

# **BOARD MEETING PACKET**

**June 28, 2021**

**7:00pm BATES BOARDROOM**



*Our Vision:  
Champion Learning –  
Develop, Educate, and Inspire!*



*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 time for public participation during the meeting as indicated in the agenda below. Upon request to the Superintendent the District shall make reasonable accommodation for a person with disabilities to be able to participate in this meeting.*

## BOARD MEETING AGENDA

- A. CALL TO ORDER
  - 1. Roll Call
- B. MINUTES (6/14/2021)
- C. APPROVAL OF AGENDA
- D. SCHOOL PRESENTATIONS
- E. ADMINISTRATIVE & BOARD UPDATES
  - 1. Superintendent Update
  - 2. Board President Update
  - 3. Student Representative Update
- F. PUBLIC PARTICIPATION  
(up to ~30 minutes/max 5 per person) *See below*
- G. CONSENT ITEMS
  - 1. Personnel - New Hires
  - 2. May Budget Report
- I. ACTION ITEMS
  - 1. Concrete Bid Approval
  - 2. Policies - Second Reading
  - 3. Board Candidate Info Night
  - 4. Add Instruction/Central Office Position
  - 5. 2020-2021 Budget Amendment
- 6. 2021-2022 Budget Correction
- 7. Student Achievement Goals
- 8. [Reconfirmation of Learning Plan](#)
- 9. MASB Summer Institute
- H. DISCUSSION ITEMS
  - 1. Board Candidate Interview Process
  - 2. Financial Narrative
- I. PUBLIC PARTICIPATION  
(up to ~15 minutes/max 3 per person) *See below*
- J. COMMITTEE UPDATES
  - 1. Policy
  - 2. Facilities
- K. BOARD COMMENTS
- L. INFORMATION ITEMS
  - 1. Board Bulletin 6/14/2021
  - 2. Draft Policy Minutes 6/15/2021
- M. CLOSED SESSION - none planned
- N. ADJOURNMENT

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### CALENDAR

- \*TBD – Board Candidate Info Meeting - (week of July 12)
  - \*Wednesday, July 21 – 5:00pm-8:00pm – Special Meeting - Board Candidate Interviews
  - \*Monday, July 26 – 3:00pm-5:30pm – Special Meeting - Board Candidate Interviews
  - \*Monday, July 26 – 7:00pm - Board Meeting - Bates
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**Public Participation Policy 0167.3:** *Those interested in making a public comment will be asked to raise their hands so the time may be divided equally. Each speaker will be asked to announce his/her name and address and indicate if he/she represents any organization or agency. No person may speak more than once on the same subject during a single meeting.*





## BOARD NOTES

JUNE 28, 2021

### A. CALL TO ORDER

1. Roll Call. This meeting is being held in person. The meeting will also be streamed via Zoom for those who wish to view it from home and recorded. Members of the public who wish to comment during public participation must be present to do so.

### B. MEETING MINUTES

- \* An appropriate motion might be, "I move that the Board of Education approve the workshop meeting minutes and regular meeting minutes from 6/14/2021 as presented/amended."

### C. APPROVAL OF AGENDA

1. Approval of Agenda. Board policy provides that the Superintendent of Schools shall prepare an agenda for all board meetings as directed by the President of the Board of Education.

- \* An appropriate motion might be, "I move that the Board of Education approve the agenda as presented/amended."

### D. SCHOOL PRESENTATIONS – none

### E. ADMINISTRATION & BOARD UPDATES

1. Superintendent Update
2. Board President Update
3. Student Representatives Update

### F. PUBLIC PARTICIPATION (up to ~ 30 minutes/max 5 per person)

Each speaker is allotted a maximum of 5 minutes for a total of approximately 30 minutes unless otherwise notified. At this point in the meeting, those interested in making a public comment will be asked to raise their hands (both in person and virtual) so the time may be divided equally. Each speaker will be asked to announce his/her name and address and indicate if he/she represents any organization or agency. No person may speak more than once on the same subject during a single meeting.

### G. CONSENT ITEMS

1. Personnel – New Hires. Your packet includes resumes and letters of recommendation from Mill Creek Principal Jami Bronson for open special education and history positions, and from Director of Special Education Anne Nakon for the open speech and language therapist position at Anchor Elementary.

- \* (if separated) An appropriate motion might be, "I move that the Board of Education offer probationary teaching contracts for the 2021-2022 school year to Danna Webber, Steve Wincent, and Joanne McGinnis."

2. Budget Report. Your packet includes summary financial information for the month of May.

## BOARD NOTES

JUNE 28, 2021

- \* (if separated) An appropriate motion might be, "I move that the Board of Education receive the May 2021 budget report."

### Consent items are typically approved in Bulk.

- \* An appropriate motion might be, "I move that the Board of Education approve the consent items in bulk."

### H. ACTION ITEMS

1. Concrete Bid Approval. At the time that the packet was posted, the facility committee was scheduled to meet June 25, 2021 to review bids for concrete work and make a recommendation. This information will be shared with the Board and posted with the packet as soon as it is available.

- \* An appropriate motion might be, " I move that the Board of Education award contracts for DCS Site Concrete Replacement to \_\_\_\_\_, for an amount not to exceed \_\_\_\_\_, as presented in the attached recommendation letter dated June 25, 2021."

2. Policies – Second Reading. Your packet contains policies 1422, 3122, 4122, 1623, 3123, 4123, 1662, 3362, 4362, and 5517. These were previously discussed by the policy committee 5/18/2021 and were approved by the Board for first reading at the 6/14/2021 meeting. At that meeting, board members discussed adding the phrase "gender expression" to the following language that appears in multiple policies, pending consultation with District attorneys:

*...on the basis of race, color, national origin, sex (including sexual orientation, gender identity, **and gender expression**), disability, age, religion, ancestry, or genetic information(collectively, "Protected Classes") that are protected by Federal civil rights laws...*

Following legal consultation, the language has been added.

- \* An appropriate motion might be, "I move that the Board of Education approve policies 1422, 3122, 4122, 1623, 3123, 4123, 1662, 3362, 4362, and 5517 for second reading and final approval as presented."
3. Board Candidate Info Night. At its June 14, 2021 meeting, the Board discussed holding a candidate information night so those interested in applying to fill the board vacancies would have an opportunity to learn more about board service. It has been suggested that the district consider holding this info session via Zoom to allow for remote participation by people who may be traveling. The Board needs to determine whether the info session will be virtual or in person and pick a date and time to hold it during the week of July 12.

## BOARD NOTES

JUNE 28, 2021

- \* An appropriate motion might be, "I move that the Board of Education hold an info night on \_\_\_\_\_ (insert date) at \_\_\_\_\_ (time) at \_\_\_\_\_ (location).
- 4. Add Instruction/Central Office Position. At the June 14 BOE meeting, Superintendent Chris Timmis proposed splitting the Executive Director of Instruction and Strategic Initiatives into two positions. The memo from that discussion is included in tonight's packet.
- \* An appropriate motion might be, "I move that the Board of Education approve the split of Executive Director of Instruction and Strategic Initiatives into two positions: the Executive Director of Instruction and the Executive Director of Strategic Initiatives, effective July 1, 2021."
- 5. 2020-2021 Budget Amendment. Your packet includes a memo from CFO Sharon Raschke regarding the 2020-2021 June budget amendment. Dr. Raschke will be present to answer any questions regarding this item.
- \* An appropriate motion might be, "I move that the Board of Education approve the attached budget amendment for 2020-21."
- 6. 2021-2022 Budget Adoption Correction. Your packet includes a memo from CFO Sharon Raschke noting that the general appropriation of the Student/School Activity Fund which the Board approved June 14, 2021 included an error. The Board needs to correct that resolution.
- \* An appropriate motion might be, "I move that the Board of Education approve the attached budget resolution for 2021-2022."
- 7. Approve Student Growth & Achievement Goals. Your packet includes Student Growth and Achievement Goals that the Board revised at their June 14 workshop.
- \* An appropriate motion might be, "I move that the Board of Education approve the attached amended Student Growth and Achievement Goals."
- 8. Reconfirmation of Learning Plan. The State Aid Act requires each district to, at least monthly, reconfirm the method of instructional delivery and requires the district to report the student engagement data per month. Your packet includes the most recent Extended COVID-19 Learning Plan Reconfirmation report for review and action this evening.
- \* An appropriate motion might be, "I, \_\_\_\_\_, move that the Board of Education reconfirm the attached ECOL Instructional Delivery report as presented/amended."
- 9. MASB Summer Institute. Your packet includes a flyer for the MASB Summer Institute, which will take place August 6-8. The cost is \$90 per session.

## **BOARD NOTES**

**JUNE 28, 2021**

- \* An appropriate motion might be, “I move that the Board of Education approve registration fees for up to 8 classes each at the MASB Summer Institute for any interested board members.”

### **I. DISCUSSION ITEMS**

1. Board Candidate Interview Process. District staff are updating the interview process from previous vacancies to outline a process for filling the current vacancies. By the time of this evening’s meeting, you will have received a draft board candidate interview process to discuss. It will be emailed to trustees and posted with the packet when ready.
2. Financial Narrative. Your packet includes the final quarterly financial narrative update for the 2020-2021 school year. This item is presented for discussion only.

### **J. PUBLIC PARTICIPATION (up to ~ 15 minutes/max 3 per person)**

Each speaker is allotted a maximum of 3 minutes for a total of approximately 15 minutes unless otherwise notified. At this point in the meeting, those interested in making a public comment will be asked to raise their hands so the time may be divided equally. Each speaker will be asked to announce his/her name and address and indicate if he/she represents any organization or agency. No person may speak more than once on the same subject during a single meeting.

### **K. COMMITTEE UPDATES**

1. Policy
2. Facilities

### **L. BOARD COMMENTS**

### **M. INFORMATION ITEMS**

1. Board Bulletin 6/14/2021
2. Policy Minutes 6/15/2021

### **N. CLOSED SESSION – none planned**

### **O. ADJOURNMENT**

**DEXTER COMMUNITY SCHOOLS BOARD OF EDUCATION**  
**WORKSHOP MINUTES – JUNE 14, 2021 5:30pm**  
**Bates School**

**A. CALL TO ORDER - 5:36pm**

Roll Call

**Members Present:** Brian Arnold, Elise Bruderly, Mara Greatorex, Jennifer Kangas, Daryl Kipke, Dick Lundy, Julie Schumaker

**Administrative & Supervisory Staff:** Christopher Timmis

**Guests:** Barbara Read

**B. APPROVAL OF AGENDA**

Mara Greatorex made a motion to approve the agenda as amended. Elise Bruderly seconded the motion. **Motion Carried (unanimous).**

**C. PUBLIC PARTICIPATION – none**

**D. BOARD WORKSHOP DISCUSSION**

1. Draft Strategic Plan Review. Dr. Timmis shared the draft strategic plan with board members.
2. Superintendent/Student Achievement Growth & Development Goals. The Board discussed achievement growth & development goals aligned with the draft strategic plan.

At approximately 6:24pm, President Julie Schumaker adjourned the meeting.

MINUTES/hlv

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Daryl Kipke  
Secretary  
Board of Education



**DEXTER COMMUNITY SCHOOLS BOARD OF EDUCATION**  
**MEETING MINUTES – JUNE 14, 2021 7:00pm**  
**BATES SCHOOL**

**A. CALL TO ORDER - 7:00pm**

1. Roll Call

**Members Present:** Brian Arnold, Elise Bruderly, Mara Greatorex, Jennifer Kangas, Daryl Kipke, Dick Lundy, Julie Schumaker

**Student Representatives:** Aidan Naughton

**Administrative & Supervisory Staff:** Sharon Raschke, Barb Santo, Mollie Sharrar, Christopher Timmis, Hope Vestergaard

**DCS Staff:** Melanie McIntyre

**DEA Representative:** Jessica Baese

**DESPA Representative:** none

**Guests:** Julie Snider, Daniel Alabré, Kim Phillips-Knope, Rhonda Haines, Connie Creech, Kevin Creech, Barbara Read, Christy vanderHaagen

**B. MEETING MINUTES**

Brian Arnold made a motion to approve the meeting minutes from 5/24/2021 as presented. Jennifer Kangas seconded the motion. **Motion Carried (unanimous).**

**C. APPROVAL OF AGENDA**

An update on the WISD election was added to the Committee Updates. Elise Bruderly made a motion to approve the agenda as amended. Mara Greatorex seconded the motion. **Motion Carried (unanimous).**

**D. SCHOOL PRESENTATIONS**

1. Retiree Recognition. Dr. Timmis recognized the following retirees: certified staff Jeff Dagg, Melinda Hieber, Alice Hinterman, Kit Moran, and Julie Snder; support staff Randall Dennis, Sheila, Durham, Karen Franson, Diana Gignac, Gerald Goebel, Joan Maloney, and Vicki Sipple. The Board received a program with notes from retirees and a list of staff celebrating their 5, 10, 15, 20, 25, and 30-year anniversaries with Dexter Community Schools.

**E. BUDGET HEARING**

There were no members of the community who wished to speak.

**F. ADMINISTRATION & BOARD UPDATES**

1. Superintendent Update. Dr. Timmis shared that:
  - a. Thursday is the last day of school; a staff celebration will be held on Wednesday with food trucks and a prize raffle;.
  - b. Dread Strong Summer activities start next week
  - c. Updated the Board on COVID spending: more than 780,000 for additional work hours, tents, technology, software, instructional materials, cleaning supplies, and more.
2. Board President Update. Dr. Schumaker acknowledged her resignation, which was included in the packet. She is stepping down after 18 years and

**DEXTER COMMUNITY SCHOOLS BOARD OF EDUCATION**  
**MEETING MINUTES – JUNE 14, 2021 7:00pm**  
**BATES SCHOOL**

looking forward to the next chapter, confident that the district is in good hands.

3. Student Representatives Update  
Aidan Naughton noted that DHS students will be returning school technology this week.

**G. PUBLIC PARTICIPATION**

1. Kim Phillips-Knope commented on the development of the antidiscrimination policies before the board for first reading at this meeting; she was one of the consultants NEOLA worked with to craft them to have more inclusive language.

