MINUTES
BOARD OF EDUCATION
Livonia Public Schools
Special Meeting
February 12, 2024

President Bradford convened the Special meeting at 9:24 p.m.

Members Present:	Madeline Acosta, Tammy Bonifield, Karen Bradford, Colleen Burton, Liz Jarvis, Mark Johnson
Members Absent:	None
Audience Communications	None
Approval of ECC Playground Site Work, Fencing, Landscape Project – 2021 BOND	It was moved by Mrs. Frank and supported by Mrs. Jarvis that the Board of Education of the Livonia Public Schools School District approve the recommendation from it's Owner's Representative, Plante Moran Realpoint, and it's Construction Manager, Clark Construction Company, to approve change order for the contractors identified to provide and install playground site work, concrete, fencing, and landscaping for the Early Childhood Center in the amount of $560,845, which includes costs for hard construction, fees, and contingency. Ayes: Acosta, Bonifield, Bradford, Burton, Jarvis, Johnson Nays: None
Approval of Purchase of LMC Furniture – 2021 BOND	It was moved by Mrs. Bonifield and supported by Mrs. Frank that the Board of Education of the Livonia Public Schools School District accept the recommendation from the Owner's Representative, Plante Moran Realpoint, and approve the Phase Three purchase of furniture for the Library Media Centers at Hoover Elementary, Hayes Elementary, Roosevelt Elementary, Holmes Middle School and Stevenson High School from NBS Commercial Interiors, Troy, Michigan in an amount not to exceed $872,000. Ayes: Acosta, Bonifield, Bradford, Burton, Jarvis, Johnson Nays: None
Approval of Elevator Renovation Project at Administration Building	It was moved by Mrs. Acosta and supported by Mr. Johnson that the Board of Education of the Livonia Public Schools School District accept the recommendation to replace the elevator and its mechanical system at the Central Office Administration Building from Kone Incorporated, located in Livonia, Michigan in the amount of $240,000, which includes contingency.

Ayes: Acosta, Bonifield, Bradford, Burton, Jarvis, Johnson
Nays: None

Second Reading and Adoption of Board Policy – Personnel

GBF – Teacher Placement

It was moved by Mrs. Jarvis and supported by Mrs. Frank that the Board of Education of the Livonia Public Schools School District accept the recommendation of the Policy Committee and adopt the following Board Policy language for Board Policy GBF – Teacher Placement:

BOARD POLICY
GBF

PERSONNEL **JANUARY 29, 2024**
TEACHER PLACEMENT

Teacher placement is the determination of the classroom teaching assignment for a teacher. The decisions regarding teacher placement will be at the sole discretion of the Superintendent or designee. In order to be eligible for a teaching assignment, the teacher must be qualified for the teaching assignment, based on the criteria set by the Superintendent or designee, and have the appropriate certification. In the absence of a qualified teacher with appropriate certification, the School District may consider the ability to obtain an appropriate Michigan Department of Education permit.

LEGAL REF.: MCL 380.1233, 380.1233b, 380.1237, 423.215

ADMINISTRATIVE PROCEDURES **GBF**

PERSONNEL **JANUARY 29, 2024**
TEACHER PLACEMENT

Between qualified candidates, teacher placement will be based on the following criteria:

- Teacher certification, including whether such teacher placement decision will result in a classroom section not having a certified teacher;
- The school schedule;
- The prior year Effectiveness Rating of teachers qualified for the assignment;
    - Evaluators of performance, as measured using the performance evaluation system required by law, will consider factors including, but not limited to, the following as prescribed by the evaluation tool: demonstrated pedagogical skills and content area knowledge, evidence of ability to successfully plan and deliver rigorous lessons, implementation of effective strategies for building higher-level thinking and differentiated instruction, classroom management, collaboration with colleagues, and other attributes/skills relevant to the teaching assignment.
- The teacher's disciplinary record;
- The teacher's attendance record;
- Relevant special training, including completion of relevant training other than professional development or continued education that is required by the District or by state law, including the integration of that training into instruction in a meaningful way;

- The recency or relevance of a teacher's experience in a grade level or subject area;
- The teacher's length of service in a grade level or subject area. Length of service in a grade level or subject area may be made up of two components:
    - Current length of service in the assignment, and;
    - Lifetime length of service in the assignment.

