To ensure that every new Board member is prepared for the role, has a comprehensive knowledge of the District, and understands his or her obligations as a Board member, every new Board member should strive to do the following within three months of being sworn in as a Board member:

- A. Tour each school building: The Superintendent will schedule a tour of select buildings for all board members on a regular basis. New members are strongly encouraged to participate;
- B. Meet with the Board President and Superintendent to have a better understanding of a Board member's obligations and role within the District;
- C. Attend the Michigan Association of School Board's (MASB) New Board Member Training. If this training is unavailable within the first three months after being sworn in, the new Board member should attend the soonest training available. If MASB is not offering this training, then the new Board member should work with the Board President to find another suitable training to attend;
- D. Read MASB's Open Meetings Act Booklet as provided by the Board;
- E. Attend Board Committee Meetings in which the Board member is not a committee member to better understand the Board's operations. The new Board member must attend as a member of the public and not in his or her position as a Board member; and
- F. Meet with the District's Financial Director to have a better understanding of the District's financial picture.

These guidelines only apply for a Board member's first term, although all Board members (regardless of experience) are encouraged to continuously participate in events that better prepare him/her/them to serve on the Board.



509 Burcham Drive, East Lansing, MI 48823 \* [www.elps.us](http://www.elps.us) \* p: 517- 333-7426 \* f: 517-333-7470

## EAST LANSING PUBLIC SCHOOLS EDUCATION RECORD REQUEST

As outlined in Board Policy 5309, parents/guardians may inspect and review their minor child's education records, regardless of custody status, unless a court order specifically provides otherwise, as well as the education records of an "eligible student" if the student is considered a dependent under Internal Revenue Code Section 152. An "eligible student" means a student who is at least 18 years old, an emancipated minor, or a student enrolled in a postsecondary institution. Eligible students have the right to inspect and review their own education records.

The District will make arrangements for a parent/guardian or eligible student to inspect and review the student's education records within a reasonable time from receiving a request and not more than 30 calendar days from the date of the request or, if the student whose records are requested is a child with a disability as defined by the Individuals with Disabilities Education Act, before any Individualized Education Program Team meeting, resolution meeting, or due process hearing.

To inspect and review the student's education records, please complete this information:

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name of Person Requesting Records: \_\_\_\_\_

Relationship to the Student: \_\_\_\_\_

Records Requested:

- Complete CA-60 File
- Special Education Records (IEP, MET report, Section 504, etc.)
- PowerSchool Log Entries - subject to redaction

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Date



East Lansing Public Schools

ELPS BOE Policy Committee

October 11, 2023

1. Roll call
2. Approval of the Agenda
3. Approval of the minutes from September
4. Thrun updates
  - a. 4216: Optional language
  - b. 4228 See info in Thrun reply
  - c. 5407: Did this go to Academic Tech?
  - d. 5510: Additional language?
5. On Boarding AG yes or no?
6. Parent information request form?
7. Equity Policy
8. BTAM policy?
9. Other
10. Adjourn

ELPS BOE Policy Committee Minutes October 11<sup>th</sup>, 2023

1. Roll call: Present Dori, Terah, Gary, Kath
2. Approval of the Agenda Moved by Terah, Seconded by Gary passed 3-0
3. Approval of the minutes from September: Moved by Terah, Seconded by Gary passed 3-0
- 4 Thrun updates

4216: Optional language: decided to move forward with optional language. Will send to Kelly to put in items of information.

4228 See info in Thrun reply: Dori will take this to the ELEA. Per Thrun: This Policy is legally compliant. By adding additional protections, this may prevent the District from conducting a lawful search. Notably this Policy addresses District property, equipment, and technology. The last sentence of this Policy addresses an employee's personal effects, which they do have a privacy expectation in. The District would not be able to search those items absent consent or as permitted by law.

5407: Did this go to Academic Tech? This optional language was discussed when we originally purchased the Thrun manual. We elected to not include it then because the committee felt it would be better to incorporate into policy our current curriculum approval process as this includes a great deal of stakeholder input. Kath will send this request to Academic tech to look at this policy and consider adding our process to this policy instead of the optional language.