**H. CONSENT ITEMS**

1. Dick Lundy made a motion that the Board of Education approve the consent items. Brian Arnold seconded the motion. **Motion Carried (unanimous).**
  - The Board (reluctantly) acknowledged the retirement of Dr. Julie Snider.

**I. ACTION ITEMS**

1. Approve 2021-2022 Board Calendar. Brian Arnold made a motion that the Board of Education approve the attached 2021-2022 board calendar. Mara Greatorex seconded the motion. **Motion Carried (unanimous).**
2. Phonics Curriculum. Daryl Kipke made a motion that the Board of Education purchase the Reading Horizons phonics program for K-4 use starting fall 2021, at a total cost not to exceed \$76,000. Jennifer Kangas seconded the motion. **Motion Carried (unanimous).**
3. 2021-2022 Tax Levies. Dick Lundy made a motion that the Board of Education authorize that 18.000 mills be levied on non-homestead property in December of 2021 and that 8.5000 mills be levied on debt on all property in December of 2021. Brian Arnold seconded the motion. **Motion Carried (unanimous).**
4. Policies – First Reading Dick Lundy made a motion that draft policies 1422, 3122, 4122, 1623, 3123, 4123, 1662, 3362, 4362, and 5517. Mara Greatorex seconded the motion. **Motion Carried (unanimous).**
5. Contract Extension. Dick Lundy made a motion that the Board of Education extend the employment term of the Superintendent's contract from June 30, 2025 to June 30, 2026. Mara Greatorex seconded the motion. **Motion Carried (unanimous).**

**J. DISCUSSION ITEMS**

1. 2021-2022 Budget. The Board discussed the proposed 2021-2022 budget. Because there are many unknowns that won't be resolved until the fall, the budget is fiscally conservative and the district is projected to have a positive bottom line. After discussion that there are not likely to be changes prior to the next meeting when a budget must be adopted, the Board opted to move the budget to an action item. Dick Lundy made a motion that the Board of Education approve the attached [General Fund, Community Service Fund,



**DEXTER COMMUNITY SCHOOLS BOARD OF EDUCATION**  
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**BATES SCHOOL**

Food Services Fund, and Student/School Activity Fund] 2021-2022 budget as presented. Daryl Kipke seconded the motion. **Motion Carried (unanimous).**

2. Board Vacancy Process. The Board discussed the timeline to appoint two new board members to fill the remainder of Julie Schumaker's and Daryl Kipke's terms, which run through 2022. Both seats will be vacant June 30 due to their resignations, which were included in the packet. It was suggested that there be at least one opportunity for interested community members to ask current trustees about what the position entails. There will be a community chat prior to the June 28th meeting and likely a second informal chat opportunity, pending board member schedules. The vacancies will be posted July 1 with instructions to apply by July 16. Interviews will be held and a decision made prior to the July 26 organizational meeting so trustees can be sworn in at that meeting.
3. Add Instruction/Central Office Position. Dr. Timmis outlined his rationale for adding an administrative position to focus on K-8 curriculum and realign the current Executive Director of Instruction and Strategic Initiatives position to focus on grades 9-12.

**J. PUBLIC PARTICIPATION**

1. Kim Phillips-Knope commented.

**K. COMMITTEE UPDATES**

1. Finance. COvered earlier in meeting
2. NASB Advocacy Conference Update. Mara Greatorex shared with the Board her experiences at the recent virtual NSBA Advocacy conference and said she found it very valuable and inspiring.
3. WISD Election. Election representative Jennifer Kangas noted that incumbent Theresa Saunders, who ran unopposed, was re-elected to the WISD Board of Education.

**L. BOARD COMMENTS**

1. Brian Arnold thanked trustees Schumaker and Arnold for their service and congratulated Dexter Community Schools retirees.
2. Jennifer Kangas congratulated the class of 2021; noted she enjoyed the outdoor ceremony at Al Ritt; thanked the entire staff for their efforts this year.

**M. INFORMATION ITEMS**

1. Board Bulletin 5/24/2021
2. Finance Minutes 5/26/2021

**N. CLOSED SESSION – none**

**DEXTER COMMUNITY SCHOOLS BOARD OF EDUCATION  
MEETING MINUTES – JUNE 14, 2021 7:00pm  
BATES SCHOOL**

At approximately 8:20pm, President Julie Schumaker adjourned the meeting.

MINUTES/hlv

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Daryl Kipke  
Secretary  
Board of Education



## MILL CREEK MIDDLE SCHOOL

Jami Bronson, Principal ♦ Brett Pedersen, Assistant Principal

7305 Dexter Ann Arbor Road, Dexter, Michigan 48130

(734) 424-4150 fax (734) 424-4159

bronsonj@dexterschools.org ♦ pedersenb@dexterschools.org

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To: Dexter Board of Education  
From: Jami Bronson  
Subject: Special Education Recommendation  
Date: June 23, 2021

As a result of our most recent interview process, we would like to recommend Ms. Danna Webber for our Mill Creek Special Education position. Danna's ability to work with students, staff, and parents comes highly praised along with her patience and ability to build relationships with all students.

Ms. Webber has spent the past three years working as a special education educator with the New Haven, Connecticut school district. She is an educator that we believe will benefit our students at Mill Creek and are pleased to recommend her for our position.

Interview committee: Julia Arbour, Annette Bowen, Jami Bronson, Anne Nakon, Anna Romano, David Sinopoli, and several Community Service and Leadership students.

# DANNA WEBBER

## SPECIAL EDUCATION TEACHER

### CONTACT



(redacted)



### OBJECTIVE

Driven special education teacher looking for a position where I can develop collaborative relationships, creatively apply my knowledge of differentiation and intervention, and passionately shape student leaders.

### SKILLS

#### Trained in:

RULER, The Leader in Me Philosophy, Reading Milestones, Edmark, Lexia, Raz Kids, The Six Minute Solution: A Reading Fluency Program, Phonics for Reading, Great Leaps, Rime Magic, and PMT (physical and psychological management training)

#### Certification:

Michigan Teaching Licenses: Special Education - Learning Disabilities (SM) K-12; Autism Spectrum Disorder (SV) K-12; Cognitive Impairment (SA) K-12; Emotional Impairment (SE) K-12

Connecticut Teaching License: Special Education: Comprehensive, Grades K-12/age 22; active

Illinois Teaching License: Learning Behavior Specialist I; active

### EXPERIENCE

#### K-3<sup>rd</sup> Grade Special Education Resource Teacher

2018-Present at Brennan Rogers Magnet School: The Art of Media and Communication (New Haven, Connecticut)

Teaches math, reading, writing, and SEL skills in K-3<sup>rd</sup> grade resource room

Works in-person, remote, and hybrid during the 2019-2020 and 2020-2021 school years

Implemented Tier II research-based interventions into the general education classrooms; increased sight word recognition in kindergarten and 1<sup>st</sup> grade

Collaborates closely with all of my grade level partners to ensure we applied the students' IEPs with fidelity

Teaches students with specific learning disabilities, emotional behavioral disorders, developmental disabilities, and intellectual disabilities, as well as students on the autism spectrum; managed a caseload of close to 30 students

Participates and leads a number of committees and professional development sessions focused on culture and climate and the overall school improvement plan

#### 2<sup>nd</sup> Grade Reading Interventionist

Spring Semester 2018 at Highland Elementary School (Stillman Valley, Illinois)

Taught both enrichment and intervention reading groups

Responsible for developing enrichment curriculum

Administered research-based interventions including Great Leaps, Six-Minute Solution, Phonics for Reading, and Rime Magic

#### Student Teacher

Winter Semester 2017 (Stillman Valley, Illinois)

8 weeks at both Highland Elementary School and Meridian Junior High School in Meridian 223 CUSD

Taught math, reading, and writing in 2<sup>nd</sup> grade resource room

Co-taught in 7<sup>th</sup> grade general education classes and taught 3 instructional level courses in math, reading, and literature

Taught students with specific learning disabilities, emotional behavioral disorders, developmental disabilities, and intellectual disabilities, as well as students on the autism spectrum

### EDUCATION

#### Bachelor of Science in Education from Northern Illinois University

2012-2017

Major GPA: 4.0; Overall: 3.9

Graduated Summa Cum Laude

Completed two student teaching placements and four semester-long clinical experiences

# DANNA WEBBER

## SPECIAL EDUCATION TEACHER

### ACTIVITIES

Director of the Penguin Players for four seasons, a musical theatre organization whose cast are individuals with disabilities. The organization pairs mentors with these actors to teach the musical, as well as communication and social skills. The result is a full theatre production performed in a community venue.

Lead author for, "A Review of Recent Advances in Teaching Academics to Learners with Developmental Disabilities," a poster presentation at the Association for Behavioral Analysis International 2017 Conference.

Awarded the NIU Undergraduate Special Opportunities in Artistry and Research Grant in 2016 to conduct a large, qualitative study based on 31 interviews focused on exploring the purposes of higher education and how administrators, faculty, and undergraduate students interact; presented at the Mid-Western Educational Research Association Annual Conference 2016.

### AWARDS

Undergraduate Special Opportunity and Artistry Research grant - 2016

Dean's List for 10 semesters - 2012-2017

Thomas K. and Shirley Klein Scott Scholarship Fund - 2016

Marian Elliott Scholarship - 2016

NIU Educator's Tuition Waiver - 2015-2016

NIU Scholars Scholarship - 2012-2016

### OTHER PROFESSIONAL EXPERIENCE

#### Administrative Assistant: Stephen A. Laser Associates

2011-Present

Executive assistant to multiple psychologists

Administers psychological tests to public safety candidates

Proofreads professional reports

#### Grant Writer: Arcomusical

2017-2018

Wrote a variety of grants (from \$2,000-\$25,000) for a local, non-for-profit organization

Awarded \$16,700, 67% of their annual budget

#### Private Flute Instructor and Clinician

2014-2017

Taught basic-advanced musical skills to students aged 10-18

Taught marching basics, correct posture, rhythmic foundations, and musicianship during band camps

### REFERENCES

#### Karissa Stolzman

Assistant Principal at Brennan Rogers Magnet School

(redacted)

#### Ann Johnson

PPT Chair (Special Education Leader) at Brennan Rogers Magnet School

[anthoula.johnson@new-haven.k12.ct.us](mailto:anthoula.johnson@new-haven.k12.ct.us) (redacted)

#### Kristen Rodriguez

3<sup>rd</sup> Grade Teacher and Union Representative at Brennan Rogers Magnet School

(redacted)

#### Jodi Azzinaro

Occupational Therapist for Brennan Rogers Magnet School

(redacted)





# MILL CREEK MIDDLE SCHOOL

Jami Bronson, Principal ♦ Brett Pedersen, Assistant Principal

7305 Dexter Ann Arbor Road, Dexter, Michigan 48130

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To: Dexter Board of Education  
From: Jami Bronson  
Subject: History Recommendation  
Date: June 21, 2021

As a result of our most recent interview process, we would like to recommend Steven Wincent for our Mill Creek History position. Steven's leadership, passion, energy, and ability to work with others comes highly praised.

Steven has teaching endorsements in History (CC) 5-12, Educational Technology (NP) 5-12, Social Studies (RX) 5-12, Middle Level Specialist (ZL). He has taught the past six years at White Pine Middle School.

Steven's energy, ability to relate to students and staff, strong middle level experience and technology skills stood above a large pool of candidates. We are pleased to recommend him for our position.

Interview committee: Jami Bronson, Melanie Dever, Chris Hoelscher, Nate Lamb, Natalie Park, Brett Pedersen, David Sinopoli, John Sperendi, and several CS & L students.



# Steve Wincent

EDUCATOR

## Contact

redacted

## Education

Bachelor of Science

**Central Michigan University**  
Secondary Education - 2011

Master of Arts

**Michigan State University**  
Educational Technology - 2020

## Certifications

**State of Michigan Expires June 2023**

Social Studies (RX) 5-12

History (CC) 5-12

Middle Level Specialization (ZL)

Educational Technology (NP)

## Key Skills

- ✓ G Suite for Education Applications
- ✓ Microsoft Office Programs
- ✓ Collaboration with colleagues
- ✓ Lesson Planning
- ✓ Relationship Building

## Awards

- Michigan Youth in Government Advisor of the Year, 2019
- Benevolent Leader Of Creativity and Knowledge (BLOCK) Award, 2016, 2018
- Onslow County Tech Savvy Teacher, 2014-2015

## Work Experience

### 8<sup>th</sup> Grade Social Studies Teacher

*White Pine Middle School Saginaw, MI • August 2015 to Present*

- Upholds middle level philosophy set by Association of Middle Level Education
- Integrates various technologies to create engaging lessons to meet a variety of learning styles
- Collaborates daily with teaching team, and a weekly basis with grade level subject area
- Attends district technology committee meetings
- Advises Michigan Youth in Government program and takes students to annual state conference
- Advises Robotics Program
- Assistant Track and Field Coach

### 7<sup>th</sup> Grade Social Studies Teacher

*Trexler Middle School Richlands, NC • August 2013 to June 2015*

- Integrated curriculum with Language Arts Teacher for 30% of year
- Advised Jr. BETA Club (service based club) for two years and took group to state competition
- Assisted in training for staff for 1:1 technology program (a laptop for every student)
- End of Grade (EOG) test scores higher than expected on state exam

### Special Education Paraprofessional

*Hudsonville High School Hudsonville, MI • August 2012 to June 2013*

- Advocated for students with multiple disabilities in general and special education setting
- Supported students, teachers, and other team members by differentiating assignments and monitoring student progress

## Professional Growth & Development

- Michigan Association for Computer Users in Learning (MACUL) Conference, 2019, 2020
- Michigan Association of Middle School Educators State Conference, 2017, 2018, 2019
- Michigan Schools to Watch Facilitator Training and Visitation Team, 2011, 2019
- FUSE STEM Facilitator Training, 2016, 2018
- International Baccalaureate Diploma Program Workshop, 2016
- Illuminate Education Training, 2016
- Presented "Tradigital Learning" Onslow County Unconference, 2015
- AVID Reading Strategies Workshop, 2014
- Effective Teacher Training Workshop, 2013
- Kagan Cooperative Learning Workshop, 2010
- National Middle School Association Conference, 2009





# DEXTER COMMUNITY SCHOOLS

Anne Nakon, Director of Special Education  
2615 Baker Road, Dexter, Michigan 48130  
(734) 424-4160 ext.6052 fax (734) 424-4169  
nakona@dexterschools.org

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To: Dexter Board of Education  
From: Anne Nakon  
Subject: Anchor Speech and Language Therapist Recommendation for Hire  
Date: June 20. 2021

As a result of our most recent interview process I would like to recommend Joanne McGinnis for our Speech and Language Therapist position at Anchor Elementary School.

