MINUTES
BOARD OF EDUCATION
Livonia Public Schools
Regular Meeting
September 23, 2024

President Bradford convened the meeting at 6:32 p.m.

Members Present: Acosta, Bonifield, Bradford, Burton, Frank, Jarvis, Johnson

Members Absent: None

LPS Points of Pride Presentation	Mrs. O'Brien, Chief Academic Officer shared highlights of summer camps and summer programming that were offered throughout the district over the summer of 2024.
Summer 2024 Bond Work Presentation	Mrs. Jenkins, Administrator of Communications, shared highlights of summer bond renovations and upgrades throughout the district.
District Update from the Superintendent	Mrs. Oquist, Superintendent, addressed the interruption in bus service, acknowledged its impact on the LPS community, and shared the actions the district is taking to remedy this issue within the district. Mrs. Oquist presented highlights from the school year opening activities, athletic highlights, LECC opening and community enrichment events.
Written Communications	None
Response to Prior Audience Communications	None
Consent Agenda	It was moved by Mrs. Jarvis and supported by Mrs. Bonifield that the Board of Education of the Livonia Public Schools School District approve the following consent agenda items, as recommended by the Superintendent: V.A. Minutes of the Regular Meeting of August 19, 2024 Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Jarvis, Johnson Nays: None

Approval of Purchase of School Buses

It was moved by Mr. Johnson and supported by Mrs. Frank that the Board of Education of the Livonia Public Schools School District approve the purchase of Blue Bird school buses from Holland Bud Company, Holland Michigan for a cost of $625,675.

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

Approval of Purchase of Tractors

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 purchase of eight John Deere tractors and eight front blades for plowing from Deere & Company, located in Cary, North Carolina, for a total cost of $71,611.76.

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

Approval of Purchase of Japanese Curriculum

It was moved by Mrs. Frank and supported by Mrs. Acosta that the Board of Education of the Livonia Public Schools School District approve the purchase of Japanese curriculum materials from the Japanese Consulate for Niji-Iro Elementary School for $29,362.39.

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

Approval of Teachers

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 of the Superintendent and offer employment for the 2024-2025 school year to the following Teachers:

Name:	**Assignment:**	**FTE:**
Janie Bauer	Student Services	1.0
Lisa Berryman	RCR	1.0
Kayla Blauet	Holmes	1.0
Roger Cebulski	Holmes, CHS	1.0
Jessica Faulkner	FHS	1.0
Shelby Franklin	Hoover	1.0
Sydney Grenier	Webster	1.0

Judith Hart	Frost	1.0
Kaitlyn Highland	Rosedale	1.0
Jessica Johnston	Johnson	1.0
Mandy Kaufman	Coolidge	1.0
Sean Koehler	Johnson	1.0
Heather Neal	CHS, Emerson	1.0
Elizabeth Parr	Student Services	1.0
Emily Winther	Cleveland	1.0

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

Granting Tenure Status

It was moved by Mrs. Bonifield and supported by Mrs. Jarvis that the Board of Education of the Livonia Public Schools School District accept the recommendation of the Superintendent and acknowledge that tenure status has been granted to the following teachers, effective on the respective date:

Name:	**Date:**
Juliane Rorhoff	September 26, 2024
Dawn Klein	September 26, 2024
Chelsey Georvassilis	September 30, 2024

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

Resignations

The Board was informed of the following resignations:

Name:	**Date:**
Brittany Cornellier	September 27, 2024
Allison Dailey	August 22, 2024
Danielle Flinchum	August 20, 2024
Jennifer Mitchell	August 12, 2024
Julianna Molnar	September 10, 2024
Christine Munro	September 16, 2024
Stephanie Roeser	September 27, 2024
Rebecca Shaver	September 20, 2024

Voting Delegates for 2024 MASB Assembly

It was moved by Mrs. Jarvis and supported by Mrs. Frank that the Board of Education of the Livonia Public Schools School District approve Karen Bradford, Mark Johnson, Madeline Acosta and Liz Jarvis as voting delegates and Colleen Burton and Crystal Frank as alternates for the MASB Delegate Assembly in Lansing, Michigan on October 24, 2024.

