



# Brandon School District

---

*Quality*

*Service*

*Planning*

*Delivering the highest quality education so every student can soar!*

Brandon Board of Education  
**Regular Meeting**  
Central Office Board Room and Zoom Platform  
1025 S. Ortonville Road  
Ortonville, Michigan 48462  
**September 21, 2020**  
**6:30 PM**

This meeting is a meeting of the Board of Education in public for the purpose of conducting the school district's business and is not to be considered a public community meeting. There is a time for public participation during the meeting.

## **AGENDA**

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Ceremonial Oath of Office ~ Kimberly Smith-Kulaga
- V. Public Comments and Questions on Agenda Business
- VI. Approval of Consent Agenda
  - The Brandon Board of Education deems all items listed on the consent agenda non-controversial and routine in nature. The body will approve these items under one motion and there will be no discussion. A member of the Brandon Board of Education wishing to discuss an item on the consent agenda may request it be removed from the consent agenda, and placed on the regular agenda. The body will consider and discuss the item at that time.*
  - A. Minutes of the August 17, 2020, Special Meeting
  - B. Minutes of the August 17, 2020, Regular Meeting
  - C. Minutes the September 9, 2020, Special Meeting
  - D. General Fund Accounts Payable in the amount of \$1,496,460.87
  - E. Energy Bond Accounts Payable in the amount of \$8,920.80
- VII. Information and Discussion Items
  - A. Board Report ~ Diane Salter
  - B. Finance Report ~ Janice Meek
  - C. Education Report ~ Carly Stone
  - D. Suicide Prevention / Wellness Check ~ Diane Zedan
- VIII. Action Items
  - A. Approval of Extended COVID-19 Continuity of Learning Plan
  - B. Approval of Human Resource Report
- IX. Citizens' Input
- X. Adjournment

- 1) By 2025, the Brandon School District will perform in the top 25% in the State in all tested areas.
  - 2) Through participation in Brandon's many learning opportunities beyond the traditional school day, Brandon students will develop as well-rounded human beings:
    - By the year 2025, all Brandon graduates will participate in at least one learning opportunity beyond the traditional school day each year. These opportunities may include: interscholastic athletics, performing arts, service organizations, school clubs, continuing education programs, enrichment activities, involvement in community-based athletics, job related training or other organized learning opportunities beyond the traditional school day.
  - 3) The Brandon School District will effectively prepare all students for success at the next level:
    - By 2025, 85% of Brandon graduates will gain acceptance to 4 year universities, community college, certification-based trade school programs, career-technical internship programs or enlist in the armed forces.
    - Within 6 years of graduation, 60% of Brandon graduates will have successfully completed a university degree, earned an associate's degree, a trade certification, completed a career-technical internship program or remain a member of the armed forces.
- 

### Public Participation at Board Meetings

We recognize the value of public comments and the importance of expressing yourselves to us on district matters.

Here are the guidelines:

- You must sign in
- Please recognize yourself by stating your name, address and group affiliation if any
- Each statement shall be limited to THREE (3) minutes
- The statements shall be directed at the board only
- Generally the board will not respond to public comments during the meeting
- To ensure due process and respect of individual rights, the district maintains a formal process for handling complaints against individuals. A problem involving an individual or specific incident is best handled through administrative channels. Such matter should be reduced to writing and sent to Dr. Outlaw or the board president.
- Speakers are asked to express themselves in a civil manner, with due respect for the dignity and privacy of others who may be affected by your comments.
- While it is not our intent to stifle public comment, speakers should be aware that if your statements violate the rights of others under the law of defamation or invasion of privacy, you may be held legally responsible. If you are unsure of the legal ramifications of what you are about to say, we urge you to consult first with your legal advisor.

The board wants to hear what people want to say. We expect each speaker will model for our students and others in the audience on how one can respectfully disagree with others' views or voice an opinion or ask questions.



# Brandon School District

---

Brandon Board of Education  
**Special Meeting - Board Work Session**  
Virtual Remote Meeting ~ Zoom  
Ortonville, Michigan 48462  
**August 17, 2020**  
**5:30 PM**

## UNOFFICIAL MINUTES

### Board Work Session

I. Call to Order ~ 5:30 p.m. by Diane Salter

II. Roll Call

Present: Sarah Allen, John Chartier, Melissa Clark, Marianne Dwyer, Lisa Kavalhuna, Kevin McClellan, Diane Salter

Others present: Dr. Matthew Outlaw, Superintendent of Schools; Janice Meek, Executive Director of Business Services; Carly Stone, Executive Director of Curriculum / Instruction; Diane Zedan, Director of Preschool / Special Education; David Wyatt, Director of Brandon Learn from Home; and Maria Schubring, Recording Secretary

At this time Diane Salter shared that the following action item will be added to the regular board meeting tonight: *E) Covid-19 Preparedness Purchases*

III. Pledge of Allegiance

Led by the Board.

IV. Public Comments and Questions

Diane Salter shared that Dr. Outlaw will review the Return to Learn Plan then answer questions and comments from the public. Public comments and questions were answered at the regular meeting tonight following this special meeting.

V. Security

Dr. Outlaw engaged board members in discussion regarding security. He shared that we have made great strides as it relates to security and that we should not let our guard down. Security guards were placed at all buildings last year. He asked board members about reinstating them September 8<sup>th</sup> to assist with mask and safety protocols and visitor procedures. Board members agreed that security should be reinstated. No further discussion.