Joanne's educational background and 29 year work history as a Speech and Language Therapist makes her an ideal candidate for this position. Joanne has been a contracted Speech and Language Therapist assigned to Anchor Elementary the past two school years and she has consistently demonstrated a strong passion for educating students as well as provided highly effective practices as a Speech and Language Therapist. Joanne has been a valued member to the team at Anchor Elementary and highly regarded by students, staff and families.

It is without hesitation that I recommend Joanne for this position,

Interview committee: Criag McCalla, Anne Nakon, Jessica Leonard, Kaitlin Schmoekel and Lauren Garleff.

# **Joanne M. McGinnis, M.A. CCC-SLP**

(contact info redacted)

**Professional Objective:** To obtain a clinical educator position in speech-language pathology utilizing twenty-nine years of diverse experience in the field to fulfill the educational needs of students in the community.

## **Career Experience:**

**9/12-Present**

**Pediatric Therapy Associates - Ann Arbor, MI**

Current placement: Anchor Elementary - Dexter Community Schools

Contract Speech-Language Pathologist

- Evaluated and treated children ages 3-18 with a multiple of speech-language disorders in a variety of schools-based settings.
- As a Child study case team member, reviewed records, data and observed students in elementary grades to determine intervention needs. Provided RTI intervention services.
- Assisted in administration of MEAP, MSTEP, WIDA, NWEA and MI Access standardized tests to special education students.
- Extensive experience with understanding the challenges and special considerations needed with bilingual, multicultural and socioeconomic challenged populations. Multicultural experience obtained with Middle Eastern, Hispanic and African-American populations.
- Provided Early-On intervention for speech and language delay pediatrics ages 12 months-3 years.
- Evaluated and treated middle and high school-aged cognitively impaired children with multiple disabilities.
- Experience with iPad/Snapcore programs as a tool of service delivery.
- Experience with high needs special education students including autism from preschool to high school ages.

**6/11/-9/12**

**Gentiva Home Health Services - Ann Arbor, MI**

Per Diem Speech-Language Pathologist

- Provided diagnostic and therapy services to geriatric patients in Washtenaw, Monroe, Livingston, Jackson and Ingham counties.

- Integral member is case management team with nursing, physical and occupational therapy which met weekly to review patient care and service delivery.
- Case manager for care plans of home health patients. Submitted medicare and insurance claims for certification of services.
- Communicated with physicians regarding plan of treatment, progress and treatment strategies.

**9/03-6/11                      Therapy Solutions Unlimited-Dearborn Speech and Sensory-Dearborn, MI**

**Contract Speech-Language Pathologist**

- Provided therapy services in elementary through middle school setting.
- Participated in school programs to promote increased knowledge of speech-language programs and improve professional relations.
- Provided early intervention in speech and language development to preschool Headstart populations, including parents and staff training.
- Participated in internal records review with a multidisciplinary team.
- Provided cognitive rehabilitation and training with augmentative communication systems to closed head injury patients.
- Supervised graduate interns in speech-language pathology.
- Collaborated with multidisciplinary team to modify goals and objectives to meet the needs of students.
- Assisted with standardized testing including the MEAP.

**2/02-1/04                      Henry Ford Village Retirement Community-Dearborn, MI**

**Contingent Speech-Language Pathologist**

- Evaluated and treated adults with communication, swallowing and cognitive disorders in the sub acute and outpatient care settings.
- Educated skilled nursing facility staff regarding dysphagia and communication disorders in the geriatric population.
- Experience with PPS and MDS procedures and computerized billing systems.

**1/01-2/02                      Oakwood Commons Skilled Nursing Facility-Dearborn, MI**

**Contingent Speech-Language Pathologist**

- Evaluated and treated adults with communication, swallowing and cognitive disorders in the subacute care and inpatient settings.

- Administered modified barium swallow studies and diet recommendations throughout the Oakwood Health System.
- Participated in a health fair to educate the geriatric population.
- Supervised graduate interns in speech-language pathology.

**05/00-1/01                      Oakwood Hospital and Medical Center-Dearborn, Mi**

**Full -Time Staff Speech-Language Pathologist**

- Evaluated and treated adults with communication, swallowing and cognitive disorders in the acute care and outpatient settings.
- Administered modified barium swallow studies, beside swallow assessments and blue dye studies.
- Evaluated and treated outpatient pediatric patients ages 18months to 12 years.
- Participated in multidisciplinary team pediatric clinics for neurogenic disorders.

**6/98-3/00                      Speech-Language Pathology Independent Practitioner-Craven County, NC**

**Contract Speech-Language Pathologist**

- Provided therapy services in the elementary school and preschool settings aged three to twelve years.
- Participated in in-services and parent training programs.

**2/95-6/98                      Ballard and Associates - New Bern, NC**

**Full-Time Speech-Language Pathologist**

- Evaluated and treated communication disorders in adults and children in a variety of settings including: schools, Headstart, home health, outpatient and group therapy.
- Initiated treatment plans, and provided therapy services for a preschool language acquisition therapy group (T.A.L.K.- Teaching Articulation and Language to Kids).
- Supervised graduate interns in speech-language pathology.

**02/93-2/95                      Craven Regional Medical Center and Coastal Rehabilitation Center-  
New Bern, NC**

**Full -Time Staff Speech-Language Pathologist**

- Evaluated and treated patients in the following settings: acute care, outpatient, pediatric outpatient, long-term care, home health, and inpatient rehabilitation.

- Administered modified barium swallow studies and bedside swallow assessments.
- Developed departmental evaluations for swallowing and communication assessments.
- Participated in multidisciplinary treatments and planning committees.
- Program creator, coordinator, and group facilitator for the Coastal Stroke Club support group.
- Developed and initiated a social-pragmatic community reintegration program.
- Participated in community reintegration activities with patients with aphasia, dysarthria and TBI.

**05/92-2/93                    Ada Wilson Children's Center for Rehabilitation-** Corpus Christi, TX

Speech-Language Pathologist, Clinical Fellowship Year

- Evaluated and treated primarily children aged birth to three with communication disorders related to cerebral palsy, cleft lip and palate, Down syndrome, and developmental delay.
- Provided therapy services for school-aged children residing at an in-house Level V care facility.
- Lectured at the Texas Headstart Convention
- Co-treated with physical and occupation therapy with multiple handicapped children.

**09/91-5/92                    Veterans Administration Medical Center-** Allen Park, MI

- Evaluated and treated patients with primarily aphasia, dysarthria and right brain injury.

## **CERTIFICATION**

Certificate of Clinical Competence in Speech-Language Pathology, #01089074

State of Michigan Speech-Language Pathologist License #7101002899

## **EDUCATION**

**WAYNE STATE UNIVERSITY-** M.A. in Communication Disorders and Sciences, January 1992

**MICHIGAN STATE UNIVERSITY-** B.A in Audiology and Speech Pathology, June 1990

### **VOLUNTEER POSITIONS**

<b>2017-2018</b>	<b>E4DS- Member of Fundraising organization to raise money to support programs for Dexter Community Schools</b>
<b>9/12-6/2017</b>	<b>Dexter Band Boosters- Executive Board, Secretary</b>
<b>3/10-3/12</b>	<b>Loch Alpine Improvement Association - Secretary and Social Chair</b>

### **AFFILIATIONS**

**American Speech-Hearing Association- May 1992-Present**



# Board Monthly Financial Report

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Sub Function Code	Amended Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
<b>Fund(COA) 11 - General Fund</b>							
Account Type <b>Revenue</b>							
Function Code <b>R100 - Local Sources - 100</b>							
	6,083,876.00	233,202.66	5,330,262.11	.00	753,613.89	88	5,280,597.48
Function Code <b>R100 - Local Sources - 100 Totals</b>	\$6,083,876.00	\$233,202.66	\$5,330,262.11	\$0.00	\$753,613.89	88 %	\$5,280,597.48
Function Code <b>R200 - Non-Education Sources - 200</b>							
	.00	.00	5,869.60	.00	(5,869.60)	+++	.00
Function Code <b>R200 - Non-Education Sources - 200 Totals</b>	\$0.00	\$0.00	\$5,869.60	\$0.00	(\$5,869.60)	+++	\$0.00
Function Code <b>R300 - State Sources - 300</b>							
	31,121,468.00	3,715,028.64	23,912,577.70	.00	7,208,890.30	77	22,606,583.46
Function Code <b>R300 - State Sources - 300 Totals</b>	\$31,121,468.00	\$3,715,028.64	\$23,912,577.70	\$0.00	\$7,208,890.30	77 %	\$22,606,583.46
Function Code <b>R400 - Federal Sources - 400</b>							
	2,469,000.00	432,287.55	2,128,305.79	.00	340,694.21	86	158,497.40
Function Code <b>R400 - Federal Sources - 400 Totals</b>	\$2,469,000.00	\$432,287.55	\$2,128,305.79	\$0.00	\$340,694.21	86 %	\$158,497.40
Function Code <b>R500 - ISD / Other Sources - 500</b>							
	5,327,734.00	1,937.37	3,774,656.88	.00	1,553,077.12	71	3,869,197.26
Function Code <b>R500 - ISD / Other Sources - 500 Totals</b>	\$5,327,734.00	\$1,937.37	\$3,774,656.88	\$0.00	\$1,553,077.12	71 %	\$3,869,197.26
Function Code <b>R600 - In from other Funds - 600</b>							
	315,502.00	50,996.77	214,988.43	.00	100,513.57	68	241,201.19
Function Code <b>R600 - In from other Funds - 600 Totals</b>	\$315,502.00	\$50,996.77	\$214,988.43	\$0.00	\$100,513.57	68 %	\$241,201.19
Account Type <b>Revenue Totals</b>	\$45,317,580.00	\$4,433,452.99	\$35,366,660.51	\$0.00	\$9,950,919.49	78 %	\$32,156,076.79
Account Type <b>Expense</b>							
Function Code <b>&lt;N/A&gt; - &lt;No Function defined&gt;</b>							
	.00	.00	.00	.00	.00	+++	.00
Function Code <b>&lt;N/A&gt; - &lt;No Function defined&gt; Totals</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Function Code <b>100 - Instruction</b>							
Sub Function Code 110 - Basic Functions - 110	21,347,873.00	1,839,607.31	16,320,555.96	7,139.75	5,020,177.29	76	16,688,001.25
Sub Function Code 120 - Added Needs - 120	5,400,782.00	409,439.58	3,983,699.55	.00	1,417,082.45	74	3,938,604.31
Sub Function Code 130 - Adult/Continuing Education - 130	.00	.00	.00	.00	.00	+++	.00
Function Code <b>100 - Instruction Totals</b>	\$26,748,655.00	\$2,249,046.89	\$20,304,255.51	\$7,139.75	\$6,437,259.74	76 %	\$20,626,605.56
Function Code <b>200 - Supporting Services</b>							
Sub Function Code 210 - Support Services-Pupil - 210	4,379,977.00	376,407.58	3,476,928.95	47,136.30	855,911.75	79	3,455,711.24
Sub Function Code 220 - Support Services-Instructional - 220	2,906,097.00	188,082.01	2,863,388.90	10,048.84	32,659.26	99	2,060,729.33
Sub Function Code 230 - Support Services-Administration - 230	672,159.00	35,388.14	523,209.88	163.50	148,785.62	78	496,543.46
Sub Function Code 240 - Support Services-School Admin - 240	2,579,668.00	210,899.47	2,248,204.24	2,539.17	328,924.59	87	2,255,807.35
Sub Function Code 250 - Support Services-Business - 250	760,885.00	47,879.94	692,091.70	.00	68,793.30	91	647,116.13
Sub Function Code 260 - Operations and Maintenance - 260	4,289,543.00	281,371.85	3,572,773.40	194,270.73	522,498.87	83	3,004,235.34
Sub Function Code 270 - Pupil Transportation - 270	1,617,755.00	131,616.94	1,141,644.81	9,066.02	467,044.17	71	1,379,835.25
Sub Function Code 280 - Support Services-Central - 280	416,397.00	30,072.56	384,184.14	(2,268.16)	34,481.02	92	405,214.94
Function Code <b>200 - Supporting Services Totals</b>	\$17,622,481.00	\$1,301,718.49	\$14,902,426.02	\$260,956.40	\$2,459,098.58	85 %	\$13,705,193.04
Function Code <b>300 - Community Services</b>							
Sub Function Code 320 - Community Recreation - 320	265,171.00	10,338.93	164,271.51	14,750.59	86,148.90	62	197,318.98
Sub Function Code 330 - Community Activities - 330	.00	.00	.00	.00	.00	+++	661.71
Sub Function Code 350 - Care of Children - 350	.00	.00	.00	.00	.00	+++	.00
Sub Function Code 370 - Non Public School Pupils - 370	14,401.00	942.93	1,785.86	.00	12,615.14	12	2,947.20
Sub Function Code 390 - Other Community Services - 390	(376.00)	.00	.00	.00	(376.00)	0	.00
Function Code <b>300 - Community Services Totals</b>	\$279,196.00	\$11,281.86	\$166,057.37	\$14,750.59	\$98,388.04	59 %	\$200,927.89
Function Code <b>400 - Government Agencies &amp; Prior Period</b>							
Sub Function Code 400 - Other Government Agencies - 400	.00	90.00	327.00	.00	(327.00)	+++	.00