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

Approval of the Amendment to the Superintendent's Contract Regarding the Evaluation Process

It was moved by Mr. Johnson and supported by Mrs. Acosta that the Board of Education of the Livonia Public Schools School District approve the amendment to Superintendent Andrea L. Oquist's employment contract regarding the Superintendent evaluation cycle for the remainder of the contract which currently expires June 30, 2029.

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

First Reading Board Policy IDDE – Post Secondary Credit Opportunities

The Policy Committee has reviewed the following changes:

BOARD POLICY IDDE ~~**DECEMBER 17, 2012**~~
INSTRUCTIONAL PROGRAM ~~**Reviewed 5/2014**~~
POSTSECONDARY CREDIT OPPORTUNITIES **NOVEMBER 18, 2024**

The Board of Education supports and shall provide opportunities for ~~pupils~~ students to receive postsecondary credit while attending high school. ~~The school district shall provide educational opportunities for pupils students to earn post-secondary credit while attending high school.~~ The school district is required to pay the lesser of: a) the actual charge for tuition, mandatory course fees, materials fees and registration fees or b) the state portion of the students' foundation allowance, adjusted to the proportion of the school year they attend the postsecondary institution. Students enrolled in a dual enrollment course but do not earn credit must repay the district.

LEGAL REF.: Postsecondary Enrollment Options Act 160 of 1996, Imd. Eff. Apr. 8, 1996; Am. 2012, Act 134, Eff. July 1, 2012. Career and Technical Preparation Act 258 of 2000, Eff. Apr. 1, 2001;Am. 2012, Act 133, Eff. July 1, 2012.

First Reading Board Policy JGCD – Student Medications

The Policy Committee has reviewed the following changes:

BOARD POLICY **JGCD**
STUDENTS ~~**AUGUST 18, 2014**~~
MEDICATIONS ~~**Reviewed 4/2018**~~

Except as otherwise provided by law or Board Policy, a school administrator, teacher, or other school employee designated by the school administration may administer medication to a student only in the presence of another adult, pursuant to written permission of the student's parents or guardian and only in compliance with the written instructions of a physician. A Medication Authorization form must be provided to school administration before any dispensation of medication may occur. "Medication" includes prescription, non-prescription (commonly referred to as "over the counter"), and herbal medications/substances, including anything administered by mouth, inhaler, or injection; drops and sprays applied to the eyes or nose; and anything applied to the skin.

Epinephrine Auto Injectors

Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self-possess and self-administer the medication if they meet the conditions as stated in this policy and accompanying administrative procedures. ~~Commencing with the 2014-15 school year,~~ Each school in the District shall have at least two (2) epinephrine auto-injectors (Epi-Pens) available at the school site. It shall be the annual responsibility of the Principal to ~~be sure~~ verify that the supply of Epi-Pens is maintained at the appropriate level, ensure that all Epi-Pens have not expired, inform trained staff of the storage location for Epi-Pens in the school, and communicate with the Director of Student Services or his/her designee if new Epi-Pens are needed at any point during the school year due to use or expiration.~~, and they have not expired.~~ The ~~Administrator~~ Director of Student Services or his/her designee shall also be responsible for acquiring new supplies of Epi-Pens yearly, distributing them to schools, coordinating the training of District employees to administer Epi-Pen injections, and ~~to~~ maintaining the list of employees authorized to administer such injections.

Individuals Qualified to Administer Epinephrine Injections

Only a licensed, registered professional nurse employed or contracted by the District, or a school employee who has successfully passed the required training, shall be allowed to possess and administer Epi-Pen injections to students. ~~The persons authorized to use the District-maintained Epi-Pens will be maintained in each school by the Principal, and shall be available on an electronically accessible site for employees' reference.~~

Each school shall have at least two (2) employees at that site who shall be appropriately trained in the use of an Epi-Pen. Training of employees on the appropriate use and administration of an Epi-Pen injection shall be done in accordance with any guidelines provided by the Michigan Department of Education~~,~~ and shall be conducted under the supervision of a licensed, registered professional nurse. The training shall include an evaluation by the nurse of the employees' understanding of the protocols for administering an Epi-Pen injection.

