

BOARD MEETING AGENDA

November 19, 2020

3:30 pm – 5:00 pm

Via Zoom

- I. Regular Meeting: Welcome/Introductions/Call to Order N. Edson
 - II. Additions to agenda
 - III. Board Officer Nominations – MOTION NEEDED
 - i. Chair: Nick Edson (two-year term)
 - ii. Secretary: Deb Knudstrup
 - iii. Treasurer: Shelly Meeder
 - IV. Organizational Business (10 minutes)
 - a. Approve September Meeting Minutes – MOTION NEEDED N. Edson
 - b. Business Operations A. Burk
 - i. Expense Report - MOTION NEEDED
 - ii. Financial Report (4th Qtr)
 - iii. Health Insurance Policy – MOTION NEEDED
 - iv. Policy Adoption & Changes:
 - i. FMLA Expansion and Emergency Paid Sick Leave Policy – MOTION NEEDED
 - ii. Longevity Pay – MOTION NEEDED
 - iii. Benefit Supplement – Vacation Accrual – MOTION NEEDED
 - iv. Fiscal Policy – Stipend Language – MOTION NEEDED
 - c. Annual Operations Plan – MOTION NEEDED
 - d. Board Manual: Online Demo
 - e. Director’s Report
 - f. Program Report
 - V. Fund Development A. Burk
 - a. CIS Events – how to we recapture these funds?
 - i. Giving Tuesday
 - ii. End of Year Appeal
 - i. Board Members submit 5+ prospects not already on list
 - iii. Board Member Annual Donation
 - iv. Designate Committee to re-evaluate Fund Develop Plan
 - VI. Items to be Considered on Next Agenda
- Adjourn
Next Meeting: January 21, 2021

CIS of Northwest Michigan Board Meeting Minutes September 24, 2020

Board Present: Nick Edson, Shelly Meeder, Shug Brandell, Charlie Polzin, Tammy Hickman, Deb Knudstrup

Absent: Taylor Malpas, John Edwards

Staff Present: Amy Burk

- I. Regular Meeting: Call to Order/Welcome/Introductions – 3:30 pm by N. Edson via zoom
- II. Additions to agenda: None
- III. National CIS Town Hall Recap – discussion and feedback of sessions attended via zoom by board members and staff
- IV. Organizational Business
 - a. Approve June Meeting Minutes –Motion by N. Edson second by S. Brandell, approved
 - b. Approve Expense Report – Motion by S. Brandell, seconded by C. Polzin, approved
 - c. Financial Report (3rd Qtr) A. Burk shared the financial report and discussed impacts of Covid on fundraising efforts.
 - d. 2020/21 Budget Proposal presented. Motion by N. Edson, seconded by S. Meeder
 - e. Update on 403(b) Retirement Plan – A. Burk discussed hold on plan until further guidance is received.
 - f. Fiscal Policy update- on hold/tabled until further language regarding stipend language is given.
 - g. Board Manual : to be available online in future
 - h. Board Officer Nominations to be voted on at November meeting
 - i. Chair: Nick Edson (two- year term)
 - ii. Vice Chair: Taylor Malpass
 - iii. Secretary: Deb Knudstrup
 - iv. Treasurer: Shelly Meeder
 - i. Director’s Report – distributed and discussed
 - j. Program Report – distributed and discussed
- V. Fund Development
 - a. CIS Events- discussed how to recapture funds lost to cancelled fundraising events
 - b. A. Burk shared school/student needs beyond regular site coordination
- VI. Adjourn: Motion by S. Brandell, second by C. Polzin., adjourned at 5:15 p.m.

Next Meeting: November 19, 2020

Communities In Schools of Northwest Michigan
Executive Director Report
November 19, 2020

1. 21CCLC Grant, MDE Audit & Child Care Licensing

The organization underwent an audit by MDE (August – October) with no findings. Additionally, organization submitted over 100 documents for the “Mandatory Document Review” that is done annually to ensure we align with 21CCLC grant requirements for program implementation.