Teachers with no relevant special training, or service time with a particular teaching assignment are not qualified candidates for purposes of teacher placement and will only be considered for placement in the teaching assignment if there are no other qualified candidates.

The School District respects and values individual staff opinion regarding their placement. Staff members may request placement preference for District consideration by May 1. The School District will make an effort to notify staff of their placement in a prompt manner.

Ayes: Acosta, Bonifield, Bradford, Burton, Jarvis, Johnson
Nays: None

Second Reading and Adoption of Board Policy – Personnel

GBG – Staffing, Layoff and Recall of Teachers

It was moved by Mr. Johnson and supported by Mrs. Jarvis that the Board of Education of the Livonia Public Schools School District accept the recommendation of the Policy Committee and adopt the following Board Policy language for Board Policy GBG – Staffing, Layoff and Recall of Teachers:

BOARD POLICY **GBG**

PERSONNEL **JANUARY 29, 2024**
STAFFING, LAYOFF, AND RECALL OF TEACHERS

This policy relates to all teachers working for the School District as defined by the Michigan Teachers´ Tenure Act, MCL 38.71, et seq. As used in this policy, the term "personnel decision" refers to any situation where the School District is:

- Filling a vacancy;
- Placing a teacher in a classroom;
- Conducting a staffing reduction;
- Conducting a program reduction, or;
- Any other decision resulting in the elimination or creation of a position.

The Superintendent or designee will adopt clear and transparent procedures for all personnel decisions governed by Section 1248 of the Revised School Code. When adopting such procedures, length of service shall not be the sole factor in personnel decisions, and may only be considered as a tiebreaker if a personnel decision involves 2 or more employees and all other factors distinguishing those employees from each other are equal.

Personnel decisions must be based on relevant factors including, but not limited to:

- The prior year Effectiveness Rating of teachers qualified for the assignment;
    - Evaluators of performance, as measured using the performance evaluation system required by law, will consider factors including, but not limited to, the following as prescribed by the evaluation tool: demonstrated pedagogical skills and content area knowledge, evidence of ability to successfully plan and deliver

rigorous lessons, implementation of effective strategies for building higher-level thinking and differentiated instruction, classroom management, collaboration with colleagues, and other attributes/skills relevant to the teaching assignment.

- The teacher's length of service in a grade level or subject area;
- The teacher's disciplinary record, and;
- Relevant special training, which may be based on completion of relevant training other than professional development or continuing education that is required by the School District or by law, and integration of that training into instruction in a meaningful way.

Subject to the limitations set forth herein through policy or regulation, the Superintendent or designee has sole authority to determine teacher placement, the existence of a teacher vacancy, or to implement a personnel or program reduction.

LEGAL REF.: MCL 380.1248, 380.1249, 423.215

ADMINISTRATIVE PROCEDURES GBG

PERSONNEL **JANUARY 29, 2024**
STAFFING, LAYOFF, AND RECALL OF TEACHERS

Teacher Vacancies

A teacher vacancy does not exist unless all the following criteria are met:

- The position is subject to Section 1249 of the Revised School Code;
- The position is posted by the School District in a manner which invites applicants.

A teacher vacancy may be created by the following, subject to approval by the Superintendent or designee:

- Transfer of an internal teaching candidate to a vacant position;
- A leave of absence;
- Retirement, resignation, or other departure at the end of a school year or immediately prior to the start of a school year.
- A mid-year retirement, resignation, or other departure that will require a long-term substitute;
- The addition of a new classroom section.

No vacancy will be created when a position is first unfilled beginning in the second half of the school year, unless approved by the Superintendent or designee. The Superintendent or designee may close any vacancy in their sole discretion at any time.

Selection Process to Fill a Vacancy

- The Superintendent's or designee's most highly rated and qualified candidate will be selected for any vacancy.
- The top qualified internal candidate, plus other internal candidates in the discretion of the Superintendent or designee, may be provided an opportunity to interview for any vacancy.
- The Superintendent or designee shall consider the likelihood of filling any vacancy created by the selection of the internal candidate and the impact such vacancy will have on the instructional program.