Students to Whom Injections May Be Administered

A licensed, registered~~,~~ professional nurse, or trained and authorized employees under this policy, may administer Epi-Pen injections to:

- ~~a~~Any student who has a prescription on file with the District, in accordance with the directives in such prescription; ~~and 2)~~
- Any individual on school grounds who is believed to be having an anaphylactic reaction.

Reporting of Injections

Any person who administers an Epi-Pen injection to a student shall promptly notify the Principal/~~Building~~ School Administrator who shall be responsible for promptly notifying the student's parent/guardian that an injection has been administered.

All Epi-Pen injections by District employees to students shall be reported in writing to the ~~Student Services Administrator~~ Director of Student Services or his/her designee. The report shall include whether the school's or student's Epi-Pen was used, and whether the student was previously known to be subject to severe allergic reaction (anaphylaxis). The ~~Student Services Administrator~~ Director of Student Services or his/her designee shall at least annually report to the Department of Education, in the form and manner determined by the Department, information on the number of injections provided to students, the number of injections with District Epi-Pens, and the number of incidents where students were not known to be subject to severe allergic reactions.

The District will maintain procedures for obtaining a prescription, purchase, reorder, storage, and maintenance of at least two epinephrine auto-injectors in each school building.

LEGAL REF: MCL 380.1178, 380.1179, 380.1179A
Michigan Department of Education, Model Policy and Guidelines for Administering Medications to Pupils at School

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ADMINISTRATIVE PROCEDURE **JGCD**
STUDENTS
MEDICATIONS **~~FEBRUARY 2003~~**

~~I. Introduction~~

~~It will be an ongoing objective to promote cooperation between the home and Livonia Public Schools concerning student medication. The following definition of "medication" is adopted for use in this district: medication includes prescription, non-prescription and herbal medications, and includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops to eyes, nose, or medications applied to the skin. While medications may be necessary and may be prescribed at intervals during the day, whenever possible the administration of medication should be adjusted to avoid the necessity of administration during school hours.~~

I. Parental Responsibilities and Procedures to be Followed for Administration of Medication During School Hours

A. An informational document ~~A letter (Appendix A), which states~~ outlining procedures to be followed, and an authorization form for administering medication during school hours by school personnel (Appendix B) will be provided.

B. The authorization form (Appendix B) is to be completed by the student's physician and parent or guardian and returned to the appropriate school office before administration of medication by school personnel occurs.

C. Parental or guardian permission and a physician's authorization/instructions for administration shall be renewed at the beginning of each school year.

D. The time, location, and manner of administering medication to students will be defined in the Medical Authorization or Individualized Healthcare Plan. In secondary schools, students are encouraged to take responsibility for making contact with school personnel to acquire their medication. ~~It will be the student's responsibility to make contact with the designated staff member for the administration of medication unless other arrangements have been agreed to by a school administrator.~~

E. "As needed" medication requires a physician's statement specifying dosage limits.

F. All medications to be administered at school must be in an original appropriately labeled container. (Must specify student name, medication name, frequency, and dosage to be given.) The medication should be provided in the exact dosage prescribed so that the individual administering medications is not responsible for dividing/splitting pills.

G. Both prescription and nonprescription medications require a completed physician and parental/guardian authorization form.

E. It may be necessary and appropriate for a parent or guardian to administer medication to his/her child. The parent or guardian is requested to contact the appropriate school office to make arrangements as necessary.

F. All medications which are brought to school must immediately be turned in to the school office by the parent or guardian, with the exception of medications addressed in section IV of these procedures.

G. Individual exceptions to these procedures must be approved by the ~~building~~ school administrator.

II. School Responsibilities and Procedures to be Followed for Administration of Medication During School Hours

A. An informational document ~~Parental/guardian letter (Appendix A)~~ and authorization form for administering medication during school hours by school personnel (Appendix B) will be available to parents and guardians.

B. The authorization form for administering medication during school hours by school personnel (Appendix B) will be returned to the school office and contains directions for its maintenance and storage.

C. An individual record of administration of medication during school hours by school personnel will be entered into the electronic student information system (MiStar). ~~,~~ ~~Student Medication Log (Appendix C), will be maintained.~~ The electronic log should be initiated at the beginning of each school year or when the medication begins.