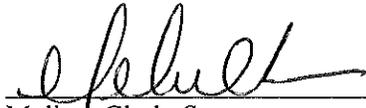
VI. Return to Learn Plan

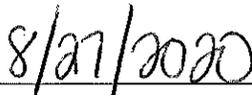
Dr. Outlaw presented Brandon's Return to Learn Plan and engaged board members in discussion. He shared that the number one focus here is safety and wellness of our students and staff. He shared information regarding the federal dollars that we have received for building preparedness. We applied for FEMA dollars, but are still waiting to hear if we have been approved yet. He mentioned that we narrowed our focus on what our parents are looking for in the fall. Dr. Outlaw shared a screen and reviewed the following information: technology, facial coverings, hygiene, spacing and movement, lunch, recess, athletics, and transportation. He shared that there are still areas and schedules to be finalized such as teacher staffing, support staff assignments, lunch and recess schedules, arrival and dismissal procedures, busing schedules, and procedures for cleaning. He shared that there are two changes from the initial plan 1) elementary students are required to wear a mask from strongly recommended and 2) the first week of school will be a

transition week, half day schedule for students with a focus on orientations for health protocols, safety protocols, and learning requirements.

VII. Adjournment ~ 6:30 p.m. by Diane Salter

Minutes prepared by Maria Schubring, Recording Secretary

  
\_\_\_\_\_  
Melissa Clark, Secretary

  
\_\_\_\_\_  
Date



# Brandon School District

---

Brandon Board of Education  
**Regular Meeting**  
Virtual Remote Meeting ~ Zoom  
Ortonville, Michigan 48462  
**August 17, 2020**  
**6:30 PM**

## UNOFFICIAL MINUTES

- I. Call to Order – 6:30 p.m. by Diane Salter
- II. Roll Call  
Present: Sarah Allen, Melissa Clark, Marianne Dwyer, Lisa Kavalhuna, Diane Salter  
Absent with notice: John Chartier, Kevin McClellan  
Others present: Dr. Matthew Outlaw, Superintendent of Schools; Janice Meek, Executive Director of Business Services; Carly Stone, Executive Director of Curriculum / Instruction; Diane Zedan, Director of Preschool / Special Education; David Wyatt, Director of Brandon Learn from Home; and Maria Schubring, Recording Secretary
- III. Pledge of Allegiance  
Led by the Board.

At this time Diane Salter shared that the following action item will be added to the regular board meeting tonight: *E) Covid-19 Preparedness Purchases*

- IV. Public Comments and Questions on Agenda Business  
The following individuals addressed the board through Zoom Q & A regarding the Covid-19 Preparedness and Response Plan: Patty Salter, Bonnie Gabriel, Monica Coffey, Julie Kelly, Paul Haggerty, Eileen McClellan, Brett and Chris Welling, Andrea Austin, Julie Murphree, Kirsten Kelsey, Krista Anderson, Andrea Noeker, Jennifer Mannino, Brittany Miller, Rebecca Haynes, Melissa Ferguson, Patty Cox, Dana DePalma, Justin Salisbury, Kristin DeLeeuw, Connie Pethick, Jeff Hughes, Jennifer Martin-Granlund, Judy Olich, Gwen Stine, Alicia McHugh, Jennifer Hartman, Sarah Root, Andrea Swoyer, Lynn Metzger, Kim Harrison, Katherine Zielke, Jody Daniels, Jackie Madacki, Leigh Sherman, Lynn Metzger, Pam Boser, Aimee Lee, Nicole Frazier, Jennifer Trovato, Keri Williams
- V. Approval of Consent Agenda  
*The Brandon Board of Education deems all items listed on the consent agenda non-controversial and routine in nature. The body will approve these items under one motion and there will be no discussion. A member of the Brandon Board of Education wishing to discuss an item on the consent agenda may request it be removed from the consent agenda, and placed on the regular agenda. The body will consider and discuss the item at that time.*

Marianne Dwyer moved and Lisa Kavalhuna supported that the Brandon Board of Education approve the consent agenda as presented. Carried unanimously 5-0. Roll call vote: S. Allen-yes; M. Clark-yes; M. Dwyer-yes; L. Kavalhuna-yes; D. Salter-yes.

- A. Minutes of the July 27, 2020, Special Meeting
- B. Minutes of the July 20, 2020 Regular Meeting
- C. General Fund Accounts Payable in the amount of \$ 1,803,842.16

D. Board Meeting Energy Bond Accounts Payable in the amount of \$ 21,537.69

VI. Information and Discussion Items

A. Board Committee Reports

None at this time.

B. Financial Report

Janice Meek reported on the operating surplus resolution moving \$500,000 from the general fund to the debt service fund listed on the agenda tonight for action. She also provided information regarding the Covid-19 preparedness purchases that was added to the agenda tonight for action.

C. Education Report ~ Return to Learn

Dr. Outlaw provided information regarding the return to learn plan. He shared that there are two changes to the plan 1) elementary students are required to wear a mask from strongly recommended and 2) the first week of school will be a transition week, half day schedule for students with a focus on orientations for health protocols, safety protocols, and learning requirements.

VII. Action Items

A. Approval of 2020-2021 Downhill Ski Cooperative Agreement

Melissa Clark moved and Lisa Kavalhuna supported that the Brandon Board of Education approve the 2020-2021 new Downhill Ski Cooperative Agreement with Flushing High School as presented. Carried unanimously 5-0. Roll call vote: S. Allen-yes; M. Clark-yes; M. Dwyer-yes; L. Kavalhuna-yes; D. Salter-yes.

B. Brandon Executive Order 2020-142 Covid-19 Preparedness and Response Plan

Marianne Dwyer moved and Lisa Kavalhuna supported that the Brandon Board of Education approve the Brandon Executive Order 2020-142 Covid-19 Preparedness and Response Plan as presented. Carried unanimously 5-0. Roll call vote: S. Allen-yes; M. Clark-yes; M. Dwyer-yes; L. Kavalhuna-yes; D. Salter-yes.

