

October 17, 2023

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
OF SOUTH LYON COMMUNITY SCHOOLS
DISTRICT #63-240 COUNTIES OF
OAKLAND, LIVINGSTON, AND WASHTENAW**

CALL TO ORDER

President Abbate called the October 3, 2023 regular meeting to order at 7:00 p.m.

ROLL CALL

Present: Martin Leftwich, Teresa Laszlo, Patrick Maguire, Ann Rimanelli, Anthony Abbate, Daniel Schwegler

Absent: Jennifer Urtel

Administration Present: Steven Archibald, Superintendent, Brian Toth, Asst. Superintendent
Lisa Kudwa, Asst. Superintendent, Chris Gray, Asst. Superintendent

Administration Absent: None

PLEDGE OF ALLEGIANCE

The Board, administration and the audience joined in the Pledge of Allegiance.

RECOGNITION

Mr. Toth noted that the District is celebrating Principals' Month in October. Mr. Toth shared a video with the Board showing how each school appreciates their principal. The video captured testimonies from students and staff on how they felt about their building's principal. Some common statements were that their principal is funny, kind, nice, caring, helpful, and keeps them safe at school. Mr. Toth thanked everyone that was involved in making the video. He introduced the principals that were present at the meeting. Mr. Toth thanked the principals for all that they do for our schools.

The Board Members thanked the principals for being there for our students and keeping them safe.

PUBLIC COMMENTS

Mr. Abbate offered an opportunity for public comments.

Stephanie Stonebeck, SLEA Representative shared the "Good News" happening around the district.

- The SLHS Marching Band was nominated for their commendable progress that has been made this year.
- Justin Chamberlin nominated the South Lyon East Girls' Golf team. He also mentioned that Grace Sturgill qualified for the MHSAA Girls' Golf State Finals.
- Elsa Musko nominated the SLCS ELD Department. She stated that the ELD Department hosted a community building event for multilingual families. Ms. Musko shared that SLCS has nine ELD teachers that serve over 420 students, who speak 48 different languages.

- CMS & MMS Cross Country Teams participate in the Oakland County Championships Meet. The CMS Girls' Team placed 3rd out of 28 teams and the MMS Boys' Team placed 1st out of 34 teams. They earned honors as the County Champions.
- Chris Pendleton and Kelly Leja from Salem Elementary were nominated. Together with their 5th and 2nd grade students, parents, and Salem's PTO they designed and painted the plow blade for Washtenaw County Paint a Plow Program. Their design "The Four Seasons of Washtenaw" was awarded and will be used on the roads around Washtenaw County this upcoming season.
- Brenton Montie nominated The High Note, South Lyon High School Band's Weekly Bingo Fundraiser. He shared that the Bingo Fundraiser shows incredible commitment of the students, parents, and community members involved, to ensure the band's ongoing success. Mr. Montie stated that the high school band members and their parents volunteer their time, ranging from setting up the bingo hall to calling out numbers. He said that the real stars of the show are the loyal members of the community who regularly attend. Mr. Montie said that it has become a celebration of community, showing a bond between the South Lyon residents and their local high school band.
- Brian Elliott's Biology Class was nominated for piloting a new curriculum. Mr. Elliott is keeping his freshman students motivated and engaged.

Susan Woodley, SLEA Representative expressed concern over what happened during the October 10th payroll. She stated that teachers felt there should have been more communication from administrators. Ms. Woodley shared that they were notified at 3:45 p.m. on October 10th that the error was due to Huntington Bank having an outage and an offer to print checks was extended. She stated that the offer came during a time when some of staff were still teaching or had left for the day. Ms. Woodley noted that on the morning of October 11th they had still not been paid. She shared that an email went out in the morning stating that the district was confirming details and a communication would be provided in the near future. Ms. Woodley said another email went out explaining that SLCS would receive direct deposit between 2:00 – 6:00 that day. She noted that on October 12th an email from Mr. Archibald apologized for the inconvenience and hardship that this has caused.

REGULAR MEETING

APPROVAL OF AGENDA

President Abbate asked the Board to approve the agenda as presented unless they had any additions or deletions.

Moved by Mr. Maguire, supported by Mrs. Rimanelli to approve the agenda as presented.

Ayes – 6, Nays – 0. Motion carries 6-0.

APPROVAL OF MINUTES

President Abbate asked the Board to approve the minutes from the October 3, 2023 Board of Education Regular Meeting as presented unless they had any additions or deletions.