D. A school employee, designated by the school administrator, shall administer medication to a student in the presence of another adult, except when an emergency threatens the life or health of the student.

E. The ~~building~~ school principal will be responsible for determining a secure location for the storage of medication. Emergency medications may be stored in a readily accessible location.

F. All controlled-substance medications (defined as drugs regulated by the Federal Controlled Substances Acts, including opiates, depressants, stimulants, and hallucinogens) will be counted and recorded upon receipt with the parent/guardian.

G. When it is necessary for a student to have medication administered while on a school-sponsored field trip or off-site activity, the individual designated to administer medication must carry the medication in the original container and record the necessary information on the medication log upon return from the trip/activity.

H. Medication left over at the end of the school year, or after the student has left the district, shall be picked up by the parent/guardian. If this is not done, the individual who administers the medication will dispose of the medication and record this disposal on the medication log. This procedure shall be witnessed and initialed by a second adult.

I. When dealing with the issues that surround student medications not specified by a medical authorization or healthcare plan, administrative judgment will be utilized. Examples include ~~student possession, self-administration, health plans~~, storage of medication, location of dispensation, staff assigned to administer medication, etc.

III. Student Administration and Possession of Medication

A. A student who requires the use of an inhaler for relief or prevention of asthma symptoms will be allowed to carry and use the inhaler if there is written approval (Appendix B) from the student's physician and parent/guardian on record at the school (as described in the Michigan Revised School Code, Section 380.1179). A student who is in possession of an inhaler under the above conditions shall have each of his/her teachers notified of this by the ~~building~~ school administrator.

B. A health plan will be developed for students who have other medical conditions, which require medication for a life-threatening situation. Such students may be allowed to carry and use the emergency medication if there is written approval (Appendix B) from the student's physician and parent/guardian on record at the school. A student who is in possession of this medication under the above conditions shall have each of his/her teachers notified of this by the building administrator.

C. ~~A building administrator must authorize or may discontinue a student's right to self-administer and self-possess medication. The process may be discontinued if there is misuse by the student, following parent contact.~~ On a limited and age-appropriate basis, a student may possess and self-administer medication based upon medical authorization from a physician and review of school administration. Following parent/guardian contact and with agreement of a physician, approval for possession and self-administration may be re-evaluated, altered, and/or discontinued if the student misuses or distributes their medication to others.

IV. School Staff Training

School employees designated to administer medication will receive in-service training on procedures related to this responsibility. Training will be facilitated through the Department of Student Services.

V. Safety Procedures and Liability Addressed in the School Code of 1976 as Amended

A.380.1178 Administration of Medication to Pupil; Liability

Sec. 1178: A school administrator, teacher, or other school employee designated by the school administrator, who in good faith administers medication to a pupil in the presence of another adult or in an emergency that threatens the life or health of the pupil, pursuant to the written permission of the pupil's parents or guardian and in compliance with the instructions of a physician is not liable in a criminal action or for civil damages as a result of the administration except for an act or omission amounting to gross negligence or willful and wanton misconduct.

EXHIBIT Appendix A JGCD
STUDENTS APRIL 2018
MEDICATIONS

A letter is provided to the parent/guardian of students, which describes parental/guardian responsibilities and procedures to be followed when the administration of medication to students during school hours by school personnel is necessary.

NOTE: A letter is to be provided to the parent/guardian with the medication authorization form. It may be copied on school letterhead.

S A M P L E L E T T E R

Dear Parent:

It is recognized that certain medications may be necessary and must be prescribed at certain times of the day. In many instances the administration of medication can be adjusted to avoid the necessity of administration during school hours. However, there may be instances when medication must be administered to your child during school hours.