C. Approval of Authorizing Resolution for the Transfer of 2019-20 Operating Surplus

Marianne Dwyer moved and Lisa Kavalhuna supported that the Brandon Board of Education approve the Authorizing Resolution for the Transfer of 2019-20 operating surplus as presented. Carried unanimously 5-0. Roll call vote: S. Allen-yes; M. Clark-yes; M. Dwyer-yes; L. Kavalhuna-yes; D. Salter-yes.

D. Approval of New Hires ~ Caleb Marshall and Miriam Elson

Melissa Clark moved and Lisa Kavalhuna supported that the Brandon Board of Education approve the hiring of Caleb Marshall, Elementary Music Teacher; and Miriam Elson, Social Worker as presented. Carried unanimously 5-0. Roll call vote: S. Allen-yes; M. Clark-yes; M. Dwyer-yes; L. Kavalhuna-yes; D. Salter-yes.

E. Covid-19 Preparedness Purchases

Lisa Kavalhuna moved and Melissa Clark supported that the Brandon Board of Education approve the expenditure of up-to \$500,000 of Cares Act money to purchase supplies, materials and devices in order to support the district's Covid-19 Preparedness Plan. Carried unanimously 5-0. Roll call vote: S. Allen-yes; M. Clark-yes; M. Dwyer-yes; L. Kavalhuna-yes; D. Salter-yes.

VIII. Citizens' Input

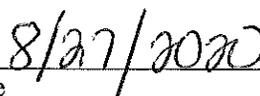
Amy Lee and Kim Harrison addressed the board regarding a district nurse.

IX. Adjournment – 9:25 p.m. by Diane Salter

Minutes prepared by Maria Schubring, Recording Secretary

  
Melissa Clark, Secretary

6 Date





# Brandon School District

---

Brandon Board of Education  
**Special Meeting**  
Central Office Board Room and Zoom Platform  
1025 S. Ortonville Road  
Ortonville, Michigan 48462

**September 9, 2020**  
**6:00 PM**

## UNOFFICIAL MINUTES

I. Call to Order – 6:00 p.m. by Diane Salter

II. Roll Call

Present: John Chartier, Melissa Clark, Marianne Dwyer, Lisa Kavalhuna, Diane Salter

Absent: Kevin McClellan

Others present: Dr. Matthew S. Outlaw, Superintendent of Schools, Maria Schubring, Recording Secretary

III. Pledge of Allegiance

Led by the Board.

IV. Public Comments and Questions

No public comments and questions.

V. Interviews for Board Member Vacancy

Board members interviewed candidates Jeff Zielke, Susan Tower, Kim Smith-Kugala, Donna Ferrara, and Marla Abney for the vacant board seat. Each candidate provided a brief introduction about why they would like to be appointed to the Board. Board members collaborated in asking each candidate questions. Following the interviews board members engaged in discussion about the candidates and selected their top two candidates.

VI. Selection of New Board Member

Melissa Clark moved and John Chartier supported that the Brandon Board of Education approve to appoint Kim Smith-Kulaga as a member of the Board of Education of Brandon School District, beginning September 9, 2020 with term ending December 31, 2022. Carried unanimously 5-0. Roll call vote: John Chartier – yes; Melissa Clark – yes; Marianne Dwyer – yes; Lisa Kavalhuna – yes; Diane Salter – yes.

VII. Proposed Amendments to Oakland County School Board Association Bylaws

Melissa Clark moved and Marianne Dwyer supported that the Brandon Board of Education approve proposed amendments to Oakland County School Board Association bylaws. Carried unanimously 5-0. Roll call vote: John Chartier – yes; Melissa Clark – yes; Marianne Dwyer – yes; Lisa Kavalhuna – yes; and Diane Salter – yes.

VIII. Adjournment – 7:25 p.m. by Diane Salter

Minutes prepared by Maria Schubring, Recording Secretary

Melissa Clark  
Melissa Clark, Secretary

09/16/2020  
Date

**BRANDON SCHOOL DISTRICT  
ALL FUNDS  
COVER SHEET**

**AUGUST  
2020**

All Funds Check Register	\$ 236,322.71
BMO Harris Bank Purchase Card Register	\$ -
Pre-pays	\$ -
Employee Reimbursements (08.10.2020)	\$ 75.88
Employee Reimbursements (08.25.2020)	\$ 79.99
MESSA Insurance	\$ 193,281.01
Set Seg Insurance	\$ -
EDUSTAFF	\$ 22,443.89
Payroll Runs - net of reimbursements shown above	
Payroll Run 08.10.2020 (Run 600)	\$ 522,739.54
Payroll Run 08.25.2020 (Run 601 )	\$ 521,517.85

**Total for Approval: \$ 1,496,460.87**

Please contact Janice Meek at 248-627-1810 or by email at [jmeek@brandon.k12.mi.us](mailto:jmeek@brandon.k12.mi.us) prior to the meeting if you have questions.

BRANDON SCHOOL DISTRICT  
ENERGY BOND  
COVER SHEET  
AUGUST  
2020

Energy Bond Check Register

\$	8,920.80
\$	-

Bond Pre-Pays

Total for Approval:

\$	8,920.80
----	----------

Please contact Janice Meek at 248-627-1810 or by email at [jmeek@brandon.k12.mi.us](mailto:jmeek@brandon.k12.mi.us) prior to the meeting if you have questions.

