

## BOARD MEETING AGENDA

May 20, 2021

3:30 pm – 5:00 pm

Zoom Link:

<https://us02web.zoom.us/j/84629413407?pwd=dDljM09vb2p1YVBPaTRXdINsNXdTQT09>

- I. Regular Meeting: Welcome/Introductions/Call to Order N. Edson
  - II. Fund Development C. Perdue
    - a. Gift Table & Annual Goal
    - b. Case Statement
    - c. Next Steps
      - i. Future meetings: Thursday, June 17<sup>th</sup> and Thursday, July 15<sup>th</sup> at 3:30 pm
  - III. Additions to agenda
  - IV. Organizational Business (10 minutes)
    - a. Approve March Meeting Minutes – MOTION NEEDED N. Edson
    - b. Business Operations A. Burk
      - i. Expense Report - MOTION NEEDED
      - ii. 1<sup>st</sup> Quarter Financial Report – MOTION NEEDED
    - c. Director's Report
    - d. Program Report
    - e. National CIS Board Opportunities
      - i. Board to Board – Feedback from Spring Quarterly meeting (May 19<sup>th</sup>)
      - ii. Organizational Health Webinar Series: Next meeting May 27<sup>th</sup>
    - f. Board Follow up:
      - i. Executive Director Evaluation Feedback
      - ii. Fiscal Year Change
  - V. CIS Events A. Burk
    - a. CIS Giving Day – May 6<sup>th</sup>
    - b. CIS 5K Run – June 5<sup>th</sup>, volunteers needed
  - VI. Items to be Considered on Next Agenda
- Adjourn
- Next Meetings:     June 17<sup>th</sup> Fund Development  
                           July 15<sup>th</sup> Board Meeting and Fund Development

**Communities In Schools of Northwest Michigan  
Programs Report  
May 2021**

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

Funded through 21<sup>st</sup> Century Community Learning Centers Grant. School Year Afterschool Programs end on May 27<sup>th</sup>.

Details for summer programs are still in the works as we wait to hear about the additional funds that the Mancelona district applied for to enhance the academic component of summer programs in the district. This funding will impact the staffing, # of students who can participate, and transportation. Please see below for our tentative plans for all sites:

**6 Week Plan:**

June 21st - July 29th

Monday - Thursday

8 am - noon (Breakfast and lunch provided)

Academics (primary focus on literacy and math) enhanced with enrichment opportunities

Locations: Mancelona Elementary, Middle, and High Schools; Kalkaska Middle School

CIS leaders are working with school leaders to recruit students who need the extended summer learning. We are creating a flyer to go along with a district letter to invite identified students.

**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
  - Students in the CIS Afterschool Program are participating in “Cooking Matters” through MSU Extension. Students participated in a virtual education component and learn about nutrition and how to make the weekly recipe. Students get to take home the ingredients to create their own version of the recipe at home with their family.
  - 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. May’s harvest is radishes.
  - All school sites are implementing the “Whole Child Screener” with case managed students and follow up with “Whole Child Check In” monthly. Recently, a “Whole Child End of Year Check In” was developed to include questions around summer plans and student perspective on reaching their academic goals.
- Re-engaging with students and families: Critical as school sites go from in person to virtual.
- Identifying and implementing assessment tools to collect data around re-engagement: surveys distributed and analyzed in November.
- Identifying school needs to begin formal needs assessment
  - Reevaluated needs and established School Site Plans in November.

### Central Lake Public Schools

Continue to discuss ongoing CIS support in Central Lake. The current plan is to bring CIS back to the school full-time in Fall 2021.

The Central Lake Early Opportunities (CLEO) Coordinator is integral in the early childhood work in Central Lake. The second CLEO Steering Committee with all stakeholders will be held in late January.

### Kalkaska Middle School

During the spring months, the CIS Site Coordinator has implemented career lunch day on Wednesdays, where students have the opportunity to eat their lunch in the CIS room and listen to a community member talk about their job and all it entails! In April, they learned more about nursing through a Registered Nurse and visual arts through a graphic designer. Also, a group of students are participating in a Service Learning project around food insecurities – more to come as they dive deeper into this project.

### East Jordan Elementary Schools

CIS Site Coordinator continues to work with lunch groups, one a girls art project group and the other a boys group. She also works with small groups on Social Emotional skill building and provides behavior interventions daily as needed. Every week, Manna Food Bags are distributed to 161 students. In January, the CIS Site Coordinator helped the school transition a student into a Char-Em program in which he has been very successful.