# Board Monthly Financial Report

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Sub Function Code	Amended Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
Function Code <b>400 - Government Agencies &amp; Prior Period</b>	\$0.00	\$90.00	\$327.00	\$0.00	(\$327.00)	+++	\$0.00
Totals							
Function Code <b>500-600 - Other Financing Uses</b>							
Sub Function Code 600 - Fund Modifications - 600	743,923.00	90,000.00	976,559.27	.00	(232,636.27)	131	750,000.00
Function Code <b>500-600 - Other Financing Uses</b> Totals	\$743,923.00	\$90,000.00	\$976,559.27	\$0.00	(\$232,636.27)	131 %	\$750,000.00
Account Type <b>Expense</b> Totals	\$45,394,255.00	\$3,652,137.24	\$36,349,625.17	\$282,846.74	\$8,761,783.09	80 %	\$35,282,726.49
Fund(COA) <b>11 - General Fund</b> Totals	(\$76,675.00)	\$781,315.75	(\$982,964.66)	(\$282,846.74)	\$1,189,136.40	1,282 %	(\$3,126,649.70)





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Sub Function Code	Amended Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
<b>Fund(COA) 23 - Community Service Fund</b>							
Account Type <b>Revenue</b>							
Function Code <b>R100 - Local Sources - 100</b>							
	2,275,038.00	119,054.43	1,181,950.47	.00	1,093,087.53	52	1,818,562.68
Function Code <b>R100 - Local Sources - 100 Totals</b>	\$2,275,038.00	\$119,054.43	\$1,181,950.47	\$0.00	\$1,093,087.53	52 %	\$1,818,562.68
Function Code <b>R300 - State Sources - 300</b>							
	31,470.00	23,470.00	23,470.00	.00	8,000.00	75	(.50)
Function Code <b>R300 - State Sources - 300 Totals</b>	\$31,470.00	\$23,470.00	\$23,470.00	\$0.00	\$8,000.00	75 %	(\$0.50)
Function Code <b>R400 - Federal Sources - 400</b>							
	184,080.00	9,866.28	146,787.89	.00	37,292.11	80	76,217.05
Function Code <b>R400 - Federal Sources - 400 Totals</b>	\$184,080.00	\$9,866.28	\$146,787.89	\$0.00	\$37,292.11	80 %	\$76,217.05
Function Code <b>R500 - ISD / Other Sources - 500</b>							
	.00	.00	.00	.00	.00	+++	.00
Function Code <b>R500 - ISD / Other Sources - 500 Totals</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Function Code <b>R600 - In from other Funds - 600</b>							
	721,780.00	90,000.00	976,559.27	.00	(254,779.27)	135	750,000.00
Function Code <b>R600 - In from other Funds - 600 Totals</b>	\$721,780.00	\$90,000.00	\$976,559.27	\$0.00	(\$254,779.27)	135 %	\$750,000.00
Account Type <b>Revenue Totals</b>	\$3,212,368.00	\$242,390.71	\$2,328,767.63	\$0.00	\$883,600.37	72 %	\$2,644,779.23
Account Type <b>Expense</b>							
Function Code <b>100 - Instruction</b>							
Sub Function Code 110 - Basic Functions - 110	102,297.00	7,127.82	59,951.74	.00	42,345.26	59	122,374.97
Function Code <b>100 - Instruction Totals</b>	\$102,297.00	\$7,127.82	\$59,951.74	\$0.00	\$42,345.26	59 %	\$122,374.97
Function Code <b>200 - Supporting Services</b>							
Sub Function Code 220 - Support Services-Instructional - 220	987.00	7.53	953.32	.00	33.68	97	932.60
Sub Function Code 250 - Support Services-Business - 250	.00	.00	.00	.00	.00	+++	.00
Sub Function Code 260 - Operations and Maintenance - 260	56,550.00	4,984.51	48,638.83	14,165.91	(6,254.74)	86	31,100.84
Sub Function Code 270 - Pupil Transportation - 270	.00	.00	21,085.79	12,625.00	(33,710.79)	+++	16,283.60
Sub Function Code 290 - Support Services-Other - 290	1,088,377.00	211,971.55	983,751.38	4,164.00	100,461.62	90	892,822.29
Function Code <b>200 - Supporting Services Totals</b>	\$1,145,914.00	\$216,963.59	\$1,054,429.32	\$30,954.91	\$60,529.77	92 %	\$941,139.33
Function Code <b>300 - Community Services</b>							
Sub Function Code 310 - Community Services Direction - 310	292,773.00	24,846.39	226,644.60	.00	66,128.40	77	269,709.96
Sub Function Code 320 - Community Recreation - 320	386,378.00	15,446.99	138,350.67	1,118.89	246,908.44	36	290,210.46
Sub Function Code 330 - Community Activities - 330	.00	.00	803.84	.00	(803.84)	+++	.00
Sub Function Code 350 - Care of Children - 350	979,644.00	68,047.61	687,380.20	46.00	292,217.80	70	780,463.34
Sub Function Code 390 - Other Community Services - 390	100,000.00	6,783.88	80,532.45	.00	19,467.55	81	76,322.35
Function Code <b>300 - Community Services Totals</b>	\$1,758,795.00	\$115,124.87	\$1,133,711.76	\$1,164.89	\$623,918.35	64 %	\$1,416,706.11
Function Code <b>500-600 - Other Financing Uses</b>							
Sub Function Code 600 - Fund Modifications - 600	205,362.00	28,664.65	121,173.34	.00	84,188.66	59	111,549.75
Function Code <b>500-600 - Other Financing Uses Totals</b>	\$205,362.00	\$28,664.65	\$121,173.34	\$0.00	\$84,188.66	59 %	\$111,549.75
Account Type <b>Expense Totals</b>	\$3,212,368.00	\$367,880.93	\$2,369,266.16	\$32,119.80	\$810,982.04	74 %	\$2,591,770.16
Fund(COA) <b>23 - Community Service Fund Totals</b>	\$0.00	(\$125,490.22)	(\$40,498.53)	(\$32,119.80)	\$72,618.33	+++	\$53,009.07



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Sub Function Code	Amended Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
<b>Fund(COA) 25 - School Lunch Fund</b>							
Account Type <b>Revenue</b>							
Function Code <b>R100 - Local Sources - 100</b>							
	15,800.00	4,067.91	7,720.56	.00	8,079.44	49	759,795.05
Function Code <b>R100 - Local Sources - 100 Totals</b>	\$15,800.00	\$4,067.91	\$7,720.56	\$0.00	\$8,079.44	49 %	\$759,795.05
Function Code <b>R300 - State Sources - 300</b>							
	77,677.00	4,857.32	55,847.12	.00	21,829.88	72	52,083.66
Function Code <b>R300 - State Sources - 300 Totals</b>	\$77,677.00	\$4,857.32	\$55,847.12	\$0.00	\$21,829.88	72 %	\$52,083.66
Function Code <b>R400 - Federal Sources - 400</b>							
	1,086,693.00	.00	692,274.24	.00	394,418.76	64	274,280.79
Function Code <b>R400 - Federal Sources - 400 Totals</b>	\$1,086,693.00	\$0.00	\$692,274.24	\$0.00	\$394,418.76	64 %	\$274,280.79
Function Code <b>R500 - ISD / Other Sources - 500</b>							
	.00	.00	.00	.00	.00	+++	75,957.73
Function Code <b>R500 - ISD / Other Sources - 500 Totals</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$75,957.73
Account Type <b>Revenue Totals</b>	\$1,180,170.00	\$8,925.23	\$755,841.92	\$0.00	\$424,328.08	64 %	\$1,162,117.23
Account Type <b>Expense</b>							
Function Code <b>&lt;N/A&gt; - &lt;No Function defined&gt;</b>							
	.00	.00	.00	.00	.00	+++	.00
Function Code <b>&lt;N/A&gt; - &lt;No Function defined&gt; Totals</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Function Code <b>200 - Supporting Services</b>							
Sub Function Code 210 - Support Services-Pupil - 210	.00	.00	.00	.00	.00	+++	.00
Sub Function Code 260 - Operations and Maintenance - 260	3,358.00	463.00	2,087.85	.00	1,270.15	62	7,066.77
Sub Function Code 290 - Support Services-Other - 290	1,223,040.00	121,270.74	936,485.49	471,846.87	(185,292.36)	77	1,289,791.90
Function Code <b>200 - Supporting Services Totals</b>	\$1,226,398.00	\$121,733.74	\$938,573.34	\$471,846.87	(\$184,022.21)	77 %	\$1,296,858.67
Function Code <b>500-600 - Other Financing Uses</b>							
Sub Function Code 600 - Fund Modifications - 600	122,640.00	22,332.10	93,815.09	.00	28,824.91	76	129,651.44
Function Code <b>500-600 - Other Financing Uses Totals</b>	\$122,640.00	\$22,332.10	\$93,815.09	\$0.00	\$28,824.91	76 %	\$129,651.44
Account Type <b>Expense Totals</b>	\$1,349,038.00	\$144,065.84	\$1,032,388.43	\$471,846.87	(\$155,197.30)	77 %	\$1,426,510.11
Fund(COA) <b>25 - School Lunch Fund Totals</b>	(\$168,868.00)	(\$135,140.61)	(\$276,546.51)	(\$471,846.87)	\$579,525.38	164 %	(\$264,392.88)



# Board Monthly Financial Report

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Sub Function Code	Amended Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
Fund(COA) <b>29 - Student/School Activity Fund</b>							
Account Type <b>Revenue</b>							
Function Code <b>R100 - Local Sources - 100</b>							
	1,362,636.00	73,198.41	368,243.59	.00	994,392.41	27	1,578,615.05
Function Code <b>R100 - Local Sources - 100 Totals</b>	<b>\$1,362,636.00</b>	<b>\$73,198.41</b>	<b>\$368,243.59</b>	<b>\$0.00</b>	<b>\$994,392.41</b>	<b>27 %</b>	<b>\$1,578,615.05</b>
Account Type <b>Revenue Totals</b>	<b>\$1,362,636.00</b>	<b>\$73,198.41</b>	<b>\$368,243.59</b>	<b>\$0.00</b>	<b>\$994,392.41</b>	<b>27 %</b>	<b>\$1,578,615.05</b>
Account Type <b>Expense</b>							
Function Code <b>200 - Supporting Services</b>							
Sub Function Code <b>290 - Support Services-Other - 290</b>	1,362,636.00	62,500.21	302,613.68	7,524.18	1,052,498.14	22	630,482.88
Function Code <b>200 - Supporting Services Totals</b>	<b>\$1,362,636.00</b>	<b>\$62,500.21</b>	<b>\$302,613.68</b>	<b>\$7,524.18</b>	<b>\$1,052,498.14</b>	<b>22 %</b>	<b>\$630,482.88</b>
Account Type <b>Expense Totals</b>	<b>\$1,362,636.00</b>	<b>\$62,500.21</b>	<b>\$302,613.68</b>	<b>\$7,524.18</b>	<b>\$1,052,498.14</b>	<b>22 %</b>	<b>\$630,482.88</b>
Fund(COA) <b>29 - Student/School Activity Fund Totals</b>	<b>\$0.00</b>	<b>\$10,698.20</b>	<b>\$65,629.91</b>	<b>(\$7,524.18)</b>	<b>(\$58,105.73)</b>	<b>+++</b>	<b>\$948,132.17</b>
Grand Totals	<b>(\$245,543.00)</b>	<b>\$531,383.12</b>	<b>(\$1,234,379.79)</b>	<b>(\$794,337.59)</b>	<b>\$1,783,174.38</b>	<b>503 %</b>	<b>(\$2,389,901.34)</b>



TO: Board of Education

FROM: Brian Schuler, Director of Facilities

DATE: June 25, 2021

RE: DCS Removal and Replacement of Concrete Walks & Curbs Bid Recommendation

The Dexter Community Schools Removal and Replacement of Concrete Walks & Curbs bids were due June 23, 2021. We received three bids. Attached are the bid tabulation, bid package drawings, and bid package site pictures.

Post-bid meetings were held via video conference with the apparent low bidders, Goretski Construction Co. and GM & Sons. Jerry Brand, Facilities Committee member, participated in the meetings. We reviewed the scope of work, bidder's proposal, and timeline. Both Goretski Construction Co. and GM & Sons, included all that was called out in the Scope of Work and agreed to the schedule.

The Facilities Committee met June 25, 2021 to review the bid and proposals. The Facilities Committee recommends that the Board award a contract to GM & Sons.

Funding for the project will be from the 2017 Bond.

An appropriate motion would be, "I recommend awarding the contract for Concrete Repair Work to GM & Sons for the base contract of \$349,080 and for the Add Alternate No. 1 lump sum of \$30,420 as outlined in the attached recommendation letter dated June 25, 2021."



**Dexter Community Schools 2017 Bond  
Bids Received for Bid Package Dexter Community Schools  
Removal and Replacement of Concrete Walks & Curbs**

**Bid Issued: June 8, 2021**

**Bids Due: June 23, 2021**

[illegible]

Book	Policy Manual
Section	Nondiscrimination/Anti-Harassment Policies Update - February 2021
Title	Nondiscrimination/Anti-Harassment Policies Update - February 2021 Revised NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
Code	Second Reading po1422
Status	
Adopted	January 20, 2014

1422 - **NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation, ~~and~~ gender identity, and gender expression), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

**Definitions:**

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

**Complainant** is the individual who alleges, or is alleged, to have been subjected to unlawful discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

**Official** indicates those employees with greater responsibility, such as administrators, supervisors, or Board members.

**Respondent** is the individual who has been alleged to have engaged in unlawful discrimination/retaliation, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

**School District community** means students and Board employees (i.e., administrators, and professional, support and/or classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

**Third Parties** include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

**Day(s):** Unless expressly stated otherwise, the term "day" or "days" as used in this policy means a business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).

For purposes of this policy, "military status" refers to a person's status in the uniformed services, which includes the performance of duty, on a voluntary basis, or involuntary basis, in a uniformed service including active duty, active duty for training, initial active duty for training, inactive duty for training, full-time National Guard duty. It also includes the period of time for which a person is absent from employment for the purpose of an examination to determine the fitness of the person to perform any such duty as listed above.

**District Compliance Officers**

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators") (hereinafter referred to as the "COs").

Barb Santo

Executive Director of Human Resources

Ryan Bruder  
Principal  
734-424-4130 ext. 3001  
7480 Dan Hoey Road Dexter MI 48130  
bruderr@dexterschools.org

The names, titles, and contact information of these individuals will be published annually on the School District's web site and in the staff handbooks.