**Brandon School District**  
**Budget to Actual w MTD Actual by St. Fund-Type-St.RevX00-St.FuncX00**  
As of 9/15/2020

Code	Description	OB Budget	MTD Actual	Actual	Encumbrance	Balance	% of Utilization
<b>St. Fund: 11</b>							
<b>Type: 4 Revenue</b>							
<b>St. Revenue X00:</b>	100 Revenue from Local Sources						
111	Property Tax Levy	2,673,139.00	356,034.52	517,590.51	0.00	2,155,548.49	19.36%
119	Penalties on Delinquent Taxes	0.00	0.00	0.00	0.00	0.00	0.00%
141	Transportation Fees	0.00	0.00	0.00	0.00	0.00	0.00%
151	Earnings on Investment/Deposit	70,000.00	0.00	591.78	0.00	69,408.22	0.84%
171	Admissions	50,000.00	0.00	0.00	0.00	50,000.00	0.00%
173	Dues and Fees	52,000.00	0.00	1,600.00	0.00	50,400.00	3.07%
181	Rev from Comm Serv Activities	133,000.00	2,585.00	2,667.40	0.00	130,332.60	2.00%
193	Gain/Loss Sale of Fixed Assets	1,670.00	6,052.50	6,052.50	0.00	-4,382.50	362.42%
199	Misc Local Revenues	44,480.00	12.76	93.56	0.00	44,386.44	0.21%
<b>St. Revenue X00:</b>	<b>100 Revenue from Local Sources</b>	<b>Total:</b>	<b>3,024,289.00</b>	<b>364,684.78</b>	<b>528,595.75</b>	<b>2,495,693.25</b>	<b>17.47%</b>
<b>St. Revenue X00:</b>	300 Rev from State Sources						
311	Unrestricted from Grants	13,728,021.00	0.00	13,808.07	0.00	13,714,212.93	0.10%
312	Restricted from Grants	3,597,437.00	0.00	69,475.40	0.00	3,527,961.60	1.93%
317	Restricted from Public School	561,122.00	0.00	69,960.54	0.00	491,161.46	12.46%
<b>St. Revenue X00:</b>	<b>300 Rev from State Sources</b>	<b>Total:</b>	<b>17,886,580.00</b>	<b>0.00</b>	<b>153,244.01</b>	<b>17,733,335.99</b>	<b>0.85%</b>
<b>St. Revenue X00:</b>	400 Rev from Federal Sources						
414	Restricted from State	394,257.00	0.00	879,139.27	0.00	-484,882.27	222.98%
417	Restricted from Public School	600,766.00	0.00	0.00	0.00	600,766.00	0.00%
418	Unrestrict from Public School	4,555.00	0.00	0.00	0.00	4,555.00	0.00%
<b>St. Revenue X00:</b>	<b>400 Rev from Federal Sources</b>	<b>Total:</b>	<b>999,578.00</b>	<b>0.00</b>	<b>879,139.27</b>	<b>120,438.73</b>	<b>87.95%</b>
<b>St. Revenue X00:</b>	500 Incoming Transfer/Oth Transact						
513	ISD Collected Millage Tax	1,248,414.00	0.00	0.00	0.00	1,248,414.00	0.00%
519	Other Distribution frm oth PS	291,289.00	0.00	0.00	0.00	291,289.00	0.00%
552	Adj to Prior Period Exp	0.00	0.00	0.00	0.00	0.00	0.00%
594	Capital Lease Transactions	0.00	0.00	0.00	0.00	0.00	0.00%
<b>St. Revenue X00:</b>	<b>500 Incoming Transfer/Oth Transact</b>	<b>Total:</b>	<b>1,539,703.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,539,703.00</b>	<b>0.00%</b>
<b>St. Revenue X00:</b>	600 Fund Modifications						
625	School Lunch Fund Modification	80,000.00	0.00	0.00	0.00	80,000.00	0.00%
<b>St. Revenue X00:</b>	<b>600 Fund Modifications</b>	<b>Total:</b>	<b>80,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>80,000.00</b>	<b>0.00%</b>
<b>Type:</b>	<b>4 Revenue</b>	<b>Total:</b>	<b>23,530,150.00</b>	<b>364,684.78</b>	<b>1,560,979.03</b>	<b>21,969,170.97</b>	<b>6.63%</b>

User: JMEEK - Jan Meek

Page

Current Date: 09/15/2020

Report: OSGL6037B - OSGL6037B: Budget to Actual w MTD Actu

1

Current Time: 11:00:17

Selection:

10

FY = '2021' AND GLBA\_BUDACT\_MSTR.[glba\_gr] = 'GL' AND GLBA\_BUDACT\_MSTR.[glba\_level] = 'OB' AND GLK\_KEY\_MSTR.[glk\_sec\_part02] = '11'