2. Staff Additions, Changes, and other Human Resource Activities

Filled a full-time position to support the 21CCLC programs primarily at Mancelona Elementary School. This position is a “Lead Program Assistant” and works under the supervision of the CIS Site Coordinator.

Continue to review work contracts to move forward with sustainability plan. Propose changes to staff contracts to align with programs and schedules that meet needs and create better plan for sustainability. Also, review staff plans should school closures happen during the school year.

3. Grants

Request for Proposal for a “Re-engagement Initiative” Grant through National CIS. This proposal will support enhancing, showcasing, and studying student and family reengagement efforts. For CIS, reengagement involves a set of activities and initiatives to increase students’ and families’ interest, passion, and relationships in the service of promoting equitable learning conditions both inside and outside of school. The focus of these activities are reconnecting with students, supporting student and family recovery in the wake of the COVID-19 pandemic and school building closures, and addressing long-standing, and now exacerbated, inequities in our education system that impact a student’s opportunity for academic success and achievement.

It is undecided if our affiliate will apply. We are in communications with district leaders. The grant is due November 25th.

MCAN Community Ambassador Opportunity: MCAN will provide Partner funding and support to increase the engagement of its Community with MCAN programs and opportunities with the ultimate goal of increasing college access and enrollment. Partner will be responsible for building and maintaining relationships with individuals and organizations within its Community to share, encourage participation in and provide assistance for MCAN programs and opportunities throughout the year. This will cover Antrim And Kalkaska Counties. Interest submitted and awaiting formal process.

4. Financial Software/Technology

CIS Administration explored financial software that would be available remotely. We did a trial for Quickbooks Online and found that it did not meet our needs. In reaching out to our accountant on questions during the trial, he suggested an IT consultant who could help us access our current Quickbooks Desktop Software remotely. We have begun this process and hope to have it set up early next week. This will allow us to better segregate the bookkeeping duties.

5. Needs Assessment Surveys

With the impact of COVID on students and families, this year our affiliate modified tools provided by National CIS (Re-engagement Tools) to get feedback from students, parents, and teachers. With the help of board member, Shug, we are analyzing the results of the surveys to better prioritize our

supports/services during this school year to be able to address the needs. Survey results will be shared with school leaders. We have meetings set for each school site to also review the school support plan for the school year.

6. Bank Accounts

As you may recall, CIS had to open bank accounts during our participation in SwingShift and the Stars. Both bank accounts (Fifth Third Bank and First Community Bank) have been closed with funds deposited into our main account at 4 Front Credit Union.

7. Community Meetings/Presentations:

- a. Transitions To Success – Focused on Kalkaska County (attend informational meeting)
- b. Community Resource Development (monthly) – Integral in how CIS can help CRD with youth focused initiatives
- c. Mancelona Public School Board Meeting (monthly)
- d. Grand Traverse Regional Community Foundation CLEO (Purdy Funding) Committee
- e. Bellaire Chamber Foundation Board – (monthly) Working on initiatives to help businesses with needs due to COVID 19
- f. CLEO Consortium – Partner in supporting CLEO strategic plan and initiatives
- g. Bellaire Youth Program Meeting – Continue to provided input on CIS programming as they make decisions on how to continue their program

**Communities In Schools of Northwest Michigan
Programs Report
November 2020**

21CCLC Afterschool Programs (Mancelona Public Schools and Kalkaska Middle School)

Funded through 21st Century Community Learning Centers Grant

CIS Afterschool Programs began on September 28th (Monday – Thursday). This year, we are adding a morning program for ½ hour and then 2 hours of programming afterschool. Long-term program goals include:

Increased academic achievement
Increased student academic learning
Increased student learning in non-academic areas
Increase school day attendance
Increase social emotional learning skills

Staff are preparing virtual programs (minimum one week of activities) to be deployed immediately should school closure take place. During October Kalkaska Middle School was closed for one week and virtual programs were held.