5510: Additional language? Declined to update.

5. On Boarding AG yes, or no? AG acceptable with one change to last paragraph to add their to him/her. Kath will send to Kelly for inclusion in policy. Will put in items of information but no vote necessary.
6. Parent information request form? Will delete fourth bullet point and attach to policy. Kath will send to Kelly for inclusion in policy. Will put in items of information but no vote necessary
7. Equity Policy: On hold
8. BTAM policy? On hold
9. Other: No meeting in November and possibly December.
10. Adjourn: 11:30

## Mental Health Advisory Committee Meeting

### Agenda

Zoom: [MHAC%2010.16.23] MHAC 10.16.23

[MHAC](#)

<https://us04web.zoom.us/j/76181661607?pwd=ksayU6ZISWRabPaEelzhZpFX5lXRb3.1>

Meeting ID: 761 8166 1607

Passcode: pAaw83

October 16, 2023

1. **Call to Order (Fin)**
  - Present:
  - Absent:
2. **Approval of the meeting agenda (Fin)**
  - A motion to approve the agenda was made by
3. **Approval of the meeting minutes (Fin)**
  - A motion to approve the minutes was made by
4. **Welcome/Connections and Introductions (Group Discussion)**
  - (role in district, Mental Health passion)
5. **Public Comment (If Applicable)**
6. **MHAC Recap**
  - [Mental Health and Wellness in ELPS](#) (Fin)
7. **Agenda Topics**
  - Reintroduction of MHAC and Goals
    - Supporting Board Goals
      - Nurturing the Whole Child
  - Successes over the last several years
  - SEL Professional Development Overview for 2023/2024
  - SEL Programming Implementation
  - What are some possible goals for this year
    - Secondary Subcommittee
    - Elementary Subcommittee
    - Staff/Family Subcommittee
8. **New Business/ Future Meeting Topics**
9. **Announcements**

Next Full Committee Meeting:
10. **Adjournment**

## Mental Health Advisory Committee Meeting

### Agenda

Zoom: [MHAC%2010.16.23] MHAC 10.16.23

[MHAC](#)

<https://us04web.zoom.us/j/76181661607?pwd=ksayU6ZISWRabPaFelzhZpFX5IXRb3.1>

Meeting ID: 761 8166 1607

Passcode: pAaw83

October 16, 2023

1. **Call to Order (Fin)**
  - **Present:** Gabriele Hodgkinson, Klaudia Burton, Diane Cox, Heidi D, Nyx Zoll, Leea Hawkins, Leo Kendall, Heather Mueller, Heather Findley (Fin), Quiana Davis, Kristin Sesti, Matt Morales, Jess Peatross, Kurt Scholler, Erin Parcell
  - **Absent:** Djinn Thompson, Gina Zerka, ML Konnet, Natalie Moser, Jim McEvoy
2. **Approval of the meeting agenda (Fin)**
  - A motion to approve the agenda was made by Erin Parcell and Heather Mueller Seconded.
3. **Approval of the meeting minutes (Fin)**
  - A motion was not completed as there were no minutes previously as this is the first meeting of the year
4. **Welcome/Connections and Introductions (Group Discussion)**
  - All participants shared their name, pronouns, role (student, parent, mental health provider, staff) and why they are engaging in the committee
5. **Public Comment (If Applicable)**
  - No public comment
6. **MHAC Recap**
  - [Mental Health and Wellness in ELPS](#) (Fin)
    - Fin explained the creation of the Office of Health and Safety
      - Matt Morales serves as the Director of Health and Safety
      - Heather Findley (Fin) as Mental Health Coordinator
      - Paul Shanks as the Behavior Systems Specialist
    - Fin reviewed makeup and purpose of committee
      - Fin explained how the committee was developed in response to tragic incidents.
      - Supportive efforts to make recommendations to District Administration
      - Fin and group talked about the importance of supporting all members of the learning community
    - Fin reviewed previous work the committee has spearheaded and then the group discussed where we could go from here
      - Discussed the creation of Trojan Mental Health Matters website
      - Discussed advocating and supporting the adoption of Second Step and TRAILS
7. **Agenda Topics**
  - Reintroduction of MHAC and Goals
    - Supporting Board Goals
      - Nurturing the Whole Child
  - Successes over the last several years