When medication is necessary during school hours:

1. It may be necessary and appropriate for a parent or guardian to administer medication to his/her child. Please contact the school office to make appropriate arrangements.
2. If school personnel will be administering medication, the accompanying Medication Authorization form must be completed by the student's physician and parent or guardian and returned to the school office before administration of medication. This authorization is valid for the current school year only.
3. It will be the student's responsibility to make contact with the designated staff member for the administration of medication unless other arrangements have been agreed to by the building principal.
4. "As needed" medication requires a physician's statement specifying dosage limits.
5. All medications to be administered at school must be in an original appropriately labeled container. (Must specify student name, medication name, frequency, and dosage to be given.)
6. Both prescription and nonprescription medications require a completed physician and parental/guardian authorization form.
7. All medications that are to be administered by school personnel must be brought to school and immediately turned in the school office. Inhalers or medication for life threatening situations may be maintained by the student or in other locations as approved by the building administrator.
8. All controlled-substance medications (defined as drugs regulated by the Federal Controlled Substances Acts, including opiates, depressants, stimulants, and hallucinogens) will be counted and recorded upon receipt with the parent/guardian.
9. Medication left over at the end of the school year, or after the student has left the district, shall be picked up by the parent/guardian. If this is not done, the individual who administers the medication will dispose of the medication and record this disposal on the medication log.
10. Individual exceptions to these procedures must be approved by the building principal.

Thank you for your cooperation. If you have any questions or concerns, please contact your building principal.

~~Sincerely,~~

~~Principal~~

EXHIBIT Appendix B **JGCD**
STUDENTS **~~APRIL 2018~~**
MEDICATIONS

The following Medication Authorization form is to be completed by physician and parent/guardian~~,~~ and maintained in the school office ~~with the Individual Student Medication Administration Log for each medication administered~~. The Medication Authorization form should be filed in the student's personal cumulative file at the end of the year and maintained for at least three years.

EXHIBIT – Appendix B **JGCD**

SAMPLE
Medication Authorization

Student=s Name _____ Date _____
Date of Birth _____ School _____
Teacher/Counselor _____ Grade _____

Both prescription and nonprescription medications require a completed Medication Authorization form signed by a physician and parent/guardian. If medication is related to a life-threatening health condition, Livonia Public Schools staff will develop an Individualized Health Care Plan in conjunction with the student=s physician.

TO BE COMPLETED BY THE PHYSICIAN

Name of Medication _____ G Prescription G Non-Prescription
Reason for Medication _____
Form of Treatment G Tablet/Capsule G Inhaler G Liquid G Injection G Nebulizer
Instructions _____
Dosage _____
Time of Day _____ G Daily G As Needed G Emergency Only G Other -
If dosage is Aas needed@ or Aemergency only@ specify symptoms and limits:
Relevant Side Effects _____
Storage Requirements _____ G None G Refrigerate G Other -
Student is capable and responsible for self-possession and self-administering: G Inhaler G Emergency Meds
Please indicate if you have provided additional information: G On the back of this form G As an attachment

Physician=s Name _____ Phone _____
Address _____ Fax _____
_____
Physician=s Signature _____ Date _____

TO BE COMPLETED BY THE PARENT/GUARDIAN

I request that _____ (Student=s Name)
G receive the above medication at school according to district policy.
G be allowed to self-administer the above medication (inhaler or emergency medication) at school according to district policy.

G I authorize school personnel to contact the above physician with questions or concerns relative to this authorization and medication.