Moved by Mr. Leftwich, supported by Mr. Maguire to approve the minutes from the October 3, 2023 Regular Meeting.

Ayes – 6, Nays – 0. Motion carries 6-0.

APPROVAL OF BILLS

President Abbate asked the Board to approve the following bills as presented:

- September 2023 Wires & ACH Transactions
- September 2023 Revenue Report
- September 2023 Prepays
- September 2023 Bond Run

Moved by Mrs. Rimanelli, supported by Mr. Leftwich to approve the bills as presented.

Roll Call: Dr. Laszlo – yes, Mr. Schwegler – yes, Mr. Abbate – yes, Mr. Maguire – yes,
Mr. Leftwich – yes, Mrs. Rimanelli – yes. Motion carried 6 – 0.

REVISIONS TO POLICY 2001 - HOME SCHOOLED STUDENTS, 2ND READING

Mr. Toth reported that this policy was brought to the Board at the October 3rd meeting for information. He shared that no changes were requested. Mr. Toth asked the Board to approve the policy as presented.

Moved by Dr. Laszlo, supported by Mr. Maguire to approve the policy as presented.

Roll Call: Mr. Abbate – yes, Mr. Maguire – yes, Mrs. Rimanelli – yes, Mr. Leftwich – yes,
Mr. Schwegler – yes, Dr. Laszlo – yes. Motion carried 6 – 0.

REVISIONS TO POLICY 2007 – OPIOID ANTAGONIST, 2ND READING

Mr. Toth reported that this policy was brought to the Board at the October 3rd meeting for information. He shared that no changes were requested. Mr. Toth asked the Board to approve the policy as presented.

Moved by Mr. Maguire, supported by Dr. Laszlo to approve the policy as presented.

Roll Call: Mr. Leftwich – yes, Dr. Laszlo – yes, Mr. Maguire – yes, Mr. Abbate – yes,
Mr. Schwegler – yes, Mrs. Rimanelli – yes. Motion carried 6 – 0.

REVISIONS TO POLICY 2007 – PHYSICAL EXAMINATIONS AND SCREENINGS, 2ND READING

Mr. Toth reported that this policy was brought to the Board at the October 3rd meeting for information. He shared that no changes were requested. Mr. Toth asked the Board to approve the policy as presented.

Moved by Mrs. Rimanelli, supported by Mr. Leftwich to approve the policy as presented.

Roll Call: Mrs. Rimanelli – yes, Mr. Schwegler – yes, Dr. Laszlo – yes, Mr. Maguire – yes,
Mr. Abbate – yes, Mr. Leftwich – yes. Motion carried 6 – 0.

2022-23 FINANCIAL AUDIT PRESENTATION -Plante Moran

Ms. Lisa Vargo, Partner at Plante Moran along with Mr. John Ross gave a presentation on the South Lyon Community Schools' audit that Plante Moran conducted this Fall. They issued an unmodified opinion on the results of the audit procedure on the overall financial statement of the district. Ms. Vargo explained that an unmodified opinion is a clean opinion and the highest level of opinion that they can give as auditors. She stated

that in addition to the basic audit they also did a federal program audit, which included the Child Nutrition cluster and the ESSER programs. Ms. Vargo stated that compliance auditing was performed to ensure that funds were expended the way that the Federal Government requires them to be spent. Ms. Vargo shared that if they had found anything wrong, they would have needed to report it and she was happy to report that they didn't have any findings, therefore they were able to give an unmodified opinion on the single audit of the compliance audit. She congratulated the SLCS Financial Department on the hard work that they put in to be able to receive those opinions on their audits. Ms. Vargo discussed the overall financial aspects with focus on the General Fund. She shared history of the General Fund Balances for the past six years. Ms. Vargo also shared a graph on the historical per pupil foundation allowance for the past eleven years. Their presentation can be found at the link below.

Mr. Abbate thanked them for putting together the presentation. Mr. Leftwich stated that he found the graph that compared the fund balance of South Lyon to other Class D schools very interesting.