### Mancelona Public Schools

*Mancelona Elementary Behavior Interventions:* Primarily works individually with students needing behavior supports. The Behavior Interventionist also provides coaching for our staff including sharing tips. Here is an example:

"Switching one word" can make all the difference in the world. Sometimes when we talk to kids we don't realize how just changing one or two words it will change everything. There is a word that should be removed from our vocabulary, "IF". We, as adults tend to say thing like, "If you don't clean your toys up, I am going to throw them away." or "If you don't get rid of that attitude, you will be grounded." or even "If you don't finish your work, you will miss all of your recess to get it done." Well this is where the magic happens. By just removing the word "IF" you can change everything. Instead try replacing it with "When". "When you clean your room, you can have some computer time." or "When you finish your dinner, you can have some ice cream." or even "When you get your homework done, you can play outside." It not only changes the way it comes off to children but it makes it a more positive reflection. So you are no longer giving the child the chance to say. "No i am not going to do it" because you have taken that away from them all together and said "when" so they will be doing it, but they can have something when they do what is asked. You take back the control but in a positive way.

*Mancelona Elementary Literacy Interventions:* Continues to work with small groups and in classrooms with literacy activities. During April, the Literacy Interventionist worked closely with the teachers regarding testing for Special Education.

*CIS Afterschool Program @ Mancelona Elementary:* Continue to work on quality programming including tying learning from the school day into the afterschool program. In the last month, the program focused on "Sight Words" and "Money". They also created some great STEM experiments which the kids have really liked.

*Mancelona Middle School:* Students in the CIS Afterschool Program continue to work on critical thinking skills. They finishing their board games including creating their game pieces through the 3D printer.

CIS implemented the Safe Routes to School walking/biking incentives for Middle School students who walk/bike to school regularly. Students can earn prizes weekly and monthly. Additionally, CIS Administrative staff have created monthly walking challenges for families to encourage them to use the Safe Routes to School Path.

*Mancelona High School:* In April, a group of students began working on a Service Learning project around food insecurities in their school and community. CIS Site Coordinator continues to work on College Applications and FAFSA. Students participated in three virtual college admissions visits as well. Also, check out the art work for our CIS 5K T-Shirt that was designed by a MHS student!

### Ellsworth Community Schools

The CIS Site Coordinator continues to generate a parent newsletter as a means to engage parents with Elementary happenings. Additionally, the CIS Site Coordinator works with students to develop SEL skills and provides behavior interventions daily.

Communities In Schools of Northwest Michigan  
Executive Director Report  
May 20, 2021

**1. 21CCLC Grant & Child Care Licensing**

The childcare license for our Kalkaska Middle School program has been renewed.

Executive Director continuing with school leaders regarding the CIS Summer Program to ensure collaborative efforts with the best impact for students. Program staff working on activities.

21CCLC Year 4 Renewal Application is due by May 30<sup>th</sup>.

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

Executive Director is meeting one-on-one with staff to discuss goals and next school year. These conversations will assist CIS Administration in developing a plan for next school year with changes to staff contracts to align with programs and schedules that meet needs and create better plan for sustainability

Rearranged staff to cover maternity leave for two full-time staff members. Made offer to fill the full-time CIS Afterschool Site Coordinator position (Kalkaska Middle School). Currently undergoing the onboarding process with goal to start as June 1<sup>st</sup>. Also, continue to work on continued staff shortages in the CIS Afterschool Program and hired three part-time staff members.

**3. Grants**

**National CIS – Reaching Rural Communities:** This grant (\$60,000) focuses on three priorities: Fill funding gaps due to loss of revenue from COVID, Develop Expansion and Sustainability Plans including revising the Fund Development Plan; and provide Diversity, Equity, and Inclusion training to board, staff, and stakeholders. **Request approved with funding available through 7/31/21.** Executive Director also participates in monthly meetings with all affiliates who receive this grant.

**Full Service Community School Grant:** Working in partnership with Kalkaska Public Schools to create a Full Service Community School (FSCS) Initiative. This is a community-based effort to coordinate and integrate educational, developmental, family, health, and other comprehensive services through community-based organizations and public and private partnerships. Through these efforts, access to services would be provided in schools to students, families and community. A pipeline of services would be created to form a continuum cradle to college/career of integrated supports. The overall plan is to submit a Full Service Community School grant (federal funding) in March 2022. If funded, this grant would provide up to \$500,000 annually for five years to support the initiative. With the Full Service Community School grant, Communities In Schools of Northwest Michigan would place a Site Coordinator in each building to work with the school and community partners to coordinate and implement the pipeline services. This initiative will also be in collaborating with the Transitions To Success work that Kalkaska has starting to work towards beginning with a train the trainers in late July. The Transitions to Success leadership group will act as the leading coalition for the FSCS grant.