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination/retaliation or denial of equal access. The COs shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1975 is provided to staff members and the general public. A copy of each of the Acts and regulations on which this notice is available upon request from the CO.

### **Reports and Complaints of Unlawful Discrimination and Retaliation**

Employees are required to report incidents of unlawful discrimination and/or retaliation to an administrator, supervisor, or other District-level official so that the Board may address the conduct. Any administrator, supervisor, or other District-level official who receives such a report shall file it with the CO within two (2) days.

Employees who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The COs will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. COs shall accept reports of unlawful discrimination/retaliation directly from any member of the School District community or a Third Party, or received reports that are initially filed with another Board employee. Upon receipt of a report of alleged discrimination/retaliation, the CO will contact the Complainant and begin either an informal or formal complaint process (depending on the Complainant's request and the nature of the alleged discrimination/retaliation), or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to the Complainant and the Respondent. In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) days of learning of the incident/conduct.

Any Board employee who directly observes unlawful discrimination/retaliation is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) days. Additionally, any Board employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO or designee must contact the Complainant within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

### **Investigation and Complaint Procedure (See Form 1422 F2)**

Except for sex discrimination and/or Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any employee who alleges to have been subjected to unlawful discrimination or retaliation may seek resolution of the complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims of discrimination/retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged to file a complaint within thirty (30) days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights or Equal Employment Opportunity Commission ("EEOC").



The goal of the informal complaint procedure is to promptly stop inappropriate behavior and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for an employee who alleges unlawful discrimination or retaliation. This informal procedure is not required as a precursor to the filing of a formal complaint. The informal process is only available in those circumstances where the Complainant and the Respondent mutually agree to participate in it.

The Complainant may proceed immediately to the formal complaint process and individuals who participate in the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a District employee or any other adult member of the School District community and a student will be formally investigated.

As an initial course of action, if a Complainant feels comfortable and safe doing so, the individual should tell or otherwise inform the Respondent that the allegedly discriminatory/retaliatory conduct that it is inappropriate and must stop. The Complainant should address the alleged misconduct as soon after it occurs as possible. The COs are available to support and counsel the Complainant when taking this initial step or to intervene on behalf of the individual if requested to do so. A Complainant who is uncomfortable or unwilling to directly approach the Respondent about the inappropriate conduct may file an informal or a formal complaint. In addition, with regard to certain types of unlawful discrimination (e.g., sex discrimination), the CO may advise against the use of the informal complaint process.

A Complainant who alleges unlawful discrimination/retaliation may make an informal complaint, either orally or in writing: (1) to a building administrator; (2) directly to one of the COs; and/or (3) to the Superintendent or other District-level employee.

All informal complaints must be reported to one of the COs who will either facilitate an informal resolution as described below, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide the Complainant with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint and the wishes of the Complainant, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the Complainant about how to communicate concerns to the Respondent.
- B. Distributing a copy of Policy 1422 – Non-Discrimination and Equal Employment Opportunity to the individuals in the school building or office where the Respondent works.
- C. If both parties agree, the CO may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the CO or designee is directed to attempt to resolve all informal complaints within fifteen (15) days of receiving the informal complaint. If the Complainant is dissatisfied with the informal complaint process, the Complainant may proceed to file a formal complaint and, as stated above, either party may request that the informal process be terminated at any time to move to the formal complaint process.

### **Formal Complaint Procedure**

If a complaint is not resolved through the informal complaint process, if one of the parties requested that the informal complaint process be terminated to move to the formal complaint process, or if the Complainant, from the outset, elects to file a formal complaint, or the Compliance Officer(s) determines the allegations are not appropriate for resolution through the informal process, the formal complaint process shall be implemented.

A Complainant may file a formal complaint, either orally or in writing, with a principal, the CO, Superintendent, or other District official. Due to the sensitivity surrounding complaints of unlawful discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal complaint within thirty (30) days after the conduct occurs. If a Complainant informs a principal, Superintendent, or other District official, either orally or in writing, about any complaint of discrimination/retaliation, that employee must report such information to the CO/designee within two (2) days.

Throughout the course of the process, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions deemed appropriate in consultation with the Superintendent.

Within two (2) days of receiving the complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.

Simultaneously, the CO will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 1422 - Non- Discrimination and Equal Employment Opportunity. The Respondent must also be informed of the opportunity to submit a written response to the formal complaint within five (5) days.

Although certain cases may require additional time, the CO or a designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO/designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Respondent has engaged in unlawful harassment/retaliation of the Complainant. The CO's recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used. The CO may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) days of receiving the report of the CO or the designee, the Superintendent must either issue a written decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

If the Superintendent determines the Respondent engaged in unlawful discrimination/retaliation toward the Complainant, the Superintendent must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate, and effective, and tailored to the specific situation.

The decision of the Superintendent shall be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the employee alleging the unlawful discrimination/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

### **Privacy/Confidentiality**

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that is learned or provided during the course of the investigation.

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful discrimination/retaliation by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against an employee, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

### **Retaliation**

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

### **Retention of Investigatory Records and Materials**

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but not be limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any supportive measures offered and/or provided to the Complainant and/or Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Codes of Conduct and/or Employee Handbooks);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

## Legal

M.C.L. 37.2101 et seq., 37.1101 et seq.

Fourteenth Amendment, U.S. Constitution

20 U.S.C. Section 1681, Title IX of Education Amendment Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act

42 U.S.C. 6101 et seq., Age Discrimination Act of 1975

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended

34 C.F.R. Part 110 (7/27/93)

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C. 2000e et seq., Civil Rights Act of 1964

29 U.S.C. 701 et seq., Rehabilitation Act of 1973 as amended

29 C.F.R. Part 1635



Book	Policy Manual
Section	Nondiscrimination/Anti-Harassment Policies Update - February 2021
Title	Nondiscrimination/Anti-Harassment Policies Update - February 2021 Revised SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT
Code	Second Reading po1623
Status	
Adopted	December 5, 2011
Last Revised	June 18, 2019

#### 1623 - **SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT**

The Board of Education prohibits discrimination against any employee or applicant based upon his/her disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board further will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

"An individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one (1) or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or "auxiliary aids or services," learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

A qualified person with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires and, with or without reasonable accommodation, can perform the essential functions of the job in question.

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the District's program and/or activities. A reasonable accommodation is not required for an individual who is merely regarded as having a disability.

#### **Compliance Officer(s)**

The Board designates the following individual(s) to serve as the District's 504 Compliance Officer(s)/ADA Coordinator(s) (hereinafter referred to as the "District Compliance Officer(s)").

Barb Santo

Executive Director of Human Resources

Ryan Bruder  
Principal  
734-424-4130 ext. 3001  
7480 Dan Hoey Road Dexter MI 48130  
bruderr@dexterschools.org

The names, titles, and contact information of these individuals will be published annually on the School District's web site and in the staff handbooks.

The District Compliance Officer(s) are responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the Americans with Disabilities Act, as amended ("ADA"). A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from the District Compliance Officer(s).

The District Compliance Officer(s) will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints. The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. See below.

### **Training**

The District Compliance Officer(s) will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

### **Facilities**

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.

### **Notice**

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the District's Compliance Officer(s) will be published on the District's website and posted throughout the District, and included in the District's recruitment statements or general information publications.

### **Complaint Procedures**

If a person believes that s/he has been discriminated against on the basis of his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), employees will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation or misapplication of Section 504. In addition, employees will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights.

Internal complaints must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint, and offer possible solutions to the dispute. The complaint must be filed with a District Compliance Officer within the time limits specified below. The District's Compliance Officer is available to assist individuals in filing a complaint.

Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).

### **Internal Complaint Procedure**



The following internal complaint procedure is available to employees for the prompt and equitable resolution of complaints alleging discrimination based upon disability. This complaint procedure is not available to unsuccessful applicants. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights.

- A. An employee with a complaint based on alleged discrimination on the basis of disability may first discuss the problem with the District Compliance Officer.
- B. If the informal discussion does not resolve the matter, or if the employee skips Step A, the individual may file a formal written complaint with the District Compliance Officer. The written complaint must contain the name and address of the individual or representative filing the complaint, be signed by the complainant or someone authorized to sign for the complainant, describe the alleged discriminatory action in sufficient detail to inform the District Compliance Officer of the nature and date of the alleged violation, and propose a resolution. The complaint must be filed within thirty (30) days of the circumstances or event giving rise to the complaint, unless the time for filing is extended by the District Compliance Officer for good cause.
- C. The District Compliance Officer will conduct an independent investigation of the matter (which may or may not include a hearing). This complaint procedure contemplates informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint. The District Compliance Officer will provide the complainant with a written disposition of the complaint within ten (10) days. If no decision is rendered within ten (10) days, or the decision is unsatisfactory in the opinion of the complainant, the employee may file, in writing, an appeal with the Superintendent. The District Compliance Officer shall maintain the District's files and records relating to the complaint.
- D. The Superintendent will, within ten (10) days of receiving the written appeal, conduct a hearing with all parties involved in an attempt to resolve the complaint.  
  
The Superintendent will render his/her decision with ten (10) days of the hearing.
- E. The employee may be represented, at his/her own cost, at any of the above-described meetings/hearings.
- F. The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

If it is determined that the Complainant was subjected to unlawful discrimination, the CO must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

### **OCR Complaint**

At any time, if an employee believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the ADA, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"). The OCR can be reached at:

U.S. Department of Education  
Office for Civil Rights  
Cleveland Office  
1350 Euclid Avenue  
Suite 325  
Cleveland, Ohio 44115  
(216) 522-4970  
FAX: (216) 522-2573  
TDD: (216) 522-4944  
E-mail: OCR.Cleveland@ed.gov  
Web: <http://www.ed.gov/ocr>

### **Retaliation**

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with

any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

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Legal	29 C.F.R. Part 1630
	29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended
	34 C.F.R. Part 104
	42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

Book	Policy Manual
Section	Nondiscrimination/Anti-Harassment Policies Update - February 2021
Title	Nondiscrimination/Anti-Harassment Policies Update - February 2021 Revised ANTI-HARASSMENT
Code	Second Reading po1662
Status	
Adopted	June 9, 2014
Last Revised	June 18, 2019

## 1662 - **ANTI-HARASSMENT**

### **General Policy Statement**

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment on the basis of race, color, national origin, sex (including sexual orientation, gender identity, [and gender expression](#)), disability, age, religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as "unlawful harassment"), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

### **Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

### **Definitions**

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

**Complainant** is the individual who alleges, or is alleged, to have been subjected to unlawful harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

Official indicates those employees with greater responsibility, such as administrators, supervisors, or Board members.

**Respondent** is the individual who has been alleged to have engaged in unlawful harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

**School District community** means students and Board employees (i.e., administrators, and professional, support and/or classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the

**Third Parties** include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

**Day(s):** Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

### **Bullying**

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

**"Harassment"** means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

### **Sexual Harassment**

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.

- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Sexual Harassment covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting or pinching; obscene gestures.
- G. Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities.
- H. Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Giving unwelcome personal gifts such as lingerie that suggest the desire for a romantic relationship.
- J. Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.
- K. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- L. In the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.
- M. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- N. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

### **Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the

characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.<sup>16</sup>

### **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

### **National Origin/Ancestry Harassment**

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

### **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

### **Anti-Harassment Compliance Officers**

The following individual(s) shall serve as the District's Anti-Harassment Compliance Officer(s) (hereinafter, "the Compliance Officer(s)"):

Barb Santo  
Executive Director of Human Resources  
734-424-4100 ext. 1031  
2704 Baker Road Dexter MI 48130  
santob@dexterschools.org

Ryan Bruder  
Principal  
734-424-4130 ext. 3001  
7480 Dan Hoey Road Dexter MI 48130  
bruderr@dexterschools.org

The names, titles, and contact information of these individuals will be published annually on the District's web site and in the parent and staff handbooks.

The Compliance Officer(s) are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding harassment.

The Compliance Officer(s) will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept reports of unlawful harassment directly from any member of the School District community or a Third Party or receive reports that are initially filed with an administrator, supervisor, or other District-level official. Upon receipt of a report of alleged harassment, the Compliance Officer(s) will contact the Complainant and begin either an informal or formal complaint process (depending on the request of the Complainant or the nature of the alleged harassment), or the Compliance Officer(s) will designate a specific individual to conduct such a process. The Compliance Officer(s) will provide a copy of this policy to

the Complainant and Respondent. In the case of a formal complaint, the Compliance Officer(s) will prepare recommendations<sup>17</sup> for the Superintendent or will oversee the preparation of such recommendations by a designee. All Board employees must report incidents of harassment that are reported to them to the Compliance Officer within two (2) days of learning of the incident.

Any Board employee who directly observes unlawful harassment is obligated, in accordance with this policy, to report such observations to the Compliance Officer(s) within two (2) days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer(s) or designee must contact the Complainant, if age eighteen (18) or older, or Complainant's parents/guardians if the Complainant is under the age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

### **Reports and Complaints of Harassing Conduct**

Members of the School District community along with Third Parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a report shall file it with the Compliance Officer within two (2) days of receiving the report of harassment.

Members of the School District community and Third Parties who believe they have been unlawfully harassed by another member of the School District community or a Third Party are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to the Compliance Officer(s) who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be handled in accordance with the grievance process and procedures outlined in Policy 2266. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend the Policy 5517.01 investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266. The Compliance Officer shall keep the Principal informed of the status of the Policy 1662 investigation and provide the Principal with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 grievance process.

### **Investigation and Complaint Procedure (See Form 1662 F1)**

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, any employee or other member of the School District community or Third Party (e.g., visitor to the District) who believes that they have been subjected to unlawful harassment or retaliation may seek resolution of the complaint through the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights and/or Equal Employment Opportunity Commission ("EEOC").

### **Informal Complaint Procedure**

The goal of the informal complaint procedure is to promptly stop inappropriate behavior and to facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student, other member of the School District community, or Third Party who alleges unlawful harassment or retaliation. This informal procedure is not required as a precursor to the filing of a formal complaint. The informal process is only available in those circumstances where the Complainant and the Respondent mutually agree to participate in it.