2022-23 Financial Audit Presentation

2024 OPERATING MILLAGE PROPOSAL

Mrs. Gray shared that the Finance Committee is proposing to add the Operating Millage item to the ballot in February or March of 2024. The filing deadline for the February/March election with the County Clerk is December 5, 2023. She explained that the proposal will allow the school district to continue to levy the statutory rate not to exceed 18 mills on all non-homesteaded properties. Primary homes property taxes will not be affected because non-homestead property taxes do not apply to primary residences. Examples of non-homestead properties include vacation homes, industrial commercial business investment and rental properties. Mrs. Gray stated that the proposed resolution to approve the date of the election and the ballot language will be presented at the November 14, 2023 Board meeting for approval. Mr. Archibald shared that the election date has not been confirmed yet and they hope to have a date by the next Board meeting.

RETURN TO IN-PERSON INSTRUCTION AND CONTINUITY OF SERVICES PLAN

Mrs. Kudwa stated that because of the requirements within the Federal ESSER Grant Funds the Return to In-Person Instruction and Continuity, the District is required to bring the plan for review every six months until we are through the expenditure period for the grant. She shared that it will be brought to the Board at least one more time. Mrs. Kudwa noted that they reviewed the plan from last school year and no changes were required. They have updated the date at the top of the document, and it will be posted on the SLCS website.

REVISIONS TO POLICIES – 1ST READING

Mr. Toth shared with the Board the 1st reading of the following policies:

- Policy 3003 Homebound/Home Based Instruction
 - Mr. Toth noted that this new language would be added to the end of the existing language. *The School District will provide homebound and hospitalized instruction to qualified students in a manner that is consistent with federal/state law and other applicable guidance. The Superintendent may develop administrative regulations as needed to implement this policy.*
- Policy 4002 Discrimination and Harassment
 - Mr. Toth stated that the term *pregnancy status* would be added to the policy.
- Policy 4004 Performance Evaluations
 - Mr. Toth shared that this new language would be added to the end of the current language. *The evaluation of the Superintendent shall be conducted in a manner consistent with state law and/or her/his contract. In accordance with state law, Board members must receive training in the evaluation framework for the Superintendent. Board members are expected to complete*

such training before participating in an annual performance evaluation of the Superintendent. If such training is not obtained in advance of participation, the Board member(s) shall be recused from the evaluation of the Superintendent.

- Mr. Schwegler asked if this is a one-time training or annually. Mr. Toth believed that it was a one-time training.
- Policy 4005 Mandatory Reporting (New Policy)
 - Mr. Toth stated the new policy. *Each professional staff member employed by the School District and all other persons employed by the School District who are mandatory reporters under the law and/or who have reasonable cause to suspect child abuse or neglect shall be responsible for reporting immediately every case, whether ascertained or suspected of abuse or neglect resulting in physical or mental injury to a student by other than accidental means, in a manner consistent with the law.*
 - Mr. Leftwich added that the Policy Committee talked about getting additional training for the SLCS staff on this matter.
- Policy 5003 State/Federal Grants and Awards
 - Mr. Toth reported that the term “state” would be added to this policy. The following language would be added to the end of the current policy - *The Superintendent or designee shall establish and maintain effective internal control over financial grants and awards that provide reasonable assurance that the program and funds are managed in compliance with applicable statutes, regulations, and the terms and conditions of the awards.*
- Policy 5006 Risk Management
 - Mr. Toth shared that the following language would be added to the end of this policy - *In the event of an injury to students, staff, or any visitor to school grounds, a School District provided “Accident Report” shall be completed by the appropriate staff member in a manner dictated by the Superintendent or designee.*
- Policy 5013 Use of Electronic Signatures (New Policy)
 - Mr. Toth reported on this new policy. *Unless a provision of law specifically prohibits the use of an electronic record for the specified purpose, the Board of Education authorizes the acceptance and distribution/transmission of electronic records and electronic signatures to and from District staff and other persons, as well as between District staff members. The Board further authorizes District staff to create, generate, send, communicate, receive, store, process, use, and rely upon electronic records and electronic signatures.*
- Policy 6002 Safety and Security
 - Mr. Toth stated that the subtitle *Generally* will be added, and first line of the policy should now read – *School District facilities and grounds will be kept safe and secure. Such facilities and grounds should also be maintained as clean and attractive.*
 - Mr. Toth also stated that the following language would be added to the end of the policy with the subtitle *Threat Assessment* – *The Superintendent will develop a threat assessment protocol aimed at addressing situations which may pose a threat to the health, safety, and welfare of the school community. The goal of the threat assessment process is to take appropriate preventive or corrective measures to maintain a safe school environment, protect and support potential victims, and provide assistance, as appropriate, to the student being assessed.*
- Policy 7010 School Visitors (New Policy)
 - Mr. Toth shared that this is a new policy. *In order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the*

schools, it is necessary to establish visitor guidelines. The Superintendent or building principal has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual. The Superintendent may develop administrative regulations as needed for the implementation of this policy.