## Mental Health Advisory Committee Meeting

### Agenda

Zoom: [MHAC%2010.16.23] MHAC 10.16.23

[MHAC](#)

<https://us04web.zoom.us/j/76181661607?pwd=ksayU6ZISWRabPaEelzhZpFX5IXRb3.1>

Meeting ID: 761 8166 1607

Passcode: pAaw83

October 16, 2023

- SEL Professional Development Overview for 2023/2024
  - Fin mentioned the areas of focus for the year: Youth Mental Health First Aid overview, the Neurosequential Model in Education, Minority Stress and Mental Health, What happens after making a referral to an outpatient provider or inpatient treatment, and May as Mental Health Month
- SEL Programming Implementation
  - Fin mentioned that TRAILS Tier I and Tier II are implemented at the High School and Middle Schools and that Second Step is being embedded into the elementary level
  - Heidi asked if there was a grant covering Second Step implementation after next year and Klaudia explained that Second Step implementation was meant only for elementary grade levels (K-5). The grant funding that was discussed in prior MHAC meetings were 31aa and 31n, which is being used to support mental programming in the district, as well as the hiring of new positions in the health and safety department.
- participants selected which subcommittee they want to be in
  - Secondary Subcommittee
    - Leea Hawkins, Gabbi H, Nyx Z, Diane Cox, Kristin Sesti
  - Elementary Subcommittee
    - Leo Kendall
  - Staff Subcommittee
    - Heather Mueller, Erin Parcell, Jen Peatross
  - Community Subcommittee
    - Fin, Klaudia
  - Kurt S and Quiana Davis have decided which subcommittee he wants to be on
- What are some possible goals for this year:
  - Re establishing the website- with a student, staff and community component
  - The Social Worker at the high school, Mrs. Sesti, will reach out to Leea, Nyx, Leo and Gabby about collaborating
  - There was a small discussion about having a mental health night, supporting the community around the anniversary of the MSU shooting, and creating activities or events during May for Mental Health Awareness Month

#### 8. New Business/ Future Meeting Topics

- Fin: Plan to have some whole group discussion at the beginning and end of the next MHAC meeting
- Fin: Participants were asked to complete a sign out form that asked for areas of focus for future subcommittee meeting work.

#### 9. Announcements

Next Full Committee Meeting: Monday, November 20th 6:30pm-8:00pm with in person at the HUB, and also available in zoom.

**Mental Health Advisory Committee Meeting**

**Agenda**

Zoom: [MHAC%2010.16.23] MHAC 10.16.23

[MHAC](#)

<https://us04web.zoom.us/j/76181661607?pwd=ksayU6ZISWRabPaEelzhZpFX5IXRb3.1>

Meeting ID: 761 8166 1607

Passcode: pAaw83

October 16, 2023

**10. Adjournment at 7:32pm**

**Sex Education Advisory Board Meeting  
Board Meeting Room – East Lansing High School  
October 19, 2023**

- 1) Call to Order: Melissa Fore
- 2) Membership Roll Call via Introductions Around the Table
- 3) Approval of Previous Meeting's Minutes
- 4) Approval/Additions to the Agenda
- 5) Overview of State Law and ELPS Policy for Sexual Health Education and the Role of the SEAB
- 6) Public Comment
- 7) Presentations/Committee Reports
  - a. Sex Ed Director Report
- 8) Unfinished Business
  - a. None
- 9) New Business
  - a. Need a New Board Member
  - b. Approval of Amaze Video for 7<sup>th</sup> Grade Use (Currently approved for 8<sup>th</sup> Grade)
  - c. Discuss 2023-2024 Goals
- 11) Announcements
  - a. Next Meeting November 17, 2023
- 12) Adjournment

**Sex Education Advisory Board Meeting**  
**Board Meeting Room – East Lansing High School**  
**May 18, 2023, 6:30 PM**

**DRAFT**

- 1) **Call to Order.** The meeting was called to order by Melissa Fore at 6:33 PM
- 2) **Membership Roll Call.** Members present: Melissa Fore, Diane Tuinstra, Sara Smith, Bridget Burns-King, Karessa Wheeler, Danny Hearit, Heather Marlow, Trisha Kosloski, Glenn Mitcham, Aiyana Rosinski, Jonathan Gold.