Vers. 1

**Brandon School District**  
**Budget to Actual w MTD Actual by St. Fund-Type-St.RevX00-St.FuncX00**  
As of 9/15/2020

Code	Description	OB Budget	MTD Actual	Actual	Encumbrance	Balance	% of Utilization	
<b>Type: 5 Expense</b>								
<b>St. Function X00:</b>	100 Instruction							
111	Elementary	4,503,659.00	59,845.58	67,647.36	24,132.81	4,411,878.83	2.03%	
112	Middle/JR High School	2,351,601.00	27,334.40	32,143.99	2,717.56	2,316,739.45	1.48%	
113	High School	3,173,405.00	41,788.29	104,657.64	5,739.66	3,063,007.70	3.47%	
118	Pre-School	424,271.00	6,096.07	7,848.82	3,287.95	413,134.23	2.62%	
119	Summer School	18,004.00	16,536.15	16,536.15	0.00	1,467.85	91.84%	
122	Special Education	1,972,786.00	17,873.87	18,271.07	3,317.95	1,951,196.98	1.09%	
125	Compensatory Education	604,532.00	514.34	2,184.08	1,495.00	600,852.92	0.60%	
127	Career & Technical	21,688.00	0.00	2,496.00	2,496.00	16,696.00	23.01%	
221	Improve of Instruction	0.00	0.00	0.00	4,590.00	-4,590.00	0.00%	
<b>St. Function X00:</b>	<b>100 Instruction</b>	<b>Total:</b>	<b>13,069,946.00</b>	<b>169,988.70</b>	<b>251,785.11</b>	<b>47,776.93</b>	<b>12,770,383.96</b>	<b>2.29%</b>
<b>St. Function X00:</b>	200 Supporting Services							
212	Guidance Services	377,116.00	16,605.94	22,340.58	0.00	354,775.42	5.92%	
213	Health Services	116,124.00	1,768.00	2,168.00	47,832.00	66,124.00	43.05%	
214	Psychological Services	152,749.00	1,722.45	2,686.79	0.00	150,062.21	1.75%	
215	Speech Path & Audiology	226,838.00	2,481.35	2,502.37	0.00	224,335.63	1.10%	
216	Social Work Services	301,960.00	3,269.08	3,259.90	0.00	298,700.10	1.07%	
217	Visual Aid Services	0.00	0.00	0.00	0.00	0.00	0.00%	
218	Teacher Consultant	92,328.00	1,091.61	2,256.20	0.00	90,071.80	2.44%	
219	Othr Pupil Support Svc	45,873.00	0.00	89.51	0.00	45,783.49	0.19%	
221	Improve of Instruction	351,943.00	8,946.04	106,607.84	0.00	245,335.16	30.29%	
222	Ed Media Services	142,529.00	212.09	11,549.72	0.00	130,979.28	8.10%	
225	Technology Assist Instructn	4,104.00	0.00	3,833.92	0.00	270.08	93.41%	
226	Supv/Dir Instr Staff	267,683.00	7,952.11	29,668.29	0.00	238,014.71	11.08%	
227	Academic Student Assessment	22,701.00	0.00	21,401.50	0.00	1,299.50	94.27%	
229	Other Instructional Staff Svc	4,035.00	0.00	0.00	0.00	4,035.00	0.00%	
231	Board of Education	88,150.00	31,501.50	37,551.50	0.00	50,598.50	42.59%	
232	Exec Administration	382,071.00	12,471.46	66,941.79	3,542.82	311,586.39	18.44%	
241	Principal Office	1,183,989.00	48,521.65	54,325.31	292.92	1,129,370.77	4.61%	
249	Other School Administration	17,000.00	0.00	627.72	0.00	16,372.28	3.69%	
252	Fiscal Services	475,050.00	18,002.16	79,237.49	0.00	395,812.51	16.67%	
257	Internal Services	11,500.00	0.00	4,754.01	0.00	6,745.99	41.33%	
259	Oth Business Svcs	67,000.00	2,692.59	3,142.88	0.00	63,857.12	4.69%	

User: JMEEK - Jan Meek

Page

Current Date: 09/15/2020

Report: OSGL6037B - OSGL6037B: Budget to Actual w MTD Actu

2

Current Time: 11:00:17

Selection:

11

FY = '2021' AND GLBA\_BUDACT\_MSTR.[glba\_gr] = 'GL' AND GLBA\_BUDACT\_MSTR.[glba\_level] = 'OB' AND GLK\_KEY\_MSTR.[glk\_sec\_part02] = '11'

Vers. 1

**Brandon School District**  
**Budget to Actual w MTD Actual by St. Fund-Type-St.RevX00-St.FuncX00**  
As of 9/15/2020

Code	Description	OB Budget	MTD Actual	Actual	Encumbrance	Balance	% of Utilization
261	Oper Bldg Svcs	2,504,819.00	73,588.53	536,497.82	150,134.62	1,818,186.56	27.41%
266	Security Services	78,478.00	0.00	900.00	0.00	77,578.00	1.14%
271	Pupil Transportation Svc	1,643,252.00	0.00	0.00	0.00	1,643,252.00	0.00%
282	Communication Services	83,865.00	1,040.40	5,315.40	8,959.60	69,590.00	17.02%
283	Staff/Personnel Svcs	148,049.00	4,860.06	26,482.01	0.00	121,566.99	17.88%
284	Support Svcs Tech	375,073.00	16,353.99	57,640.93	1,310.99	316,121.08	15.71%
285	Pupil Accounting	146,050.00	5,291.51	22,952.84	117.86	122,979.30	15.79%
291	Pupil Activities	85,956.00	0.00	0.00	0.00	85,956.00	0.00%
293	Athletic Activities	625,383.00	16,245.17	22,088.03	49,432.73	553,862.24	11.43%
<b>St. Function X00:</b>	<b>200 Supporting Services</b>	<b>Total:</b>	<b>10,021,668.00</b>	<b>274,617.69</b>	<b>1,126,822.35</b>	<b>8,633,222.11</b>	<b>13.85%</b>
<b>St. Function X00:</b>	<b>300 Community Services</b>						
311	Community Services Direction	92,718.00	1,745.35	8,122.58	0.00	84,595.42	8.76%
321	Community Recreation	9,921.00	0.00	64.99	0.00	9,856.01	0.65%
331	Community Activities	0.00	0.00	0.00	0.00	0.00	0.00%
<b>St. Function X00:</b>	<b>300 Community Services</b>	<b>Total:</b>	<b>102,639.00</b>	<b>1,745.35</b>	<b>8,187.57</b>	<b>94,451.43</b>	<b>7.97%</b>
<b>St. Function X00:</b>	<b>400 Payments to Oth Gvnt Agencies</b>						
411	Pymt to K12 Public W/In St	432,553.00	0.00	2,200.00	0.00	430,353.00	0.50%
452	Site Improvement Services	0.00	0.00	0.00	0.00	0.00	0.00%
491	Prior Period Adj Material	0.00	0.00	0.00	0.00	0.00	0.00%
492	Prior Period Adj Non Matr	0.00	0.00	0.00	0.00	0.00	0.00%
<b>St. Function X00:</b>	<b>400 Payments to Oth Gvnt Agencies</b>	<b>Total:</b>	<b>432,553.00</b>	<b>0.00</b>	<b>2,200.00</b>	<b>430,353.00</b>	<b>0.50%</b>
<b>St. Function X00:</b>	<b>500 Other Financing Uses</b>						
511	Debt Svc LT-Principal	2,291.00	0.00	273,642.36	0.00	-271,351.36	11,944.23%
<b>St. Function X00:</b>	<b>500 Other Financing Uses</b>	<b>Total:</b>	<b>2,291.00</b>	<b>0.00</b>	<b>273,642.36</b>	<b>-271,351.36</b>	<b>11,944.23%</b>
<b>St. Function X00:</b>	<b>600 Transfers Out</b>						
611	Fund Mod-General Fund	0.00	0.00	0.00	0.00	0.00	0.00%
623	Fund Mod-Child Care Fund	41,643.00	0.00	0.00	0.00	41,643.00	0.00%
639	Fund Mod-LT Debt Fund	0.00	0.00	0.00	0.00	0.00	0.00%
<b>St. Function X00:</b>	<b>600 Transfers Out</b>	<b>Total:</b>	<b>41,643.00</b>	<b>0.00</b>	<b>0.00</b>	<b>41,643.00</b>	<b>0.00%</b>
<b>Type:</b>	<b>5 Expense</b>	<b>Total:</b>	<b>23,670,740.00</b>	<b>446,351.74</b>	<b>1,662,637.39</b>	<b>21,698,702.14</b>	<b>8.33%</b>
<b>St. Fund:</b>	<b>11</b>	<b>Total:</b>	<b>-140,590.00</b>	<b>-81,666.96</b>	<b>-101,658.36</b>	<b>270,468.83</b>	<b>292.38%</b>