The Complainant may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a District employee, any other adult member of the School District community, or a Third Party and a student will be formally investigated.

As an initial course of action, if a Complainant feels comfortable and safe in doing so, the individual should tell or otherwise inform the Respondent that the alleged harassing conduct is unwelcome and must stop. The Complainant should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the Complainant if requested to do so. A Complainant who is uncomfortable or unwilling to directly approach the Respondent about the allegedly inappropriate conduct may file an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A Complainant may make an informal complaint, either orally or in writing: 1) to a teacher, other employee, or building administrator; 2) directly to one of the Compliance Officers; and/or 3) to the Superintendent or other District-level employee.

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below, or appoint another individual to facilitate an informal resolution.

The Board's informal complaint procedure is designed to provide employees, other members of the School District community, or Third Parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the Complainant, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the Complainant about how to communicate the unwelcome nature of the behavior to the Respondent.
- B. Distributing a copy of this policy as a reminder to the individuals in the school building or office where the Respondent works or attends.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer/designee is directed to attempt to resolve all informal complaints within fifteen (15) days of receiving the informal complaint. If the Complainant is dissatisfied with the informal complaint process, the Complainant may proceed to file a formal complaint and, as stated above, either party may request that the informal process be terminated at any time to move to the formal complaint process.

### **Formal Complaint Procedure**

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or the Complainant, from the outset, elects to file a formal complaint, or the CO determines the allegations are not appropriate for resolution through the informal process, the formal complaint process shall be implemented.

The Complainant may file a formal complaint, either orally or in writing, with a teacher, Principal, the Compliance Officer, Superintendent, or other District official. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, Principal, Superintendent, or other District official, either orally or in writing, about any complaint of harassment or retaliation, that employee must report such information to the Compliance Officer/designee within two (2) days.

Throughout the course of the process, the Compliance Officer should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment



or schedule for the Complainant and/or the Respondent. In making such a determination, the Compliance Officer should <sup>18</sup>consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions deemed appropriate in consultation with the Superintendent.

Within two (2) days of receiving the complaint, the Compliance Officer/designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation. The Principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Simultaneously, the Compliance Officer will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including the Board's Anti-Harassment Policy. The Respondent must also be informed of the opportunity to submit a written response to the formal complaint within five (5) days.

Although certain cases may require additional time, the Compliance Officer/designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer/designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Respondent engaged in unlawful harassment/retaliation of the Complainant. The Compliance Officer's recommendations must be based upon the totality of the circumstances. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used. The Compliance Officer may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) days of receiving the report of the Compliance Officer/designee, the Superintendent must either issue a written decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

The decision of the Superintendent shall be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the member of the School District community or Third Party alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

### **Privacy/Confidentiality**

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the Compliance Officer or designee will instruct all members of the School District community and Third Parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that is learned or provided during the course of the investigation.

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful harassment/retaliation by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effects.

### **Retaliation**

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

### **Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct**

State law requires any school teacher or school employee who knows or suspects that a child with a disability under the age of twenty-one (21) or that a child under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

### **Education and Training**

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information provided regarding the Board's policy and harassment in general, will be age and content appropriate.

### **Retention of Investigatory Records and Materials**

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information

("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but not be limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct\_and/or Employee Handbooks);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

## Legal

Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq.

20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)

29 U.S.C. 621 et seq, Age Discrimination in Employment Act of 1967

29 U.S.C. 6101, The Age Discrimination Act of 1975

42 U.S.C. 2000e et seq.

42 U.S.C. 1983

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

29 C.F.R. Part 1635

Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.

29 U.S.C. 794, Rehabilitation Act of 1973, as amended

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

The Handicappers' Civil Rights Act, M.C.L. 37.1101 et seq.

The Elliott-Larsen Civil Rights Act, M.C.L. 37.2101, et seq.

Policies on Bullying, Michigan State Board of Education, 7-19-01

Model Anti-Bullying Policy, Michigan State Board of Education, 09-2006

National School Boards Association Inquiry and Analysis – May 2008

Book	Policy Manual
Section	Nondiscrimination/Anti-Harassment Policies Update - February 2021
Title	Nondiscrimination/Anti-Harassment Policies Update - February 2021 Revised NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
Code	Second Reading po3122
Status	
Adopted	March 17, 2003
Last Revised	January 20, 2014

### 3122 - **NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation, gender identity and gender expression), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

#### **Definitions:**

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

**Complainant** is the individual who alleges, or is alleged, to have been subjected to unlawful discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

**Official** indicates those employees with greater responsibility, such as administrators, supervisors, or Board members.

**Respondent** is the individual who has been alleged to have engaged in unlawful discrimination/retaliation, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

**School District community** means students and Board employees (i.e., administrators, and professional and classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

**Third Parties** include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

**Day(s):** Unless expressly stated otherwise, the term "day" or "days" as used in this policy means a business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).

For purposes of this policy, "military status" refers to a person's status in the uniformed services, which includes the performance of duty, on a voluntary basis, or involuntary basis, in a uniformed service including active duty, active duty for training, initial active duty for training, inactive duty for training, full-time National Guard duty. It also includes the period of time for which a person is absent from employment for the purpose of an examination to determine the fitness of the person to perform any such duty as listed above.

#### **District Compliance Officers**

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators") (hereinafter referred to as the "COs").

Barb Santo

Executive Director of Human Resources  
 734-424-4100 ext. 1031  
 2704 Baker Road Dexter MI 48130  
 santob@dexterschools.org

Ryan Bruder  
 Principal  
 734-424-4130 ext. 3001  
 7480 Dan Hoey Road Dexter MI 48130  
 bruderr@dexterschools.org

The names, titles, and contact information of these individuals will be published annually on the School District's web site and:  
 in the staff handbooks.

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination/retaliation or denial of equal access. The COs shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1975 is provided to staff members and the general public. A copy of each of the Acts and regulations on which this notice is available upon request from the CO.

### **Reports and Complaints of Unlawful Discrimination and Retaliation**

Employees are required to report incidents of unlawful discrimination and/or retaliation to an administrator, supervisor, or other District-level official so that the Board may address the conduct. Any administrator, supervisor, or other District-level official who receives such a report shall file it with the CO within two (2) days.

Employees who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The COs will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. COs shall accept reports of unlawful discrimination/retaliation directly from any member of the School District community or a Third Party, or received reports that are initially filed with another Board employee. Upon receipt of a report of alleged discrimination/retaliation, the CO will contact the Complainant and begin either an informal or formal complaint process (depending on the Complainant's request and the nature of the alleged discrimination/retaliation), or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to the Complainant and the Respondent. In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) days of learning of the incident/conduct.

Any Board employee who directly observes unlawful discrimination/retaliation is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) days. Additionally, any Board employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO or designee must contact the Complainant within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

### **Investigation and Complaint Procedure (See Form 3122 F2)**

Except for sex discrimination and/or Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any employee who alleges to have been subjected to unlawful discrimination or retaliation may seek resolution of the complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims of discrimination/retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged to file a complaint within thirty (30) days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights or Equal Employment Opportunity Commission ("EEOC").

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### **Informal Complaint Procedure**

The goal of the informal complaint procedure is to promptly stop inappropriate behavior and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for an employee who alleges unlawful discrimination or retaliation. This informal procedure is not required as a precursor to the filing of a formal complaint. The informal process is only available in those circumstances where the Complainant and the Respondent mutually agree to participate in it.

The Complainant may proceed immediately to the formal complaint process and individuals who participate in the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a District employee or any other adult member of the School District community and a student will be formally investigated.

As an initial course of action, if a Complainant feels comfortable and safe doing so, the individual should tell or otherwise inform the Respondent that the allegedly discriminatory/retaliatory conduct that it is inappropriate and must stop. The Complainant should address the alleged misconduct as soon after it occurs as possible. The COs are available to support and counsel the Complainant when taking this initial step or to intervene on behalf of the individual if requested to do so. A Complainant who is uncomfortable or unwilling to directly approach the Respondent about the inappropriate conduct may file an informal or a formal complaint. In addition, with regard to certain types of unlawful discrimination (e.g., sex discrimination), the CO may advise against the use of the informal complaint process.

A Complainant who alleges unlawful discrimination/retaliation may make an informal complaint, either orally or in writing: (1) to a building administrator; (2) directly to one of the COs; and/or (3) to the Superintendent or other District-level employee.

All informal complaints must be reported to one of the COs who will either facilitate an informal resolution as described below, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide the Complainant with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint and the wishes of the Complainant, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the Complainant about how to communicate concerns to the Respondent.
- B. Distributing a copy of Policy 3122 – Non-Discrimination and Equal Employment Opportunity to the individuals in the school building or office where the Respondent works.
- C. If both parties agree, the CO may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the CO or designee is directed to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. If the Complainant is dissatisfied with the informal complaint process, the Complainant may proceed to file a formal complaint and, as stated above, either party may request that the informal process be terminated at any time to move to the formal complaint process.

### **Formal Complaint Procedure**

If a complaint is not resolved through the informal complaint process, if one of the parties requested that the informal complaint process be terminated to move to the formal complaint process, or if the Complainant, from the outset, elects to file a formal complaint, or the Compliance Officer(s) determines the allegations are not appropriate for resolution through the informal process, the formal complaint process shall be implemented.

A Complainant may file a formal complaint, either orally or in writing, with a principal, the CO, Superintendent, or other District official. Due to the sensitivity surrounding complaints of unlawful discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal complaint within thirty (30) days after the conduct occurs. If a Complainant informs a principal, Superintendent, or other District official, either orally or in writing, about any complaint of discrimination/retaliation, that employee must report such information to the CO/designee within two (2) days.

Throughout the course of the process, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions deemed appropriate in consultation with the Superintendent.

Within two (2) days of receiving the complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.

Simultaneously, the CO will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 3122 - Non- Discrimination and Equal Employment Opportunity. The Respondent must also be informed of the opportunity to submit a written response to the formal complaint within five (5) days.

Although certain cases may require additional time, the CO or a designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO/designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Respondent has engaged in unlawful harassment/retaliation of the Complainant. The CO's recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used. The CO may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) days of receiving the report of the CO or the designee, the Superintendent must either issue a written decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

If the Superintendent determines the Respondent engaged in unlawful discrimination/retaliation toward the Complainant, the Superintendent must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate, and effective, and tailored to the specific situation.

The decision of the Superintendent shall be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the employee alleging the unlawful discrimination/retaliation pursues the complaint. The Board also reserves the right to



have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee. 27

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

### **Privacy/Confidentiality**

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that is learned or provided during the course of the investigation.

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful discrimination/retaliation by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against an employee, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

### **Retaliation**

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

### **Retention of Investigatory Records and Materials**

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but not be limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any supportive measures offered and/or provided to the Complainant and/or Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Codes of Conduct and/or Employee Handbooks);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

## Legal

M.C.L. 37.2101 et seq., 37.1101 et seq.

Fourteenth Amendment, U.S. Constitution

20 U.S.C. Section 1681, Title IX of Education Amendment Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act

42 U.S.C. 6101 et seq., Age Discrimination Act of 1975

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended

34 C.F.R. Part 110 (7/27/93)

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C. 2000e et seq., Civil Rights Act of 1964

29 U.S.C. 701 et seq., Rehabilitation Act of 1973 as amended

29 C.F.R. Part 1635



Book	Policy Manual
Section	Nondiscrimination/Anti-Harassment Policies Update - February 2021
Title	Nondiscrimination/Anti-Harassment Policies Update - February 2021 Revised SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT
Code	Second Reading po3123
Status	
Adopted	December 5, 2011
Last Revised	June 18, 2019

### 3123 - **SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT**

The Board of Education prohibits discrimination against any employee or applicant based upon his/her disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board further will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

"An individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one (1) or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or "auxiliary aids or services," learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

A qualified person with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires and, with or without reasonable accommodation, can perform the essential functions of the job in question.

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the District's program and/or activities. A reasonable accommodation is not required for an individual who is merely regarded as having a disability.

#### **Compliance Officer(s)**

The Board designates the following individual(s) to serve as the District's 504 Compliance Officer(s)/ADA Coordinator(s) (hereinafter referred to as the "District Compliance Officer(s)").

The following individual(s) shall serve as the District's Anti-Harassment Compliance Officer(s) (hereinafter, "the Compliance Officer(s)"):

Barb Santo  
 Executive Director of Human Resources  
 734-424-4100 ext. 1031  
 2704 Baker Road Dexter MI 48130  
 santob@dexterschools.org

Ryan Bruder  
 Principal  
 734-424-4130 ext. 3001  
 7480 Dan Hoey Road Dexter MI 48130  
 bruderr@dexterschools.org

The names, titles, and contact information of these individuals will be published annually on the School District's web site and:  
 in the staff handbooks.

The District Compliance Officer(s) are responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the Americans with Disabilities Act, as amended ("ADA"). A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from the District Compliance Officer(s).

The District Compliance Officer(s) will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints. The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. See below.

### **Training**

The District Compliance Officer(s) will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

### **Facilities**

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.

### **Notice**

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the District's Compliance Officer(s) will be published on the District's website and posted throughout the District, and included in the District's recruitment statements or general information publications.

### **Complaint Procedures**

If a person believes that s/he has been discriminated against on the basis of his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), employees will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation or misapplication of Section 504. In addition, employees will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights.

Internal complaints must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint, and offer possible solutions to the dispute. The complaint must be filed with a District Compliance Officer within the time limits specified below. The District's Compliance Officer is available to assist individuals in filing a complaint.

Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).

### **Internal Complaint Procedure**

The following internal complaint procedure is available to employees for the prompt and equitable resolution of complaints alleging discrimination based upon disability. This complaint procedure is not available to unsuccessful applicants. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights.