Leading up to the federal grant, we will apply for a Rotary Seed grant to conduct groundwork and garner stakeholder input. Also, working with United Way to secure a full-time VISTA position for Kalkaska High School for the 2021/22 School Year to focus on job training, workforce development, and college/career exploration. A request has been submitted to the Grand Traverse Regional Community Foundation to cover the cost of the financial match for the VISTA position.

#### **4. Communication with National CIS and CIS of Michigan**

Executive Director participates in monthly calls with National CIS representative. Also, asked to participate in additional meetings/conversations including: Interview for CIS Grant Book, CIS Community Pilot, and The Power of Relationships Learning & Adoption Strategy.

Executive Director and Program Manager work cohesively with CIS of Michigan to implement the Integrated Nutrition Supports grant including Service Learning training and working with state-wide evaluator and MSU Extension.

#### **5. Professional Development & Training**

Executive Director and Program Manager are identifying professional development for staff for our fall kick off to include: Developmental Relationships, Diversity, Equity, and Inclusion, and Strengthening Families.

#### **6. Advocacy**

Through our partnership with Michigan College Access Network (MCAN), Executive Director participated in a meeting with Senator Schmidt on Monday, May 17<sup>th</sup> and will participate in a meeting with Representative VanderWall on May 21<sup>st</sup>. These advocacy meetings focus on the importance of post-secondary education and career development.

#### **7. Community Meetings/Presentations:**

- a. Transitions To Success – Focused on Kalkaska County
- 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 Steering Committee – Partner in supporting CLEO strategic plan and initiatives
- g. Antrim & Kalkaska Counties Community Collaborative – Health & Human Services agencies gather to share information.

## CIS of Northwest Michigan Board Meeting Minutes March 18, 2021

**Board Present:** Nick Edson, Shelly Meeder, Charlie Polzin,

**Absent:** Tammy Hickman, Deb Knudstrup, Taylor Malpas, John Edwards, and Shug Brandell

**Staff Present:** Amy Burk

- I. Regular Meeting: Call to Order/Welcome/Introductions – 3:34 pm by N. Edson via zoom
- II. Additions to agenda: N. Edson shared condolences to Deb Knudstrup on the passing of her mother, Phyllis Starkey. N. Edson also recognized S. Brandell for her help with the Full Service Community School grant preparation.
- III. Organizational Business
  - a. Change on Fiscal Year – Discussion on changing the Fiscal year to July – June will continue at next meeting.
  - b. Approve January Meeting Minutes – Due to no quorum, tabled until next meeting
  - c. Business Operations:
    - i. Approve Expense Report for March – Due to no quorum, tabled until next meeting
  - d. Director’s Report – distributed and discussed
  - e. Program Report – distributed and discussed
    - i. Interest in CIS Board members supporting CIS Staff Celebration – discuss at next meeting
  - f. National CIS Board to Board – A. Burk will forward information on registering/participating for the next meeting to be held in May.
  - g. Executive Director Evaluation – Board members present discussed process and information including Executive Director Compensation Study and history with 5 years of data for pay increases. Discussion will continue at next meeting.
- IV. Fund Development
  - a. With funds from the National CIS Rural Grant, the organization has consulted with Christie Perdue to review the fund development plan, goals, and next steps for recapturing funds outside of CIS events. C. Perdue will join the board at a future meeting to discuss the scope of work.
  - b. Update on CIS events:
    - i. CIS 5K Run – June 5<sup>th</sup> in person. Volunteers needed.
- V. Items to be considered on next agenda: Fund Development, Review Evaluation Process, Fiscal Year Change
- VI. Adjourned at 4:20 p.m.