In the absence of a qualified candidate, the Superintendent or designee may select a candidate who is able to obtain temporary or alternative credentialing to be qualified for the position, has

demonstrated an exemplary commitment to a school community and its students, and possesses relevant knowledge and skills for the position.

Staffing Reductions

A staffing reduction is the decision to eliminate curricular sections or positions that will result in a reduction in the hours worked (FTE) of one or more teachers. The Superintendent or designee has the sole authority to determine and conduct a staffing reduction.

The Superintendent or designee will conduct any staffing reduction based on the department and location, using following criteria:

- The District shall reduce staff starting with the teacher with the lowest Effectiveness Rating and proceeding toward the teacher with the highest Effectiveness Rating in the department, unless such reduction will result in a classroom section not having a certified teacher.
    - Evaluators of performance, as measured using the performance evaluation system required by law, will consider factors including, but not limited to, the following as prescribed by the evaluation tool: demonstrated pedagogical skills and content area knowledge, evidence of ability to successfully plan and deliver rigorous lessons, implementation of effective strategies for building higher-level thinking and differentiated instruction, classroom management, collaboration with colleagues, and other attributes/skills relevant to the teaching assignment.
- Teacher certification. In the absence of a teacher with appropriate certification, the School District may consider the ability to obtain an appropriate permit.
- The teacher's disciplinary record;
- The teacher's attendance record;
- Relevant special training, including completion of relevant training other than professional development or continued education that is required by the District or by state law, including the integration of that training into instruction in a meaningful way;
- The teacher's length of service in a grade level or subject area. The School District will only consider a teacher's continuous and current length of service in a grade level or subject area.

Teachers with no relevant special training, or service time with a particular teaching assignment are not qualified candidates for purposes of a staffing reduction and will only be considered for such placement if there are no other qualified candidates.

Program Reductions

A program reduction is the decision to eliminate curricular courses or courses of study. The Superintendent or designee has the sole authority to determine and conduct a program reduction.

Upon the decision to implement a program reduction, the Superintendent or designee will review impacted staff and evaluate whether they are qualified, as defined by the Teacher Placement Procedure. Teachers with an effectiveness rating of effective or highly effective will displace others in another School District program with a rating other than effective or highly effective. ("*Highly Effective*" will remain a legal rating until July 1, 2024.)

Recall Process

A recall is when teachers that are placed on layoff become eligible to return to work at the School District.

The right to recall expires three years after the layoff becomes effective. Only teachers on layoff that are qualified for a vacancy are eligible for recall.

The right to recall is different based on the teacher's most recent evaluation rating:

- *Effective*: Teacher will be offered the opportunity to return to a vacancy for which they are

qualified. ("*Highly Effective*" will remain the legal rating until July 1, 2024.)

- *Developing*: Teacher will be offered the opportunity to interview for a vacancy for which they are qualified. ("*Minimally Effective"* will remain the legal rating until July 1, 2024.*)*
- *Needing Support*: Teacher will be notified of a vacancy for which they are qualified, and the teacher may submit application materials for consideration by the Superintendent or designee. ("*Ineffective*" will remain the legal rating until July 1, 2024.)

Eligibility for recall will be determined based on the following criteria:

- The teacher with the highest evaluation rating will be eligible first, proceeding to the lowest evaluation rating;
    - Evaluators of performance, as measured using the performance evaluation system required by law, will consider factors including, but not limited to, the following as prescribed by the evaluation tool: demonstrated pedagogical skills and content area knowledge, evidence of ability to successfully plan and deliver rigorous lessons, implementation of effective strategies for building higher-level thinking and differentiated instruction, classroom management, collaboration with colleagues, and other attributes/skills relevant to the teaching assignment.
- If two teachers are being considered and share the same Effectiveness Rating, then the Superintendent or designee must compare the potential individuals using each of the elements of the standards as set out below, subject to Section 1248 of the Revised School Code. Only when all elements within one level are equal and the candidates cannot be differentiated should the Superintendent or designee move to the next level.
    - The teacher's disciplinary record;
    - The teacher's attendance record;
    - Relevant special training, including completion of relevant training other than professional development or continued education that is required by the District or by state law, including the integration of that training into instruction in a meaningful way;

The teacher's length of service in the grade level or subject area where the vacancy exists.