- A. An employee with a complaint based on alleged discrimination on the basis of disability may first discuss the problem with the District Compliance Officer.
- B. If the informal discussion does not resolve the matter, or if the employee skips Step A, the individual may file a formal written complaint with the District Compliance Officer. The written complaint must contain the name and address of the individual or representative filing the complaint, be signed by the complainant or someone authorized to sign for the complainant, describe the alleged discriminatory action in sufficient detail to inform the District Compliance Officer of the nature and date of the alleged violation, and propose a resolution. The complaint must be filed within thirty (30) days of the circumstances or event giving rise to the complaint, unless the time for filing is extended by the District Compliance Officer for good cause.
- C. The District Compliance Officer will conduct an independent investigation of the matter (which may or may not include a hearing). This complaint procedure contemplates informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint. The District Compliance Officer will provide the complainant with a written disposition of the complaint within ten (10) days. If no decision is rendered within ten (10) days, or the decision is unsatisfactory in the opinion of the complainant, the employee may file, in writing, an appeal with the Superintendent. The District Compliance Officer shall maintain the District's files and records relating to the complaint.
- D. The Superintendent will, within ten (10) days of receiving the written appeal, conduct a hearing with all parties involved in an attempt to resolve the complaint.  
  
The Superintendent will render his/her decision with ten (10) days of the hearing.
- E. The employee may be represented, at his/her own cost, at any of the above-described meetings/hearings.
- F. The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

If it is determined that the Complainant was subjected to unlawful discrimination, the CO must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

### **OCR Complaint**

At any time, if an employee believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the ADA, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"). The OCR can be reached at:

U.S. Department of Education  
Office for Civil Rights  
Cleveland Office  
1350 Euclid Avenue  
Suite 325  
Cleveland, Ohio 44115  
(216) 522-4970  
FAX: (216) 522-2573  
TDD: (216) 522-4944  
E-mail: OCR.Cleveland@ed.gov  
Web: <http://www.ed.gov/ocr>

### **Retaliation**

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

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Legal	29 C.F.R. Part 1630
	29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended
	34 C.F.R. Part 104
	42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended



Book	Policy Manual
Section	Nondiscrimination/Anti-Harassment Policies Update - February 2021
Title	Nondiscrimination/Anti-Harassment Policies Update - February 2021 Revised ANTI-HARASSMENT
Code	Second Reading po3362
Status	
Adopted	March 17, 2003
Last Revised	June 18, 2019

### 3362 - **ANTI-HARASSMENT**

#### **General Policy Statement**

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment on the basis of race, color, national origin, sex (including sexual orientation gender identity, **and gender expression**), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action

#### **Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

#### **Definitions**

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

**Complainant** is the individual who alleges, or is alleged, to have been subjected to unlawful harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

**Official** indicates those employees with greater responsibility, such as administrators, supervisors, or Board members.

**Respondent** is the individual who has been alleged to have engaged in unlawful harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

**School District community** means students and Board employees (i.e., administrators, and professional, support and/or classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

**Third Parties** include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

**Day(s):** Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

### **Bullying**

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

**"Harassment"** means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

### **Sexual Harassment**

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.

- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Sexual Harassment covered by Policy 2266 - Nondiscrimination on the Basis of Sex Education Programs or Activities is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities.
- H. Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Giving unwelcome personal gifts such as lingerie that suggest the desire for a romantic relationship.
- J. Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.
- K. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- L. In the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.
- M. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- N. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment

## **Race/Color Harassment**

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Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

### **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

### **National Origin/Ancestry Harassment**

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

### **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

### **Anti-Harassment Compliance Officers**

The following individual(s) shall serve as the District's Anti-Harassment Compliance Officer(s) (hereinafter, "the Compliance Officer(s)"):

Barb Santo  
Executive Director of Human Resources  
734-424-4100 ext. 1031  
2704 Baker Road Dexter MI 48130  
santob@dexterschools.org

Ryan Bruder  
Principal  
734-424-4130 ext. 3001  
7480 Dan Hoey Road Dexter MI 48130  
bruderr@dexterschools.org

The names, titles, and contact information of these individuals will be published annually on the School District's web site and:  
in the parent and staff handbooks.  
-

The Compliance Officer(s) are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding harassment.

The Compliance Officer(s) will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept reports of unlawful harassment directly from any member of the School District community or a Third Party or receive reports that are initially filed with an administrator, supervisor, or other District-level official. Upon receipt of a report of alleged harassment, the Compliance Officer(s) will contact the Complainant and begin either an informal or formal complaint process (depending on the request of the Complainant or the nature of the alleged harassment), or the Compliance Officer(s) will designate a specific individual to conduct such a process. The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. In the case of a formal complaint, the Compliance Officer(s) will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All Board employees must report incidents of harassment that are reported to them to the Compliance Officer within two (2) days of learning of the incident.

Any Board employee who directly observes unlawful harassment is obligated, in accordance with this policy, to report such observations to the Compliance Officer(s) within two (2) days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer(s) or designee must contact the Complainant, if age eighteen (18) or older, or Complainant's parents/guardians if the Complainant is under the age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

### **Reports and Complaints of Harassing Conduct**

Members of the School District community along with Third Parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a report shall file it with the Compliance Officer within two (2) days of receiving the report of harassment.

Members of the School District community and Third Parties who believe they have been unlawfully harassed by another member of the School District community or a Third Party are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying, aggressive behavior and/or harassment to the Compliance Officer(s) who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be handled in accordance with the grievance process and procedures outlined in Policy 2266. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend the Policy 5517.01 investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266. The Compliance Officer shall keep the Principal informed of the status of the Policy 3362 investigation and provide the Principal with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 grievance process.

### **Investigation and Complaint Procedure (See Form 3362 F1)**

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any employee or other member of the School District community or Third Party (e.g., visitor to the District) who believes that they have been subjected to unlawful harassment may seek resolution of the complaint through the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights and/or Equal Employment Opportunity Commission ("EEOC").

### **Informal Complaint Procedure**

The goal of the informal complaint procedure is promptly to stop inappropriate behavior and to facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student, other member of the School District community, or Third Party who alleges unlawful harassment or retaliation. This informal procedure is not required as a precursor to the filing of a formal complaint. The informal process is only available in those circumstances where the Complainant and the Respondent mutually agree to participate in it.

The Complainant may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complainants involving a District employee, any other adult member of the School District community, or a Third Party and a student will be formally investigated.

As an initial course of action, if a Complainant feels comfortable and safe in doing so, the individual should tell or otherwise inform the Respondent that the alleged harassing conduct is unwelcome and must stop. The Complainant should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the Complainant if requested to do so. A Complainant who is uncomfortable or unwilling to directly approach the Respondent about the alleged inappropriate conduct may file an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A complainant may make an informal complaint, either orally or in writing: 1) to a teacher, other employee, or building administrator; 2) directly to one of the Compliance Officers; and/or 3) to the Superintendent or other District-level employee.

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below, or appoint another individual to facilitate an informal resolution.

The Board's informal complaint procedure is designed to provide employees, other members of the School District community, or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the Complainant, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the Complainant about how to communicate the unwelcome nature of the behavior to the Respondent.
- B. Distributing a copy of this policy as a reminder to the individuals in the school building or office where the Respondent works or attends.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer/designee is directed to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. If the Complainant is dissatisfied with the informal complaint process, the Complainant may proceed to file a formal complaint. And, as stated above, either party may request that the informal process be terminated at any time to move to the formal complaint process.

### **Formal Complaint Procedure**

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or the Complainant, from the outset, elects to file a formal complaint, or the CO determines the allegations are not appropriate for resolution through the informal process, the formal complaint process shall be implemented.

The Complainant may file a formal complaint, either orally or in writing, with a teacher, Principal, the Compliance Officer, Superintendent, or other District official. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, Principal, Superintendent, or other District official, either orally or in writing, about any complaint of harassment or retaliation, that employee must report such information to the Compliance Officer/designee within two (2) days.

Throughout the course of the process, the Compliance Officer should keep the parties reasonably informed of the status of the investigation and the decision making process.

All formal complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the Compliance Officer should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions deemed appropriate in consultation with the Superintendent.

Within two (2) days of receiving the complaint, the Compliance Officer/designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation. The Principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Simultaneously, the Compliance Officer will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including the Board's Anti-Harassment policy. The Respondent must also be informed of the opportunity to submit a written response to the formal complaint within five (5) days.

Although certain cases may require additional time, the Compliance Officer/designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer/designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Respondent engaged in unlawful harassment/retaliation of the Complainant. The Compliance Officer's recommendations must be based upon the totality of the circumstances. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used. The Compliance Officer may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) days of receiving the report of the Compliance Officer/designee, the Superintendent must either issue a final decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's written decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the Superintendent must issue a written decision as described above.

The decision of the Superintendent shall be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the member of the School District community or Third Party alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the Compliance Officer/designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that is learned or provided during the course of the investigation.

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful harassment/retaliation by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

t from the school regardless of age has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

### **Education and Training**

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information provided regarding the Board's policy and harassment in general, will be age and content appropriate.

### **Retention of Investigatory Records and Materials**

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but not be limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;



- F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

## Legal

Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq.

20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)

29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967

29 U.S.C. 6101, The Age Discrimination Act of 1975

42 U.S.C. 2000e et seq.

42 U.S.C. 1983

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

29 C.F.R. Part 1635

Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.

29 U.S.C. 794, Rehabilitation Act of 1973, as amended

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

The Handicappers' Civil Rights Act, M.C.L. 37.1101 et seq.

The Elliott-Larsen Civil Rights Act, M.C.L. 37.2101, et seq.

Policies on Bullying, Michigan State Board of Education, 7-19-01

Model Anti-Bullying Policy, Michigan State Board of Education, 09-2006

National School Boards Association Inquiry and Analysis – May 2008

Book	Policy Manual
Section	Nondiscrimination/Anti-Harassment Policies Update - February 2021
Title	Nondiscrimination/Anti-Harassment Policies Update - February 2021 Revised NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
Code	Second Reading po4122
Status	
Adopted	March 17, 2003
Last Revised	January 20, 2014

#### 4122 - **NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation, gender identity, and gender expression), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

#### **Definitions:**

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

**Complainant** is the individual who alleges, or is alleged, to have been subjected to unlawful discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

**Official** indicates those employees with greater responsibility, such as administrators, supervisors, or Board members.

**Respondent** is the individual who has been alleged to have engaged in unlawful discrimination/retaliation, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

**School District community** means students and Board employees (i.e., administrators, and professional and classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

**Third Parties** include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

**Day(s):** Unless expressly stated otherwise, the term "day" or "days" as used in this policy means a business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).

For purposes of this policy, "military status" refers to a person's status in the uniformed services, which includes the performance of duty, on a voluntary basis, or involuntary basis, in a uniformed service including active duty, active duty for training, initial active duty for training, inactive duty for training, full-time National Guard duty. It also includes the period of time for which a person is absent from employment for the purpose of an examination to determine the fitness of the person to perform any such duty as listed above.

#### **District Compliance Officers**

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators") (hereinafter referred to as the "COs").

Barb Santo  
Executive Director of Human Resources  
734-424-4100 ext. 1031

Ryan Bruder  
Principal  
734-424-4130 ext. 3001  
7480 Dan Hoey Road Dexter MI 48130  
bruderr@dexterschools.org

The names, titles, and contact information of these individuals will be published annually on the School District's web site and:  
  
in the staff handbooks.

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination/retaliation or denial of equal access. The COs shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1975 is provided to staff members and the general public. A copy of each of the Acts and regulations on which this notice is available upon request from the CO.

### **Reports and Complaints of Unlawful Discrimination and Retaliation**

Employees are required to report incidents of unlawful discrimination and/or retaliation to an administrator, supervisor, or other District-level official so that the Board may address the conduct. Any administrator, supervisor, or other District-level official who receives such a report shall file it with the CO within two (2) days.

Employees who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The COs will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. COs shall accept reports of unlawful discrimination/retaliation directly from any member of the School District community or a Third Party, or received reports that are initially filed with another Board employee. Upon receipt of a report of alleged discrimination/retaliation, the CO will contact the Complainant and begin either an informal or formal complaint process (depending on the Complainant's request and the nature of the alleged discrimination/retaliation), or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to the Complainant and the Respondent. In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) days of learning of the incident/conduct.

Any Board employee who directly observes unlawful discrimination/retaliation is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) days. Additionally, any Board employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO or designee must contact the Complainant within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

### **Investigation and Complaint Procedure (See Form 4122 F2)**

Except for sex discrimination and/or Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any employee who alleges to have been subjected to unlawful discrimination or retaliation may seek resolution of the complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims of discrimination/retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged to file a complaint within thirty (30) days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights or Equal Employment Opportunity

**Informal Complaint Procedure**

The goal of the informal complaint procedure is to promptly stop inappropriate behavior and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for an employee who alleges unlawful discrimination or retaliation. This informal procedure is not required as a precursor to the filing of a formal complaint. The informal process is only available in those circumstances where the Complainant and the Respondent mutually agree to participate in it.

The Complainant may proceed immediately to the formal complaint process and individuals who participate in the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a District employee or any other adult member of the School District community and a student will be formally investigated.

As an initial course of action, if a Complainant feels comfortable and safe doing so, the individual should tell or otherwise inform the Respondent that the allegedly discriminatory/retaliatory conduct that it is inappropriate and must stop. The Complainant should address the alleged misconduct as soon after it occurs as possible. The COs are available to support and counsel the Complainant when taking this initial step or to intervene on behalf of the individual if requested to do so. A Complainant who is uncomfortable or unwilling to directly approach the Respondent about the inappropriate conduct may file an informal or a formal complaint. In addition, with regard to certain types of unlawful discrimination (e.g., sex discrimination), the CO may advise against the use of the informal complaint process.

A Complainant who alleges unlawful discrimination/retaliation may make an informal complaint, either orally or in writing: (1) to a building administrator; (2) directly to one of the COs; and/or (3) to the Superintendent or other District-level employee.

All informal complaints must be reported to one of the COs who will either facilitate an informal resolution as described below, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide the Complainant with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint and the wishes of the Complainant, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the Complainant about how to communicate concerns to the Respondent.
- B. Distributing a copy of Policy 4122 – Non-Discrimination and Equal Employment Opportunity to the individuals in the school building or office where the Respondent works.
- C. If both parties agree, the CO may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the CO or designee is directed to attempt to resolve all informal complaints within fifteen (15) days of receiving the informal complaint. If the Complainant is dissatisfied with the informal complaint process, the Complainant may proceed to file a formal complaint and, as stated above, either party may request that the informal process be terminated at any time to move to the formal complaint process.