Next Meeting: May 20, 2021

Communities In Schools of Northwest Michigan  
Expense Report

12-Feb-21

**Total**

**EXPENDITURES**

<b>Salaries and Benefits</b>			
	CIS Payroll	\$ 50,929.56	
	Health, Dental, Vision Insurance	\$ 5,288.38	
	Identogo	\$ 64.25	
			\$ 56,282.19
<b>Rent/Utilities</b>			
			\$ -
<b>Program Publicity and Promotion</b>			
			\$ -
<b>Printing/Copying</b>			
	Wells Fargo	\$ 136.21	
			\$ 136.21
<b>General Office Supplies, Postage, Organization Expense</b>			
	Adobe	\$ 45.56	
	Zoom	\$ 47.67	
	Yahoo Protect	\$ 13.77	
	Dollar General	\$ 49.40	
	Amazon	\$ 51.96	
	Survey Monkey	\$ 384.00	
	Battery Clerk	\$ 32.24	
			\$ 624.60
<b>Equipment</b>			
	Cutting Edge Computers	\$ 45.00	
			\$ 45.00
<b>Program Supplies</b>			
	Family Fare	\$ 18.72	
	Merchandise Outlet	\$ 33.26	
	Dollar General	\$ 19.50	
	Amazon	\$ 554.67	
			\$ 626.15
<b>Travel/Training</b>			
	L. Harvey	\$ 303.86	
	N. Sponable	\$ 127.68	
	A. Burk	\$ 15.12	
	American Red Cross	\$ 28.00	
	National Alliance of CAPF	\$2,225.00	
	Amazon	\$62.30	
			\$ 2,761.96
<b>Transportation Services</b>			
			\$ -
<b>Operating Insurance</b>			
			\$ -
<b>Professional Services</b>			
	A. Burk - Bookkeeping	\$ 200.00	
			\$ 200.00
<b>Telephone &amp; Internet</b>			
			\$ -
<b>Fundraising</b>			
			\$ -
<b>Employee Wellness Program</b>			
	L. Harvey	\$ 100.00	
	S. Williams	\$ 50.00	
	A. Derrer	\$ 75.01	
			\$ 225.01

**\$ 60,901.12**



Communities In Schools of Northwest Michigan  
Expense Report

14-May-21

**Total**

**EXPENDITURES**

<b>Salaries and Benefits</b>		CIS Payroll	\$49,048.07	
		Health, Dental, Vision Insurance	\$ 4,931.26	
				\$53,979.33
<b>Rent/Utilities</b>				
				\$ -
<b>Program Publicity and Promotion</b>		Health Dept NWMI - Rent	\$ 145.00	
		Health Dept NWMI - Utilities	\$ 472.17	
		Indeed	\$ 132.57	
		Facebook	\$ 3.40	\$ 753.14
<b>Printing/Copying</b>		Wells Fargo	\$ 136.21	
				\$ 136.21
<b>General Office Supplies, Postage, Organization Expense</b>		Adobe	\$ 45.56	
		Zoom	\$ 47.67	
		Yahoo Protect	\$ 13.77	
		USPS	\$ 8.25	
				\$ 115.25
<b>Equipment</b>				
				\$ -
<b>Program Supplies</b>		Dollar General	\$ 274.70	
		Teachers Pay Teachers	\$ 2.00	
		Instacart	\$ 53.66	
		Meijer	\$ 444.34	
		Family Fare	\$ 11.87	
		Amazon	\$ 889.98	
				\$ 1,676.55
<b>Travel/Training</b>		N. Fales	\$ 92.74	
		N. Williams	\$ 45.00	
		N. Phillips	\$ 45.00	
		S. Wibert	\$ 45.00	
		E. Packer	\$93.86	
		L. Harvey	\$156.80	
		L. Rager	\$10.00	
		M. Grabruck	\$71.68	
				\$ 560.08
<b>Transportation Services</b>				
				\$ -
<b>Operating Insurance</b>		Great American Insurance	\$ 1,674.00	
		The Hartford	\$ 1,480.00	\$ 3,154.00
<b>Professional Services</b>		A. Burk - Bookkeeping	\$ 400.00	
		Cutting Edge Computers	\$ 348.00	
		CP Consulting	\$ 2,725.00	
				\$ 3,473.00
<b>Telephone &amp; Internet</b>		Spectrum	\$ 79.98	
		Health Dept NWMI - Phone	\$ 102.67	
				\$ 182.65
<b>Fundraising</b>				
				\$ -
<b>Employee Wellness Program</b>		E. Packer	\$ 10.00	
				\$ 10.00