Ayes: Acosta, Bonifield, Bradford, Burton, Jarvis, Johnson
Nays: None

Second Reading and Adoption of Board Policy – Personnel

GBIA – Teacher Evaluations

It was moved by Mrs. Burton and supported by Mrs. Frank that the Board of Education of the Livonia Public Schools School District accept the recommendation of the Policy Committee and adopt the following Board Policy language for Board Policy GBIA – Teacher Evaluations:

BOARD POLICY **GBIA**

PERSONNEL **JANUARY 29, 2024**
TEACHER EVALUATIONS

All teachers and administrators can improve their performance and should strive for excellence in order to provide the best possible education for the students of the School District. To that end, the School District will use a rigorous, transparent, and fair evaluation system for all teachers and administrators. This system will comply with Michigan law and include annual year-end evaluations for all teachers and administrators, unless otherwise permitted by Michigan law. The Superintendent or designee will provide inter-rater reliability training for all evaluators as required by law.

The evaluation system is intended to be used to improve the performance of all teachers and

administrators and encourage professional growth. The system will be used, at a minimum, to inform decisions on the effectiveness and development of teachers, to grant tenure or full certification, and to remove ineffective tenured and untenured teachers. The Superintendent or designee will develop and implement any legally-compliant administrative regulations necessary to put this policy into effect with the involvement of teachers and school administrators. The regulations will use legally-compliant criteria whenever it is deemed appropriate to waive evaluation for a teacher or administrator in a given school year.

The Superintendent or designee is authorized to promulgate regulations based on changes of the law governing evaluations.

Teachers will receive ratings as prescribed by law. Any teacher rated less than Developing on a year-end evaluation will be placed on an individualized development plan (IDP). That teacher will be evaluated mid-year during the next school year, in addition to receiving a year-end evaluation. If the teacher continues to be found less than Developing for three consecutive years, the School District will act to discharge the teacher, either through termination (if probationary) or the filing of tenure charges (if tenured), unless special circumstances are found to exist.

LEGAL REF.: MCL 380.1249, 423.215

ADMINISTRATIVE PROCEDURES GBIA

PERSONNEL **JANUARY 29, 2024**
TEACHER EVALUATIONS

Effective July 1, 2024, the evaluation tools for both administrators and teachers will be reclassified to have three ratings: Effective, Developing, and Needing Support. Student growth components for both administrators and teachers will be calculated based on the requirements of the Revised School Code. Any disputes regarding evaluations will be subject to the dispute process in Section 1249 of the Revised School Code.

The Superintendent or designee will evaluate administrators annually, unless otherwise permitted by Michigan law, using the School Advance model. Beginning in the 2024-2025 school year, for the first three years a school administrator is in a new administrative position, the Superintendent or designee will assign a mentor to the school administrator. The Superintendent or designee will, for each year the administrator is evaluated, conduct a midyear progress report.

School principals will evaluate teachers annually, unless otherwise permitted by Michigan law, using the 5D+ model. All teacher evaluations require at least two observations and at least one observation will be unscheduled. Any midyear progress meetings conducted by Administrators will review relevant student achievement data. The evaluation system will rate teachers with ratings as required by Section 1249 of the Revised School Code. Administrators will provide written feedback to teachers as required by law. Beginning in the 2024-2025 school year, classroom observations must be for a minimum of fifteen minutes, but need not be an entire class period. School principals will meet with teachers following observations and provide written observation feedback within thirty (30) days of the observation.

The Superintendent or designee will determine the method of evaluation for employees whose evaluations are not governed by Section 1249 of the Revised School Code.

Ayes: Acosta, Bonifield, Bradford, Burton, Jarvis, Johnson
Nays: None

Approval of ECC Contingency – 2021 BOND

It was moved by Mrs. Burton and supported by Mrs. Jarvis that the Board of Education of the Livonia Public Schools School District approve the reallocation of Bond contingency dollars from previous bond projects to the ECC contingency in the amount of $950,000, bringing it up to approximately 10% for the project, to ensure the ECC project has an appropriate safety net, if needed.

Ayes: Acosta, Bonifield, Bradford, Burton, Jarvis, Johnson
Nays: None

Adjournment President Bradford adjourned the meeting at 9:40 p.m.

Off/Supt/tg