**3) Approval/Modifications to the Previous Meeting Minutes**

- 4) A motion to approve the previous meeting minutes without any changes was made by Karessa Wheeler and seconded by Diane Tuinstra. Motion passed unanimously.

**5) Approval/Additions to the Agenda**

A motion to approve the agenda without any changes was made by Danny Hearit and seconded by Karessa Wheeler. Motion passed unanimously.

**6) Public Comment:**

- a. None.

**7) Presentations/Committee Reports**

**a. Sex Ed Director Report**

- i. Needs for SEAB next year. One clergy member and two student member positions are open for next year.
- ii. Social media lesson for 5<sup>th</sup> grade was moved to 6<sup>th</sup> grade by the publisher for this year, and it was requested by a few 5<sup>th</sup> grade teachers.
  1. We will look into getting this approved as an add-on module.

**b. Glenn Mitchem – Student Opt Outs for High School Health Class**

- i. PC – Personal Curriculum is a state mandated requirement that the school offers to students if they want to add another class and opt out of other classes. Each is approved by the state, and is often how some students get out of health.
  1. 1250 students and 1084 are taking health. 186 are not taking it. 40 PC out of it this currently this year, but that number is expected to rise.
- ii. Terri Cregg is retiring, a new health/PE teacher will be hired for next year.
- iii. What would it take to get a new curriculum adopted/added - 3 Rs (Rights, Respect and Responsibility) - Honest sex education for 4th-12th grade levels.

**8) Unfinished Business**

**a. “Am I Read? Making Healthy Decisions” video – vote to remove from high school curriculum**

- i. Discussed whether it was better to keep this or not have anything for this video at all.
- ii. There was a strong sense from the board that an abstinence only video does not add value or anything new that hasn't already been discussed.

A motion to approve the removal of the “Am I Read? Making Healthy Decisions” video from high school curriculum was made Bridget Burns-King and seconded Danny Hearit. Motion passed unanimously with Heather Marlow abstaining.

**9) New Business**

- a. Set goals for 2023/2024 school year
  - i. Green Dot evaluation
  - ii. Update the high school curriculum (3 R's)
  - iii. Pornography education/speaker series
  - iv. Evaluate introducing sex education courses in K-3 and which topics could be taught.
  - v. High school needs assessment
  - vi. Invite other grades curriculum teachers to speak at our board meetings.
- b. Discuss when sex ed is taught – early years, middle school, high school
  - i. Early years
    - 1. “OWL - Our Whole Lives” has a K-adult curriculum.
  - ii. 9<sup>th</sup> grade health
    - 1. Most schools take this at 9<sup>th</sup> or 10<sup>th</sup> grade, and East Lansing is the same (vast majority 9<sup>th</sup> grade).
    - 2. Was discussed that 9<sup>th</sup> grade is too early for many, before most have had sex which can be good, but often thought a 11<sup>th</sup> grade refresher is needed.
  - iii. Sex ed 11<sup>th</sup> grade refresher
    - 1. Covering 11<sup>th</sup> grade sex ed through excel classes is a non-starter.
    - 2. If it was taught among the core classes during a sex ed week or otherwise could work out.
    - 3. Teachers in core classes would need to be health certified.
    - 4. Could be taught by willow health center employees.
- c. Do we want a subcommittee to review pornography resources over summer?
  - i. Discussed ways this could look. Have a series of speakers about various sex education topics (examples: sexting/sextortion, sexual violence, consent laws) and end with a pornography speaker.
  - ii. No subcommittee needed this summer.

**10) Announcements**

- a. Next meeting September 21, 2023

**10) Adjournment**

Motion to adjourn was made by Diane Tuinstra and seconded by Heather Marlow. Meeting adjourned at 7:31 PM.