User: JMEEK - Jan Meek

Page

Current Date: 09/15/2020

Report: OSGL6037B - OSGL6037B: Budget to Actual w MTD Actu

3

Current Time: 11:00:17

Selection:

12

FY = '2021' AND GLBA\_BUDACT\_MSTR.[glba\_gr] = 'GL' AND GLBA\_BUDACT\_MSTR.[glba\_level] = 'OB' AND GLK\_KEY\_MSTR.[glk\_sec\_part02] = '11'

Vers. 1

**Brandon School District**  
**Budget to Actual w MTD Actual by St. Fund-Type-St.RevX00-St.FuncX00**  
As of 9/15/2020

Code	Description	OB Budget	MTD Actual	Actual	Encumbrance	Balance	% of Utilization
	End of Report	<b>Grand Total:</b>	-140,590.00	0.00		-101,658.36	

User: JMEEK - Jan Meek

Report: OSGL6037B - OSGL6037B: Budget to Actual w MTD Actu

Selection:

FY = '2021' AND GLBA\_BUDACT\_MSTR.[glba\_gr] = 'GL' AND GLBA\_BUDACT\_MSTR.[glba\_level] = 'OB' AND  
GLK\_KEY\_MSTR.[glk\_sec\_part02] = '11'

Page

4

13

Current Date: 09/15/2020

Current Time: 11:00:17

Vers. 1

**District/PSA Template for the  
Extended COVID-19 Learning Plan  
as Described in [Public Act 149](#), Section 98a**

**August 27, 2020**

**[September 3, 2020 Clarifications](#)**

On August 20, 2020 Governor Whitmer signed House Bill 5913 into law as Public Act 149. Section 98a states that in order to receive state aid for 2020-2021, districts must provide for instruction under an extended COVID-19 Learning Plan (“Plan”) that has been approved by an intermediate district or authorizing body. The Plan does not replace the District’s/PSA’s COVID-19 Preparedness and Response Plan, it is an additional plan that includes new assurances and sections on educational goals, instructional delivery, grading, and equitable access. PA 149 does not apply to districts that operate as a cyber school.

District/PSA educational goals written for all students and all subgroups must be established no later than September 15, 2020 and submitted in their Plan to the ISD or Authorizing Body, as applicable, no later than October 1, 2020 for approval. ISDs and PSAs will transmit the approved plan to the state superintendent of public instruction and the state treasurer.

This is a Review Only document. Please download it as a Microsoft Word document to add your own District/PSA logo and Extended Covid-19 Learning Plan.

District/PSA Extended COVID-19 Learning Plans should be submitted to the ISD or Authorizing Body as a PDF file.



## **Brandon School District Extended COVID-19 Learning Plan**

Address of School District/PSA: Brandon School District

District/PSA Code Number: 63180

District/PSA Website Address: [Brandonschooldistrict.org](http://Brandonschooldistrict.org)

District/PSA Contact and Title: Matt Outlaw, Superintendent

District/PSA Contact Email Address: [moutlaw@brandon.k12.mi.us](mailto:moutlaw@brandon.k12.mi.us)

Name of Intermediate School District/PSA: Oakland Schools

Name of PSA Authorizing Body (if applicable):

Date of Approval by ISD/Authorizing Body:

## Assurances

1. The District/PSA will make their ISD/Authorizing Body approved Extended COVID-19 Learning Plan accessible through the transparency reporting link located on the District's/PSA's website no later than October 1, 2020.
2. The District/PSA will create and make available on its transparency reporting link located on the District/PSA's website, a report concerning the progress made in meeting the educational goals contained in its Extended COVID-19 Learning Plan not later than February 1, 2021, for goals its expected would be achieved by the middle of the school year and not later than the last day of school of the 2020-2021 school year for goals the District/PSA expected would be achieved by the end of the school year.
3. Benchmark Assessments: The District/PSA will
  - select a benchmark assessment or benchmark assessments that is/are aligned to state standards.
  - administer the approved benchmark assessment, or local benchmark assessment, or any combination thereof, to all pupils in grades K to 8 to measure proficiency in reading and mathematics within the first nine weeks of the 2020-2021 school year and again not later than the last day of the of the 2020-2021 school year.
4. If delivering pupil instruction virtually, the District/PSA will
  - provide pupils with equitable access to technology and the internet necessary to participate in instruction, and
  - expose each pupil to the academic standards that apply for each pupil's grade level or courses in the same scope and sequence as the District/PSA had planned for that exposure to occur for in-person instruction.
5. The District/PSA, in consultation with a local health department will develop guidelines concerning appropriate methods for delivering pupil instruction for the 2020-2021 school year that are based on local data that are based on key metrics. Note: A determination concerning the method for delivering pupil instruction shall remain at the District/PSA Board's discretion. Key metrics that the District/PSA will consider shall include at least all of the following:
  - COVID-19 Cases or Positive COVID-19 tests
  - Hospitalizations due to COVID-19
  - Number of deaths resulting from COVID-19 over a 14-day period
  - COVID-19 cases for each day for each 1 million individuals
  - The percentage of positive COVID-19 tests over a 4-week period
  - Health capacity strength
  - Testing, tracing, and containment infrastructure with regard to COVID-19
6. If the District/PSA determines that it is safe to provide in-person instruction to pupils, the District/PSA will prioritize providing in-person instruction to pupils in grades K to 5 who are enrolled in the District/PSA.
7. The District/PSA assures that

- instruction will be delivered as described in this plan and re-confirmed by the District/PSA Board,
  - the description of instructional delivery in this plan matches the delivery of instruction to be delivered during the 2020-2021 school year,
  - the District/PSA will re-confirm how instruction will be delivered during the 2020-2021 school year thirty days after ISD approval of the plan, and every 30 days thereafter at a meeting of the Board, and
  - public comment will be solicited from the parents or legal guardians of the pupils enrolled in the District/PSA during a public meeting described in PA-149.
8. The District/PSA will ensure that students with disabilities will be provided with equitable access to instruction and accommodation in accordance with applicable state and federal laws, rules and regulations.
9. The District/PSA will ensure that two (2), 2-way interactions occur between a pupil enrolled in the District/PSA and the pupil's teacher or at least one (1) of the pupil's teachers during each week of the school year for at least 75% of the pupils enrolled in the District/PSA. The District/PSA will publicly announce its weekly interaction rates at each District/PSA Board meeting where it re-confirms how instruction is being delivered. The District/PSA will make those rates available through the transparency reporting link located on the District/PSA website each month for the 2020-2021 school year.

---

District Superintendent or President of the Board of Education/Directors

---

Date

## Learning Plan Narrative

### Opening Statement

- Please provide a statement indicating why an Extended COVID-19 Learning Plan is necessary to increase pupil engagement and achievement for the 2020-2021 school year.

As the Brandon School District adjusts to the ever-changing landscape of schools during the COVID-19 crisis, continuing to plan and review is imperative for our district. Brandon returned to in-person schooling, with an option of learn from home, for all students, preschool through Adult Transition, on day 1 and will continue to do so as long as it is safe for students and staff. In-person schooling is the most effective for engaging students and supporting student achievement.

## Educational Goals

- **Please outline and describe** the educational goals expected to be achieved for the 2020-2021 school year. The District/PSA must establish all of its goals no later than September 15, 2020. Authorizing bodies expect PSA educational goals will be aligned to the educational goal within your charter contract.
- **Specify** which goals are expected to be achieved by the middle of the school year and which goals are expected to be achieved by the end of the school year.
- **Ensure** that all of the following apply to the educational goals described in this section: (a) The goals include increased pupil achievement or, if growth can be validly and reliably measured using a benchmark assessment or benchmark assessments, growth on a benchmark assessment in the aggregate and for all subgroups of pupils; (b) The District/PSA benchmark assessment(s) are aligned to state standards and will be administered to all pupils K-8 at least once within the first 9 weeks of the 2020-2021 school year and not later than the last day of the 2020-2021 school year to determine whether pupils are making meaningful progress toward mastery of these standards; and (c) the District's/PSA's educational goals are measurable through a benchmark assessment or benchmark assessments.
- To the extent practicable, the District/PSA will administer the same benchmark assessment or benchmark assessments that it administered to pupils in previous years.

### Educational Goals:

- 1) All students (K-8) will improve performance in reading/ELA from Fall to Spring as measured by NWEA.
- 2) All students (K-8) will improve performance in Mathematics from Fall to Spring as measured by the NWEA.

## Instructional Delivery & Exposure to Core Content

- **Please describe** how and where instruction will be delivered during the 2020-2021 school year. (e.g. instruction may be delivered at school or a different location, in-person, online, digitally, by other remote means, in a synchronous or asynchronous format, or any combination thereof).

### Mode of Instruction

The Brandon School District provided both an in-person option and a learn from home option for families. Parents chose based on their personal preference in August.

- **Please describe** how instruction for core academic areas will expose each pupil to the academic standards that apply for each pupil's grade level or course in the same scope and sequence as the District/PSA had planned for that exposure to occur for in-person instruction.