**\$64,040.21**



Northwest Michigan

Communities In Schools of Northwest Michigan  
Budget FY 2020/21

Actual

Revenue Source	Total	1st Quarter (Oct - Dec)	2nd Quarter (Jan - Mar)	3rd Quarter (Apr - Jun)	4th Quarter (Jul - Sept)	Total to Date	Previous Year Comparison
<b>REVENUES</b>							
<b>Contributions &amp; Support</b>							
Foundations	\$ 96,400.00	\$ 4,450.00				\$ 4,450.00	
Corporations	\$ 15,000.00						
Individual Contributions	\$ 10,000.00	\$ 7,464.72	\$ 5,033.64			\$ 12,498.36	\$42,209.12
<b>Prior Year Restrictions</b>	\$ 96,045.00	\$ 96,045.00				\$ 96,045.00	\$177,500.00
<b>Grants/Contracts</b>	\$ 773,288.00	\$273,900.44	\$217,133.32			\$491,033.76	\$280,526.52
<b>Fundraising &amp; Other Revenue</b>	\$ 10,000.00	\$ 677.12	\$ 834.49			\$ 1,511.61	\$6,023.72
<b>Total Revenue</b>	<b>\$ 1,000,733.00</b>	<b>\$382,537.28</b>	<b>\$223,001.45</b>			<b>\$ 605,538.73</b>	<b>\$ 506,259.36</b>
<b>EXPENSES</b>							
<b>Personnel:</b>							
Salaries/Wages	\$ 678,869.00	\$ 143,153.63	\$ 128,364.68			\$ 271,518.31	\$292,459.71
Fringe	\$ 140,046.00	\$ 36,871.21	\$ 54,869.00			\$ 91,740.21	\$66,908.55
<b>Total Personnel</b>	<b>\$ 818,915.00</b>	<b>\$180,024.84</b>	<b>\$183,233.68</b>			<b>\$ 363,258.52</b>	<b>\$359,368.26</b>
<b>Non Personnel:</b>							
Accountant/Audit	\$ 5,600.00	\$ 6,300.00				\$ 6,300.00	\$ 5,600.00
Advertising/Promotion	\$ 600.00	\$ 729.33	\$ 19.98			\$ 749.31	\$ 895.84
Bookkeeping	\$ 5,000.00	\$ 1,381.25	\$ 1,181.25			\$ 2,562.50	\$ 2,125.00
Conference/Meetings	\$ 12,380.00	\$ 442.99	\$ 2,415.30			\$ 2,858.29	\$ 3,472.29
Credit Recovery Courses	\$ 4,250.00	\$ -				\$ -	\$ -
Employee Wellness Program	\$ 2,000.00	\$ 30.00	\$ 769.00			\$ 799.00	\$ 1,039.95
Evaluator	\$ 20,477.00	\$ 8,000.00				\$ 8,000.00	\$ -
Fund Development Consultant	\$ 5,000.00	\$ -				\$ -	\$ 2,500.00
Fundraising	\$ 10,000.00	\$ 306.42				\$ 306.42	\$ 2,481.90
Licensing - Childcare			\$ 244.25				
Office Supplies	\$ 3,809.00	\$ 1,313.34	\$ 977.05			\$ 2,290.39	\$ 1,588.90
Operating Insurance	\$ 9,000.00	\$ -				\$ -	\$ -
Postage	\$ 700.00	\$ 112.65	\$ 165.00			\$ 277.65	\$ 119.20
Print/Copies	\$ 5,000.00	\$ 2,385.72	\$ 272.42			\$ 2,658.14	\$ 2,556.89
Program Materials	\$ 44,200.00	\$ 3,016.53	\$ 2,812.68			\$ 5,829.21	\$ 6,751.04
Program Travel	\$ 2,100.00	\$ -				\$ -	\$ 2,455.74
Rent/Utilities	\$ 8,600.00	\$ 435.00	\$ 435.00			\$ 870.00	\$ 2,542.79
Special Event	\$ 1,000.00	\$ -				\$ -	\$ -
Technology Equip & Software	\$ 4,000.00	\$ 1,528.85	\$ 649.54			\$ 2,178.39	\$ 190.74
Technology Support	\$ 1,000.00	\$ 1,164.28	\$ 525.50			\$ 1,689.78	\$ 125.00
Telephone/Cell Phone Stipend	\$ 6,850.00	\$ 2,246.49	\$ 1,201.26			\$ 3,447.75	\$ 1,480.28
Travel	\$ 9,350.00	\$ 545.18	\$ 446.66			\$ 991.84	\$ 3,884.61
Other	\$ 1,600.00	\$ 813.56	\$ 846.78			\$ 1,660.34	\$ 1,115.90
<b>Total Non Personnel</b>	<b>\$ 162,516.00</b>	<b>\$ 30,751.59</b>	<b>\$ 12,961.67</b>			<b>\$ 43,469.01</b>	<b>\$ 40,926.07</b>
<b>Total Expenses</b>	<b>\$ 981,431.00</b>	<b>\$210,776.43</b>	<b>\$196,195.35</b>			<b>\$ 406,727.53</b>	<b>\$ 400,294.33</b>
<b>Revenue Less Expenses</b>	<b>\$ 19,302.00</b>	<b>\$171,760.85</b>	<b>\$ 26,806.10</b>			<b>\$ 198,811.20</b>	<b>\$ 105,965.03</b>