- Mr. Toth noted that at tonight's Policy meeting they replaced the term "building principal" with "District Administrator or designee"
- Policy 8002 Americans Disabilities Act
 - Mr. Toth stated that the following language would be added to the end of the policy – *As it relates to the presence of service animals on School District property, such service animals will be permitted to the extent required or permitted by law. For any requests to have non-service animals on school grounds, the Superintendent shall develop administrative regulations for the review and approval of such requests.*

LEGISLATION

Mr. Archibald noted there was nothing to report at time.

BOARD COMMITTEE REPORTS

- **Legislative** – Mr. Leftwich stated there was nothing to report.
- **Policy** – Mr. Abbate noted that the items from the Policy committee had already been shared earlier tonight.
- **Finance** – Mr. Schwegler shared that they are waiting on the fall student count, which should come in November or December. He said that may have an impact on the Budget Amendment #1. Mr. Leftwich added that the auditors talked about the work that was done by Mrs. Gray and Ms. Papanastasopolous and he thanked them for their efforts in the outstanding report.
- **Facilities and Grounds** – Mr. Schwegler stated that there is some discussion about possibly adjusting the height of the workstations in the new science rooms. He said the fields at South Lyon East are near complete. Mr. Schwegler noted that some steel is going up for the South Lyon High School pool. He stated that there was a process created to properly handle change orders throughout the construction process.
- **Curriculum & Communications** – Dr. Laszlo shared that the Secondary Dress Code Committee has been convened. She stated there is work being done on the resizing of photos for the website. Dr. Laszlo noted that the district is using the SLCS Speaks podcast to tell stories.

OTHER

Mr. Archibald shared that he spoke with the Board Members and the SLEA President concerning the Oct. 10th payday prior to communication going out to everyone. He stressed that the fact the employees were not paid on their pay date is a serious issue. Mr. Archibald noted that even though it was ultimately the bank's fault for the situation, as a superintendent, he doesn't get to point a finger at someone else. Mr. Archibald and the Business Office are responsible to work with Huntington Bank or any future bank to make sure that steps are taken for something like this not to happen again. He shared that Huntington Bank has been very responsive. Mr. Archibald expressed that there are three very important things that need to happen; make sure our employees get paid in a timely manner, make sure that the employees are made whole if they incurred any fees or charges, and to do some type of analysis of what happened and what additional steps the bank is putting in place and is there anything the district needs to do internally. Mr. Archibald and Mrs. Gray met with four representatives from Huntington Bank. The bank spoke of segregation of duties that need to be in place on their end to make sure this doesn't happen again. Mr. Archibald said that he didn't want to point fingers at anyone and that he would take responsibility for it happening and that it gets rectified.

Mr. Archibald acknowledged that South Lyon is in the Cognia Accreditation Review Process. He shared that several people have been trained to do the observation process in the classroom. Mr. Archibald said that it was refreshing and extremely rewarding to be in the classroom to see the students and staff working together.

REPORTS

- ***South Lyon Educational Foundation*** – Mr. Maguire explained the reason for the foundation is to enrich the education of all students in South Lyon and supplement the areas that are not always fully funded. He shared that some of the things they support are the Social Emotional Learning Dogs, mini grants for teachers, and scholarships for students. Mr. Maguire expressed that they are looking for volunteers. MI Locker Room is a showroom for SLCS spirit wear, and they are giving a portion of each item purchased back to the SLEF. Mr. Maguire spoke about the SLEF Star Awards that are available online to recognize your student's favorite teacher or staff member. Mr. Maguire reported that there will be more details to come about Giving Tuesday, November 28th. When Mr. Archibald asked if the proceeds from the Star Awards or the MI Locker Room sales go directly into the grant program, Mr. Maguire believed that the Star Awards did, but he wasn't sure about the MI Locker Room sales.

PUBLIC COMMENTS

Ms. Lisa Welch, SLEA President for SLCS thanked Mr. Archibald for making the statement about the October 10th Payroll. She said that she would encourage members to listen to the Board Meeting video.

CORRESPONDENCE

- ***Teacher Tenure Status Memo***
 - Mr. Abbate congratulated Hannah Warner
- ***Donations***
 - Bartlett Elementary School received \$315.00 from the South Lyon High School classes of 1956-1968.
 - Dolsen Elementary School received dictionaries from the Kiwanis Club of South Lyon.