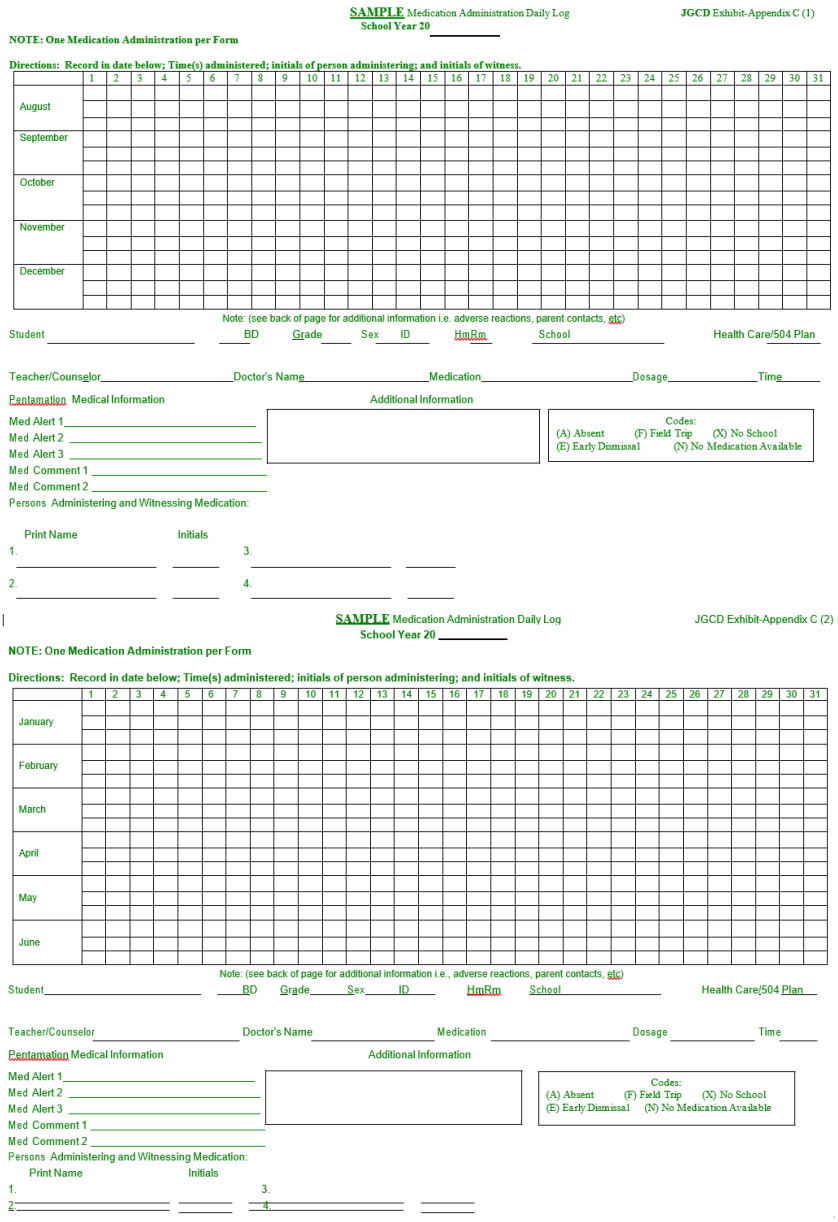
_____ Parent/Guardian's Signature _____ Date

NOTES:
1. Medication includes prescription, non-prescription and herbal medications, and includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops to eyes, nose, or medications applied to the skin.
2. Medications must be in an appropriately labeled container.
3. This authorization is valid for the current school year only.
4. This authorization must be maintained with the Individual Student Medication Log.
5. It will be the student=s responsibility to make contact with school personnel for the administration of medication, unless other arrangements have been made by the administrator.

EXHIBIT Appendix C **JGCD**
STUDENTS **~~APRIL 2018~~**
MEDICATIONS

An individual record of administration of medication during school hours by school personnel will be entered into the electronic student information system (MiStar).

~~This form is to be placed in the student's personal cumulative file at the end of the school year and maintained for a period of three school years.~~



SAMPLE Medication Administration Daily Log
School Year 20 _____
JGCD Exhibit-Appendix C (1)

NOTE: One Medication Administration per Form

Directions: Record in date below; Time(s) administered; initials of person administering; and initials of witness.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
August																															
September																															
October																															
November																															
December																															

Note: (see back of page for additional information i.e. adverse reactions, parent contacts, etc)

Student _____ BD Grade Sex ID HmRm School Health Care/504 Plan

Teacher/Counselor_____Doctor's Name_____Medication_____Dosage_____Time_____

Pentamation Medical Information

Med Alert 1_____
Med Alert 2 _____
Med Alert 3 _____
Med Comment 1 _____
Med Comment 2 _____

Additional Information

Codes:
(A) Absent (F) Field Trip (X) No School
(E) Early Dismissal (N) No Medication Available

Persons Administering and Witnessing Medication:

Print Name	Initials		
1. _____	_____	3. _____	_____
2. _____	_____	4. _____	_____

SAMPLE Medication Administration Daily Log
School Year 20 _____
JGCD Exhibit-Appendix C (2)

NOTE: One Medication Administration per Form

Directions: Record in date below; Time(s) administered; initials of person administering; and initials of witness.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
January																															
February																															
March																															
April																															
May																															
June																															

Note: (see back of page for additional information i.e., adverse reactions, parent contacts, etc)

