



**Kenowa Hills Public Schools
Education inspired.**

**BOARD OF EDUCATION
Regular Meeting Preliminary Minutes
Kenowa Hills Middle School
3950 Hendershot NW, Grand Rapids, MI 49544
Monday, October 12, 2020, 7:00 p.m.**

I. Routine Business

- A. A regular meeting of the Board of Education was called to order at 7:01 p.m. at Kenowa Hills Middle School, 3950 Hendershot NW Road NW, Grand Rapids, MI.
- B. President Gustinis opened the meeting with a moment of silence.
- C. Members Present: Courtade, Gustinis, Hart, Rettig, Storey, Szczepaniak, Truskoski; Superintendent Hopkins, Assistant Superintendent Burde and Director Gilchrist were also present. Student Representatives Madison Bupp and Sara Herweyer were also present.
- D. Motion by Member Hart supported by Member Storey to approve the agenda. Motion approved 7 - 0.

CALL TO ORDER

MOMENT OF SILENCE

ROLL CALL

APPROVE AGENDA

II. Hearings and Correspondence

- A. Correspondence - Superintendent Hopkins confirmed all board members received an email from a parent expressing concerns about the need to social distance in our buildings.
- B. Recognition - Superintendent Hopkins acknowledged with appreciation the following organizations/individuals for their donation:
 - 1. Donations
 - a. Irwin Seating - 250 facial masks
 - b. James Orłowski - \$25 to the girls soccer team
 - c. Kent District Library - 400 stainless steel water bottles for Alpine Elementary
 - d. Mr. & Mrs. Nick Jenema - 26 music kits for Alpine Elementary
 - e. Mr. & Mrs. John Goller - \$106 to Zinser Elementary
 - f. Toys for Tots - donated 800 books for our summer reading program
 - 2. Student representatives Madison Bupp and Sara Herweyer were welcomed to their first board meeting.
- C. Board Communication - Members reported on various events in which they participated during the past couple of weeks.
- D. Community/Board Dialogue (Comments Specific to Board Agenda Items) - None
The purpose of this meeting is to conduct Board of Education business. President Gustinis reminded attendees that all public comments are limited to five (5) minutes and that there will typically be no attempt to comment or give answers at this meeting. Inquiries will be referred to the superintendent for response at a later time. President Gustinis asked there was anybody who wished to make comment.

CORRESPONDENCE

RECOGNITION

BOE COMMUNICATION

COMMUNITY DIALOGUE

III. Information Item

- A. FY 2020 Audit Presentation
 - 1. Superintendent Hopkins introduced Keith Fifley from Maner Costerisan PC to present our FY2020 financial audit report. The District received an unmodified opinion, which is the highest opinion an auditor can give. No significant deficiencies or material weaknesses were found in the District's controls.
 - 2. The district increased the general fund balance to \$4.2 million, making the fund equity balance 11.36%.

B. Kenowa Hills Middle School Spotlight, Ms. Abby Wiseman

PRINCIPAL REPORT

1. Principal Wiseman provided an update on the return to learn happenings at the Middle School. She shared feedback from staff and students about the pros and cons of the changes experienced this year. The block schedule has provided greater opportunities for intervention and enrichment in the classroom.

C. Superintendent Report

SUPERINTENDENT
REPORT

1. Extended Continuity of Learning (ECOL) Plan - Superintendent Hopkins provided an overview of the following components of this plan, which must be reconfirmed monthly by the Board of Education:
 - a. Safety Measures - the layers of safety measures and mitigation strategies continue to be effective in minimizing exposure and transmission of COVID-19.
 - b. Instructional Delivery - the recommendation is to maintain in-person and virtual offerings with no changes to the in-person schedule as the cohorting continues to be an effective strategy for minimizing exposure and transmission of COVID-19.
 - c. Student Supports - it is recommended the interventions and supports continue without change. Superintendent Hopkins noted the potential addition of a School Child Life Specialist at the elementary level is being considered. This position would initially support the mental health needs of the elementary KHOLA students.
 - d. Two-way Communication - the weekly two-way communication percentages for the first month of school were reviewed. The percentages are based on in-person and virtual students. Superintendent Hopkins provided details about the two-way communication requirements per week for KHOLA students. Student Representative Sara Herweyer expressed her appreciation for her teachers' support and quick responses to her questions and concerns. Sara also indicated she appreciated the concern the teachers have shown for students' mental health.
 - e. Youth Sports - board members discussed the protocols for safely allowing for youth basketball for grades 3-6. More guidance will be needed to determine the possibility of running other indoor winter youth sports.
2. Bond Construction Update - summer projects are completed and punchlist items are being addressed.
3. Count Day Enrollment - Superintendent Hopkins provided an updated count day enrollment of 3,125 students.