CIS Model Sites: Due to COVID 19, this year there is flexibility around CIS Model implementation to ensure students and families are supported and barriers are removed. Things we are working on across all districts:

- Healthy Lifestyles (grant with CIS Michigan) which includes a whole child check in and family cooking/nutrition opportunities
 - All school sites are implementing “Harvest of the Month” with a goal to increase access to fruits and vegetables through school meal programs and engage kids in hands-on opportunities to explore, taste, and learn about the importance of eating fruits and vegetables. November’s harvest is squash. Students get to taste “squash” through our partnership with food service and CIS will provide education around the vegetable and distribute a hand out with information and a recipe to go home.
 - All school sites are implementing the “Whole Child Screener” with case managed students. This tool is a student self-report survey developed by Communities In Schools (CIS) of Michigan in collaboration with Dr. Luis Veléz, to screen students’ across six (5) wellness categories: Supportive Relationships, Safety and Safe Environments, Health Behaviors and Food Availability, Mental Health, and School Performance. This screener helps each site coordinator identify the individual areas of focus for each student they work with.
- Re-engaging with students and families
- Identifying and implementing assessment tools to collect data around re-engagement
- Identifying school needs to begin formal needs assessment
 - In October/November, surveys were distributed to parents, teachers, and students to better identify the needs, especially during the changing times.
 - Surveys are being analyzed and results will be shared with school leaders later in November.

Central Lake Public Schools

Continue to discuss ongoing CIS support in Central Lake. No formal decisions have been made.

The Central Lake Early Opportunities (CLEO) Coordinator is off to a great start and held the first CLEO Steering Committee with all stakeholders in October. As a reminder, this is an administrative position to provide guidance and oversight to the early childhood programs and services for Central Lake children and families. CIS is acting as the fiduciary, however, there is a steering committee that oversees this position and the strategic plan to accomplish the strategies towards the CLEO goals.

Kalkaska Middle School

CIS staff partner with a teacher to lead in an "Advisory Class" each morning to provide Social Emotional Learning (SEL) activities as they start their school day. They also are working with students through SEL small groups during lunch time. CIS Site Coordinators in partnership with Kiersten's Ride and The Teen Health Corner spent a lunch period handing out Suicide prevention and awareness information along with "You Matter" pencils!

East Jordan Elementary Schools

CIS Site Coordinator greets students during morning drop off and also began the "Mosaic" art project with a targeted group of students. Every week, Manna Food Bags are distributed to 161 students. Compiled SEL packets for virtual students. During the recent school closure (a few days), the CIS Site Coordinator delivered "Proud Party Supplies" to 3rd Grade Students. Each bag had a bingo sheet so students could participate in our school-wide bingo game, a donut, and other treats to make them feel included in the proud party that they were missing because they had to quarantine. Proud parties are a part of the PBIS behavior plan each time our school fish tank fills up with pride tickets. It's a school-wide reward for positive behavior.

Mancelona Public Schools

CIS Site Coordinators in all buildings coordinated Flu Clinics in each school building for students, staff, and community members (approximately 50 total).

Mancelona Elementary Behavior Interventions: Primarily works individually with students needing behavior supports (36 students during October). Helped get a student to New Campus to provide needed supports. The hope is that the student will return to Mancelona Elementary School later this year.

Mancelona Elementary Literacy Interventions: CIS partnered with Power Book Bags and each child got THREE free books this month! Also, providing a reading log to students to track reading at home. Prizes will be provided for returned logs.

Mancelona High School: October was college month with lots of activity including:

- Virtual College visit with Ferris State University (32 students)
- College Applications (40 students)
- FAFSA ID & Completion (12 students)
- Virtual College Fair (6 students during CIS Afterschool Program)

Ellsworth Community Schools

Each week, SEL prompts/quotes are written on the library white board. Students also receive a new note card each week on their locker that has a positive affirmation that they can keep or share with someone else.

Coordinated Flu Clinics in each school building for students, staff, and community members.