Student_____ BD Grade Sex ID HmRm School Health Care/504 Plan

Teacher/Counselor_____ Doctor's Name_____ Medication _____ Dosage _____ Time_____

Pentamation Medical Information

Med Alert 1_____
Med Alert 2 _____
Med Alert 3 _____
Med Comment 1 _____
Med Comment 2 _____

Additional Information

Codes:
(A) Absent (F) Field Trip (X) No School
(E) Early Dismissal (N) No Medication Available

Persons Administering and Witnessing Medication:

Print Name	Initials		
1. _____	_____	3. _____	_____
2. _____	_____	4. _____	_____

Second Reading and Adoption of Board Policy IDD – Family Engagement

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:

BOARD POLICY IDD
INSTRUCTIONAL PROGRAM
FAMILY ENGAGEMENT September 23, 2024

The Board strongly encourages and welcomes the engagement of families in all of the District's educational programs. It is recognized and appreciated that family members are the "first teachers" of their children, and that their interest and involvement in the education of their children should not diminish once their child enters the schools of the District. The administration shall design a program/plan that will encourage family engagement that may include, but not be limited to: the review of instructional materials; input on the ways that the District may better provide family members with information concerning current laws, regulations, and instructional programs; and District offerings of training programs to guide family members on how to become more involved in their child's educational programs. Pursuant to state law, the Superintendent, or his/her designee, shall provide a copy of the District's Family Engagement plan to all families.

Reference: Sec. 1112, 1118 ESEA, M.C.L. 380.1294

ADMINISTRATIVE PROCEDURES IDD
INSTRUCTIONAL PROGRAM
September 23, 2024
FAMILY ENGAGEMENT

Livonia Public Schools recognizes and agrees to implement the following statutory requirements in accordance with the Elementary and Secondary Education Act of 1965 (ESEA), and as amended by the Every Student Succeeds Act of 2015 (ESSA).

All schools will develop a Family Engagement Plan.

- The district will work with each school to develop a Family Engagement Plan jointly with parent and family members. The Plan will be updated periodically to meet the changing needs of parents and the school. (1116b1) Additionally, the Family Engagement Plan for Title I schools will include the following components.
- An Annual Title I Parent Meeting at a time convenient to parents to inform parents of the Title I requirements and their right to be involved. (1116c1)
- Timely information about the Title I Program, including a description and explanation of the curriculum used at the school, the forms of academic assessment used to measure progress, and the achievement levels students are expected to meet. (1116c4a-b)
- A flexible number of meetings at times convenient to family members with transportation and/or childcare provided as needed, or home visits as it relates to family involvement. (1116c2)
- Organized, ongoing, and timely family involvement in planning, reviewing, and improving Title I programs, including the development, review, and improvement of the Parent and Family Engagement Plan and the Schoolwide Program Plan. (1116c3)
- Opportunities for family members of participating Title I students to engage in regular meetings to formulate suggestions and/or participate in decision-making as it relates to their child's education, and to respond to any suggestions as soon as possible. (1116c4c)
- Opportunities for family members to submit comments on the School Improvement Plan if the Plan is not satisfactory to parents of participating students. (1116c5) All schools will develop a School-Family Compact.
- The district will work with schools to jointly, with family members, develop a School-Parent Compact that outlines how the entire school staff, family members, and students will share the responsibility for improved student academic achievement. (1116d)
- The School-Family Compact will:
    - Clearly explain district and school goals for students to meet the challenging State academic standards.
    - Describe ways that teachers are responsible for supporting students' learning and providing high quality curriculum and instruction.