MEETING DATES

- November 14, 2023, *Regular Meeting, 7:00 p.m.*
- December 5, 2023, *Regular Meeting, 7:00 p.m.*
- January 16, 2024, *Regular Meeting, 7:00 p.m. (Organizational Meeting)*
- February 13, 2024, *Regular Meeting, 7:00 p.m.*
- March 5, 2024, *Regular Meeting, 7:00 p.m.*
- March 19, 2024, *Regular Meeting, 7:00 p.m.*
- April 16, 2024, *Regular Meeting, 7:00 p.m.*
- May 7, 2024, *Regular Meeting, 7:00 p.m.*
- May 21, 2024, *Regular Meeting, 7:00 p.m.*
- June 3, 2024 (Monday), *Regular Meeting, 7:00 p.m.*
- June 18, 2024, *Regular Meeting, 7:00 p.m.*

BOARD COMMENTS

Mr. Leftwich thanked Stephanie Stonebeck for bringing the Good Things to the meeting. He thanked Ms. Woodley for voicing her concerns about payroll. Mr. Leftwich thanked Mr. Archibald for his response and Ms. Welch for her recognition of his response. Mr. Leftwich said he was sorry for what happened and the stress and inconvenience that occurred because of it. He noted that the principals'

video was a great way to start the meeting. He thanked all the administrators who put together the video.

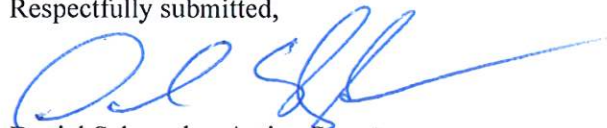
- **Mr. Schwegler** shared that it says a lot when the students recognize and know the administrators in their building. He said that shows that they are visible and that they interact with the students. He shared an experience his family had with Mr. Metcalf at Kindergarten Orientation and how he remembered his children after just meeting them one time. Mr. Schwegler thanked Mr. Archibald for his comments regarding the payroll situation. He shared that he got to go to the Fall Concert at South Lyon East and it was very impressive. Mr. Schwegler acknowledged the cross-country runners and the great job they did over the weekend.
- **Mrs. Rimanelli** thanked Mr. Archibald for addressing the payroll issue. She thanked the Finance team for an amazing audit and the hard work that they put in to get that result. Mrs. Rimanelli shared that she attended a fundraiser last Friday for Team Caleb and it put the “community” in South Lyon Community Schools. She stated that it was an inspiring event. Mrs. Rimanelli wished good luck to both the choir and the band for their upcoming performances.
- **Mr. Maguire** shared that the video of the principals was awesome. His family has had the joy of experiencing so many great principals in the district. Mr. Maguire thanked Ms. Gray and the Finance Team for all the work that they do with the district’s finances. He apologized to everyone for not getting their pay on time. Mr. Maguire thanked those that gave their perspective on it. He thanked Mr. Archibald for taking ownership of it even after the bank said it was on them. He also thanked Mr. Archibald for his leadership.
- **Dr. Laszlo** thanked the Policy Team for the diligent efforts and commitment to the continuous improvement of our district, especially the threat assessment protocol and the mandatory reporting policy. She thanked the Kiwanis Club for their donation of dictionaries. Dr. Laszlo acknowledged the exceptional leadership of our school principals. She thanked the public for their valued comments and recognized that their input is critical.
- **Mr. Abbate** thanked the Finance Department for the work that they put into the audit. He thanked Mr. Toth and the Policy group for all their work. Mr. Abbate thanked the principals for all their hard work. He thanked the principals at his own boys’ schools and stated that they are having a wonderful experience. Mr. Abbate thanked Mr. Archibald for his comments on the payroll situation. He acknowledged that they felt responsibility for what happen and that they apologize. Mr. Abbate shared that when he heard about the situation, he knew it was going to be a tough one to get through for both the administration and the employees. He encouraged everyone to continue to assume best intentions of one another and continue to communicate with one another. Mr. Abbate thanked everyone for their patience and the efforts to rectify the situation.

ADJOURN

Moved by Mr. Leftwich, supported by Dr. Laszlo to adjourn the meeting at 8:19 p.m.

Ayes – 6, Nays – 0. Motion carries.

Respectfully submitted,



Daniel Schwegler, Acting Secretary

Board of Education