Both Brandon in-person and learn from home programs will be following the traditional scope and sequence that Brandon students experience in a normal year. The following are focus areas:

### **Pathway to Success #1: Curriculum, Instruction and Assessment**

1. **Goal #1 (Core Curriculum):** The Brandon School District will maintain a K-12 curriculum that is rigorous, relevant and aligned with State expectations.
  - a. **Strategy #1:** Develop a district curriculum council that will review, direct and plan for the maintenance of the district's K-12 curriculum in collaboration with district leadership.
    - i. Development of procedure and process manual for this committee
    - ii. Development of a subject-by-subject calendar for reviewing the district's curriculum by year.
  - b. **Strategy #2:** The Brandon School District will review its curriculum warehouse (Atlas) and determine what changes may be needed for increased accessibility and usability for staff.
2. **Goal #2 (Exploring Passion Areas):** The Brandon School District will ensure that all students will have the opportunity to explore their passion as part of the district's K-12 curriculum.
  - a. **Strategy #1:** The Brandon School District will develop processes and procedures for conducting an annual needs assessment as it relates to core and elective offerings.
  - b. **Strategy #2:** The Brandon School District will continue to seek opportunities to infuse career awareness and career preparation within its K-12 curriculum.
3. **Goal #3 (High Quality Instruction):** Brandon students will be challenged to do their best each day through engaging and relevant learning opportunities.
  - a. **Strategy #1 (Rigor):** Daily lessons will be filled with opportunities for productive struggle. Discussion and professional learning will be needed to best plan and measure the appropriate level of rigor for each student.
  - b. **Strategy #2 (Relevant):** Daily lessons will be presented in ways that connect to student interests and areas of passion.
    - i. Students will set instructional goals each year connecting learning with their future pathway. Students will also reflect on their goals throughout the year.
    - ii. When possible, learning targets will connect with career pathways.
  - c. **Strategy #3 (Individualized):** The Brandon School District will ensure that professional learning is relevant, meaningful for all staff and connected to district goals.
    - i. District staff will continue to expand the use of student data to tailor instruction to the individual needs of each student.
    - ii. On-going professional learning will be offered to staff in the area of differentiated instruction.

4. **Goal #4 (High Quality Professional Learning):** The Brandon School District will develop a process for annually reviewing professional learning, assessing the needs of staff and using this information to plan for future professional learning.
5. **Goal #5 (Effective Assessment System):** The Brandon School District will develop and maintain an assessment system that accurately reflects student learning.
  - a. Strategy #1: A K-12 system will be developed including which assessments will be administered, the goal and timing of the assessment, and what the district will do with the results. This should include an annual review for future planning.
  - b. Strategy #2: On-going professional learning will be offered connected to effective formative assessment, its purpose and how to connect the results with daily lesson planning.

- **Please describe** how pupil progress toward mastery of the standards described within this section will be graded or otherwise reported to the pupil and the pupil's parent or legal guardian.

Brandon's grading system remains unchanged from a traditional year. Students in grades 4-12 will use a letter grading system with the high school GPA being on a 4.0 scale. Preschool through 3rd grade receive standards-based and curriculum-based assessment.

## Equitable Access

- If delivering pupil instruction virtually, please **describe** how the District/PSA will provide pupils with equitable access to technology and the internet necessary to participate in instruction.

Brandon has provided one device for each student in the district and hot spots for learn from home families with connectivity issues.

- **Please describe** how the District/PSA will ensure that students with disabilities will be provided with equitable access to instruction and accommodation in accordance with applicable state and federal laws, rules and regulations.

For in-person students, it will be the same as every year. For learn from home students, they remain on their special education teacher caseloads and will be meeting with staff for support regularly based on the IEP for students. Some learn from home students will be coming in-person to receive additional support.

- **Optional Considerations for District/PSA Extended COVID-19 Learning Plans:**

- 1. In addition to the students with disabilities noted above, please describe how the District/PSA will ensure that the needs of other vulnerable student populations, such as but not limited to, early English Learners and Fledgling/struggling students, are met.  
  
2. Please describe how the District/PSA will ensure that students will, during pandemic learning, have continued access to programs such as, but not limited to, Early Childhood, CTE, Early-Middle College, Dual Enrollment and Advanced Placement as applicable within the District/PSA.

Brandon is providing traditional supports for in-person students in preschool through adult transition. We continue to support learn from home students as well. Mental health checks will also be in place for all students.

## **Brandon School District**

### **Staffing Changes since June of 2020 in preparation for the Fall of 2020**

#### Teachers Recalled:

1. Rosemary D'Ambrosio – Kindergarten at Oakwood
2. Loren Mitten – 1<sup>st</sup> grade at Harvey-Swanson
3. Jennifer Zwadski – Special Education (to replace Heather Held)

#### Teachers added

- 1) Miriam Elson – Social Worker (to replace Holly Shigley) – Approved in August
- 2) Caleb Marshall – Elementary Music (to replace Emmy Ketchum) – Approved in August
- 3) Amanda Leathers – Moved from preschool to kindergarten (not replaced in preschool)
- 4) Angela Stover – BMS math
- 5) Andrew Nedanovski – BHS social studies
- 6) Rebecca Rodriguez – BHS English (to replace Michael Stohrer)

#### Teachers that have left the district since June

1. Michael Stohrer – BHS (Resigned from position)
2. Eric Swanson – Woodworking (departing for new position at Academy of the Sacred Heart)
3. Jessica Stone – BMS Counselor (departing for the same role with the Berkley School District)
4. Brittany Miller – BMS/BHS Choir Director (departing for new position at Holly)

#### Other Changes of Note

1. Nate Gillette – Shifting from special education to woodworking (to replace Eric Swanson)
2. Christina Wilk – Moving from BHS counseling to BMS (to replace Jessica Stone)

#### Vacancies

1. BHS Counselor
2. Special education teacher – Elementary
3. 2<sup>nd</sup> grade teacher – Long-term sub
4. BMS/BHS Choir Director