    - Describe specific ways parents will be responsible for supporting their children's learning.
    - Describe specific ways students will be responsible for their learning.
    - Describe school activities to build partnerships with parents, including chances for parents to volunteer, take part in, and observe classroom activities, and communicate with teachers.
    - Describe how family members are involved in developing and revising the compact.
    - Ensure regular two-way meaningful communication between family members and school staff throughout the school year, so that parents are kept up to date on their students' progress and get regular tips on home learning.
    - Communicate information using family friendly language and format. All schools will provide staff and family with learning to support family engagement.
- Provide assistance to family members of students served by the school in understanding the State's academic content standards, the State and Local assessments, and how to monitor their child's progress and work with educators to improve the achievement of their children. (1116e1)
- Provide materials and training to help family members work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement. (1116e2)
- Educate staff in the value and utility of family member contributions, in how to reach out to, and communicate with, and work with family members as equal partners, to coordinate and implement family engagement programs, and to build relationships between the family members and the school. (1116e3)
- Coordinate and integrate family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as family resource centers, that encourage and support parents in more fully participating in the education of their children.
- Ensure information is shared with parents in a language and format they can understand. (1116e5) All schools will provide additional support for family engagement as needed.
- Provide other reasonable support for family engagement activities as parents may request.
- Provide full opportunities for participation of family members with limited English proficiency, parents with disabilities, and parents of migratory children.

EXHIBIT **IDD**
INSTRUCTIONAL PROGRAM
FAMILY ENGAGEMENT PLAN
September 23, 2024

The Livonia Public Schools believes that the education of all students should be a partnership between the school and the parent community. Both the District and the parent community play an essential role in the success of all students.

The District, in collaboration with family members in the community, will develop a family engagement plan that reflects practices that enhance family and community engagement and reflect the specific needs of each school within the district.

1. Communication: Schools and the parent community will communicate regularly in person and/or virtually and clearly about academic opportunities, school performance, student progress and family activities.

Communication Activities:

- Parent Teacher Conferences
- District, School, and Classroom Newsletters
- District and School Annual Education Reports
- E-News (Electronic communications sent from school and district staff)
- School, District and Teacher Websites
- District's streaming platform
- Parent Connect
- Coffee with the Principal
- Teleparent (Telephone communication sent from school and district staff)

2. Parenting: Schools and the parent community will work together to support parenting skills and activities that prepare children for school and support ongoing achievement

Parenting Activities:

- Curriculum/Open House Nights
- PTSA Programs
- District Parent Workshops/Evenings
- School Parent Workshops/Evenings
- Parent Orientation Presentations
- Parent Transition Meetings
- Family Activity Nights

3. Student Learning: Schools will encourage family members to support the academic achievement of their children.

Student Learning Activities:

- Continuous communication on academic progress
- Parent Workshops
- Curriculum Nights
- Student orientation/transition experiences

4. Volunteerism: Schools will encourage family and community members to volunteer in schools to support school improvement and student success

Volunteer Activities:

- PTA and other parent support groups
- Room Parents
- Flexible Assistance for School and Classroom Programs/Events (beyond the school day)
- Mentoring/Tutoring Students
- Local business partners
- District and School Committees
- Chaperoning Activities
- Clubs/events/activities

5. School Decision Making: Schools will encourage family and community members to collaborate on education decisions that affect students and schools.

Decision Making Activities:

- School Improvement Process
- School Advisory Groups
- Parent Advisory Boards
- Parent feedback/input on current/new programs, initiatives, and practices
- District School Improvement Team

6. Community Collaboration: The District will encourage collaboration with local community organizations, local governments, businesses, members of the community, and other agencies to improve the academic achievement of all students.

Community Collaboration Activities:

- Facilitate Community members as volunteers in the schools.
- Collaborate with local business to co-sponsor events and programs.
- Promote governmental service activities and programs for students.
- Encourage business partnerships with schools.
- Co-sponsor academic support programs for students and their parents.
- Host Community Forums
- Facilitate District Communication Team
- Diversity, Equity, Inclusion, and Belonging
- Livonia Education Foundation
- Healthy Livonia

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

Second Reading and Adoption of Board Policy IDDF – Online Learning

It was moved by Mrs. Frank 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:

BOARD POLICY **IDDF**
INSTRUCTIONAL PROGRAM **SEPTEMBER 23, 2024**
ONLINE LEARNING

The Board of Education supports opportunities for students to experience online learning. The school district shall provide access to online instructional programs for students.

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

Hearing From Board Members	Mrs. Jarvis encouraged community members to sign up for the upcoming Cemetery Walk, sponsored by the LPS Foundation. Mrs. Acosta offered well wishes and shared a Happy National Hispanic Heritage month wishes with the community.
Adjournment	President Bradford adjourned the meeting at 8:23 p.m.

Off/Supt/tg