D. Committee Reports - chairpersons reported minutes (copy available upon request) from the committee meetings.

COMMITTEE
REPORTS

1. Finance - minutes shared by Stan Truskoski
2. Curriculum/School Improvement - no meeting held this month
3. Marketing - no meeting held this month
4. Policy - minutes shared by Eric John Szczepaniak
 - a. Neola Policy Revisions (first reading)
 - i. Policy 0176 - Equity Policy (New)
 - ii. Policy 4362.01 - Threatening Behavior Toward Staff Members (Revised)
 - iii. Policy 5610 - Removal, Suspension, Expulsion, and Permanent Exclusion of Students (Revised) & Policy 5611 – Due Process Rights (Revised)
 - iv. Policy 7440 - Facility Security (Revised)
 - v. Policy 8450.01 – Protective Facial Coverings During Pandemic/Epidemic (New)

IV. Action Items

- A. Motion by Member Truskoski supported by Member Hart to approve the consent agenda. Motion approved 7-0.
 - 1. September 28, 2020 Special Meeting Minutes
 - 2. September General Fund expenditures of \$572,533.27 through and including checks #76524-76623 and payrolls of September 11 and September 25 2020; September School Lunch Fund expenditures of \$20,315.54 through and including checks #10538-10542; 2018 Building and Site Series II expenditures of \$1,512,832.19 through and including checks #15233-15244; 2020 Bond Series I expenditures of \$1,283.75 check #76566 Activity Check Register expenditures of \$8,799.84 through and including checks #12869-12873.
- B. Motion by Member Truskoski supported by Member Hart to approve the 2019-2020 Audit Report as prepared and presented by Maner Costerison, PC as described in Report #20-076. Motion approved 7 - 0.
- C. Motion by Member Truskoski supported by Member Rettig to approve the KHEA cost of living increase of 1% plus lane changes as described in Report #20-077. Motion approved 6 - 0 - 1 with Member Hart abstaining due to a disclosed conflict of interest.
- D. Motion by Member Truskoski supported by Member Rettig to approve the KHSSA cost of living increase of 2% plus step increases as described in Report #20-078. Motion approved 7 - 0.
- E. Motion by Member Truskoski supported by Member Hart to approve the Administration cost of living increase of 2.5% and Non-union support staff cost of living increase of 2% as described in Report #20-079. Motion approved 7 - 0.
- F. Motion by Member Szczepaniak supported by Member Courtade to approve \$1,000 per regular employee, and those employed by Enviro-Clean and Durham School Services assigned to work at Kenowa Hills Public Schools, as recognition pay acknowledging the significant challenges due to the pandemic and staff's response to the challenges. The payment will be issued during the first pay period in December of 2020. This payment is the result of unanticipated surplus funds through the budgeting process. Report #20-080. Motion approved 6-0-1 with Member Hart abstaining due to a disclosed conflict of interest.
- G. Motion by Member Hart supported by Member Truskoski to approve the proposed policy, PO8450.01- Protective Facial Covering During a Pandemic/Epidemic, as outlined in Report #20-081. Motion approved 7 - 0.
- H. Motion by Member Hart supported by Member Truskoski to reaffirm the Extended Continuity of Learning (ECOL) Plan that was originally approved on September 28, 2020 as required by Public Act 149, Section 98a. Report #20-082. Motion approved 7 - 0.

V. Discussion Item

- A. OCR Docket #15-16-1508
 - 1. President Gustinis offered an opportunity for board members to discuss any next steps that are needed to move forward on this topic.
 - 2. Member Szczepaniak shared that he believes the board should acknowledge the error that occurred and hopes we learn how to follow best practices in the future.
 - 3. Member Courtade offered to share the unredacted report to any interested board member.
 - 4. Member Hart expressed that it is important to learn from what has happened in the past and that board members also serve the important role of being a parent.

ACTION ITEMS

09/28/20 MEETING MINUTES
 SEPTEMBER 2020 CHECK REGISTRIES

FY 2020 AUDIT REPORT Report #20-076

KHEA COST OF LIVING/LANE CHANGES Report #20-077

KHSSA COST OF LIVING PLUS STEPS Report #20-078

ADMINISTRATOR AND NON-UNION COST OF LIVING INCREASE Report #20-079

RECOGNITION PAY Report #20-080

BOARD POLICY 8450.01 Report #20-081

EXTENDED CONTINUITY OF LEARNING PLAN Report #20-082

VI. Future Items for Consideration

A. Public Comment (Nonagenda Items) - None

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PUBLIC COMMENT

B. Future Meetings

1. 10/26/20 6:30 p.m. Curriculum & School Improvement Committee
2. 10/26/20 7:30 p.m. Marketing Committee
3. 11/02/20 6:30 p.m. Policy Committee
4. 11/02/20 7:30 p.m. Finance Committee
5. 11/09/20 7:00 p.m. Board of Education Meeting - High School

FUTURE MEETINGS

C. Go-Around

1. Member Szczepaniak shared information about MASB Member Matters that is held once a month. It has been very interesting and helpful to participate in these Zoom meetings.
2. President Gustinis inquired about proper protocol for endorsing candidates. Superintendent Hopkins shared that the board cannot take a stand on endorsing a particular candidate as a board. The Campaign Finance Act must be followed if you are personally endorsing a candidate. Discussion with the board continued about protocol during election season.

ADJOURNMENT

VI. Adjournment

- A. Motion by Member Courtade supported by Member Rettig to adjourn the meeting at 9:53 p.m. Motion approved 7 - 0.

Respectfully submitted,

Danielle Storey, Secretary