**Formal Complaint Procedure**

If a complaint is not resolved through the informal complaint process, if one of the parties requested that the informal complaint process be terminated to move to the formal complaint process, or if the Complainant, from the outset, elects to file a formal complaint, or the Compliance Officer(s) determines the allegations are not appropriate for resolution through the informal process, the formal complaint process shall be implemented.

A Complainant may file a formal complaint, either orally or in writing, with a principal, the CO, Superintendent, or other District official. Due to the sensitivity surrounding complaints of unlawful discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal complaint within thirty (30) days after the conduct occurs. If a Complainant informs a principal, Superintendent, or other District official, either orally or in writing, about any complaint of discrimination/retaliation, that employee must report such information to the CO/designee within two (2) business days.

Throughout the course of the process, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent known: the identity of the Respondent; a detailed<sup>18</sup> description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions deemed appropriate in consultation with the Superintendent.

Within two (2) days of receiving the complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.

Simultaneously, the CO will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 4122 - Non- Discrimination and Equal Employment Opportunity. The Respondent must also be informed of the opportunity to submit a written response to the formal complaint within five (5) days.

Although certain cases may require additional time, the CO or a designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO/designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Respondent has engaged in unlawful harassment/retaliation of the Complainant. The CO's recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used. The CO may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) days of receiving the report of the CO or the designee, the Superintendent must either issue a written decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

If the Superintendent determines the Respondent engaged in unlawful discrimination/retaliation toward the Complainant, the Superintendent must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate, and effective, and tailored to the specific situation.

The decision of the Superintendent shall be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the employee alleging the unlawful discrimination/retaliation pursues the complaint. The Board also reserves the right to

have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee. 49

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

### **Privacy/Confidentiality**

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that is learned or provided during the course of the investigation.

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful discrimination/retaliation by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against an employee, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

### **Retaliation**

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

### **Retention of Investigatory Records and Materials**

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but not be limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any supportive measures offered and/or provided to the Complainant and/or Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Codes of Conduct and/or Employee Handbooks);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.



## Legal

M.C.L. 37.2101 et seq., 37.1101 et seq.

Fourteenth Amendment, U.S. Constitution

20 U.S.C. Section 1681, Title IX of Education Amendment Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act

42 U.S.C. 6101 et seq., Age Discrimination Act of 1975

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended

34 C.F.R. Part 110 (7/27/93)

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C. 2000e et seq., Civil Rights Act of 1964

29 U.S.C. 701 et seq., Rehabilitation Act of 1973 as amended

29 C.F.R. Part 1635



Book	Policy Manual
Section	Nondiscrimination/Anti-Harassment Policies Update - February 2021
Title	Nondiscrimination/Anti-Harassment Policies Update - February 2021 Revised SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT
Code	Second Reading po4123
Status	
Adopted	December 5, 2011
Last Revised	June 18, 2019

#### 4123 - **SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT**

The Board of Education prohibits discrimination against any employee or applicant based upon his/her disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board further will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

"An individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one (1) or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or "auxiliary aids or services," learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

A qualified person with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires and, with or without reasonable accommodation, can perform the essential functions of the job in question.

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the District's program and/or activities. A reasonable accommodation is not required for an individual who is merely regarded as having a disability.

#### **Compliance Officer(s)**

The Board designates the following individual(s) to serve as the District's 504 Compliance Officer(s)/ADA Coordinator(s) (hereinafter referred to as the "District Compliance Officer(s)").

Barb Santo

Executive Director of Human Resources

734-424-4100 ext. 1031  
 2704 Baker Road Dexter MI 48130  
 santob@dexterschools.org

Ryan Bruder  
 Principal  
 734-424-4130 ext. 3001  
 7480 Dan Hoey Road Dexter MI 48130  
 bruderr@dexterschools.org

The names, titles, and contact information of these individuals will be published annually on the School District's web site and in the staff handbooks.

The District Compliance Officer(s) are responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the Americans with Disabilities Act, as amended ("ADA"). A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from the District Compliance Officer(s).

The District Compliance Officer(s) will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints. The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. See below.

### **Training**

The District Compliance Officer(s) will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

### **Facilities**

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.

### **Notice**

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the District's Compliance Officer(s) will be published on the District's website and posted throughout the District, and included in the District's recruitment statements or general information publications.

### **Complaint Procedures**

If a person believes that s/he has been discriminated against on the basis of his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), employees will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation or misapplication of Section 504. In addition, employees will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights.

Internal complaints must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint, and offer possible solutions to the dispute. The complaint must be filed with a District Compliance Officer within the time limits specified below. The District's Compliance Officer is available to assist individuals in filing a complaint.

Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e, a day(s) that the Board office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).

The following internal complaint procedure is available to employees for the prompt and equitable resolution of complaints alleging discrimination based upon disability. This complaint procedure is not available to unsuccessful applicants. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights.

- A. An employee with a complaint based on alleged discrimination on the basis of disability may first discuss the problem with the District Compliance Officer.
- B. If the informal discussion does not resolve the matter, or if the employee skips Step A, the individual may file a formal written complaint with the District Compliance Officer. The written complaint must contain the name and address of the individual or representative filing the complaint, be signed by the complainant or someone authorized to sign for the complainant, describe the alleged discriminatory action in sufficient detail to inform the District Compliance Officer of the nature and date of the alleged violation, and propose a resolution. The complaint must be filed within thirty (30) days of the circumstances or event giving rise to the complaint, unless the time for filing is extended by the District Compliance Officer for good cause.
- C. The District Compliance Officer will conduct an independent investigation of the matter (which may or may not include a hearing). This complaint procedure contemplates informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint. The District Compliance Officer will provide the complainant with a written disposition of the complaint within ten (10) days. If no decision is rendered within ten (10) days, or the decision is unsatisfactory in the opinion of the complainant, the employee may file, in writing, an appeal with the Superintendent. The District Compliance Officer shall maintain the District's files and records relating to the complaint.
- D. The Superintendent will, within ten (10) days of receiving the written appeal, conduct a hearing with all parties involved in an attempt to resolve the complaint.  
  
The Superintendent will render his/her decision with ten (10) days of the hearing.
- E. The employee may be represented, at his/her own cost, at any of the above-described meetings/hearings.
- F. The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

If it is determined that the Complainant was subjected to unlawful discrimination, the CO must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

**OCR Complaint**

At any time, if an employee believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the ADA, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"). The OCR can be reached at:

U.S. Department of Education  
Office for Civil Rights  
Cleveland Office  
1350 Euclid Avenue  
Suite 325  
Cleveland, Ohio 44115  
(216) 522-4970  
FAX: (216) 522-2573  
TDD: (216) 522-4944  
E-mail: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)  
Web: <http://www.ed.gov/ocr>

**Retaliation**

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

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Legal	29 C.F.R. Part 1630
	29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended
	34 C.F.R. Part 104
	42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

Book	Policy Manual
Section	Nondiscrimination/Anti-Harassment Policies Update - February 2021
Title	Nondiscrimination/Anti-Harassment Policies Update - February 2021 Revised ANTI-HARASSMENT
Code	Second Reading po4362
Status	
Adopted	March 17, 2003
Last Revised	June 18, 2019

#### 4362 - **ANTI-HARASSMENT**

##### **General Policy Statement**

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on race, color, national origin, sex (including sexual orientation, gender identity, **and gender expression**), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

##### **Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

##### **Definitions**

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

**Complainant** is the individual who alleges, or is alleged, to have been subjected to unlawful harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

**Official** indicates those employees with greater responsibility, such as administrators, supervisors, or Board members.

**Respondent** is the individual who has been alleged to have engaged in unlawful harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

**School District community** means students and Board employees (i.e., administrators, and professional, support and/or classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

**Third Parties** include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

**Day(s):** Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

### **Bullying**

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

**"Harassment"** means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

### **Sexual Harassment**

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:



- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Sexual Harassment covered by Policy 2266 - Nondiscrimination on the Basis of Sex Education Programs or Activities is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities.
- H. Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Giving unwelcome personal gifts such as lingerie that suggest the desire for a romantic relationship.
- J. Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.
- K. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- L. In the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.
- M. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- N. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

### **Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

### **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

### **National Origin/Ancestry Harassment**

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

### **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

### **Anti-Harassment Compliance Officers**

The following individual(s) shall serve as the District's Anti-Harassment Compliance Officer(s) (hereinafter, "the Compliance Officer(s)"):

Barb Santo

Executive Director of Human Resources  
734-424-4100 ext. 1031  
2704 Baker Road Dexter MI 48130  
santob@dexterschools.org

Ryan Bruder  
Principal  
734-424-4130 ext. 3001  
7480 Dan Hoey Road Dexter MI 48130  
bruderr@dexterschools.org

The names, titles, and contact information of these individuals will be published annually on the School District's web site and in the parent and staff handbooks.

The Compliance Officer(s) are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding harassment.

The Compliance Officer(s) will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept reports of unlawful harassment directly from any member of the School District community or a Third Party or receive reports that are initially filed with an administrator, supervisor, or other District-level official. Upon receipt of a report of alleged harassment, the Compliance Officer(s) will contact the Complainant and begin either an informal or formal complaint process (depending on the request of the Complainant or the nature of the alleged harassment), or the Compliance Officer(s) will designate a specific individual to conduct such a process. The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. In the case of a formal complaint, the Compliance Officer(s) will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All Board employees must report incidents of harassment that are reported to them to the Compliance Officer within two (2) days of learning of the incident.

Any Board employee who directly observes unlawful harassment is obligated, in accordance with this policy, to report such observations to the Compliance Officer(s) within two (2) days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer(s) or designee must contact the Complainant, if age eighteen (18) or older, or Complainant's parents/guardians if the Complainant is under the age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

### **Reports and Complaints of Harassing Conduct**

Members of the School District community along with Third Parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a report shall file it with the Compliance Officer within two (2) days of receiving the report of harassment.

Members of the School District community and Third Parties who believe they have been unlawfully harassed by another member of the School District community or a Third Party are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying, aggressive behavior and/or harassment to the Compliance Officer(s) who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be handled in accordance with the grievance process and procedures outlined in Policy 2266. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend the Policy 5517.01 investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266. The Compliance Officer shall keep the Principal informed of the status of the Policy 4362 investigation and provide the Principal with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 grievance process.

### **Investigation and Complaint Procedure (See Form 4362 F1)**

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any employee or other member of the School District community or Third Party (e.g., visitor to the District) who believes that they have been subjected to unlawful harassment may seek resolution of the complaint through the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights and/or Equal Employment Opportunity Commission ("EEOC").

## **Informal Complaint Procedure**

The goal of the informal complaint procedure is promptly to stop inappropriate behavior and to facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student, other member of the School District community, or Third Party who alleges unlawful harassment or retaliation. This informal procedure is not required as a precursor to the filing of a formal complaint. The informal process is only available in those circumstances where the Complainant and the Respondent mutually agree to participate in it.

The Complainant may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complainants involving a District employee, any other adult member of the School District community, or a Third Party and a student will be formally investigated.

As an initial course of action, if a Complainant feels comfortable and safe in doing so, the individual should tell or otherwise inform the Respondent that the alleged harassing conduct is unwelcome and must stop. The Complainant should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the Complainant if requested to do so. A Complainant who is uncomfortable or unwilling to directly approach the Respondent about the alleged inappropriate conduct may file an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A complainant may make an informal complaint, either orally or in writing: 1) to a teacher, other employee, or building administrator; 2) directly to one of the Compliance Officers; and/or 3) to the Superintendent or other District-level employee.

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below, or appoint another individual to facilitate an informal resolution.

The Board's informal complaint procedure is designed to provide employees, other members of the School District community, or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the Complainant, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the Complainant about how to communicate the unwelcome nature of the behavior to the Respondent.
- B. Distributing a copy of this policy as a reminder to the individuals in the school building or office where the Respondent works or attends.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer/designee is directed to attempt to resolve all informal complaints within fifteen (15) days of receiving the informal complaint. If the Complainant is dissatisfied with the informal complaint process, the Complainant may proceed to file a formal complaint. And, as stated above, either party may request that the informal process be terminated at any time to move to the formal complaint process.

## **Formal Complaint Procedure**

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or the Complainant, from the outset, elects to file a formal complaint, or the CO determines the allegations are not appropriate for resolution through the informal process, the formal complaint process shall be implemented.

The Complainant may file a formal complaint, either orally or in writing, with a teacher, Principal, the Compliance Officer, Superintendent, or other District official. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, Principal, Superintendent, or other District official, either orally or in writing, about any complaint of harassment or retaliation, that employee must report such information to the Compliance Officer/designee within two (2) days.

Throughout the course of the process, the Compliance Officer should keep the parties reasonably informed of the status of the investigation and the decision making process.

All formal complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the Compliance Officer should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions deemed appropriate in consultation with the Superintendent.

Within two (2) days of receiving the complaint, the Compliance Officer/designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation. The Principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Simultaneously, the Compliance Officer will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including the Board's Anti-Harassment policy. The Respondent must also be informed of the opportunity to submit a written response to the formal complaint within five (5) days.

Although certain cases may require additional time, the Compliance Officer/designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer/designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Respondent engaged in unlawful harassment/retaliation of the Complainant. The Compliance Officer's recommendations must be based upon the totality of the circumstances. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used. The Compliance Officer may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) days of receiving the report of the Compliance Officer/designee, the Superintendent must either issue a final decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's written decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the Superintendent must issue a written decision as described above.

The decision of the Superintendent shall be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the member of the School District community or Third Party alleging the unlawful harassment/retaliation pursues the

complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee. <sup>64</sup>

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

### **Privacy/Confidentiality**

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the Compliance Officer/designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that is learned or provided during the course of the investigation.

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful harassment/retaliation by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effects.

### **Retaliation**

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil right law, or because that individual made a report, formal complaint testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or the policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

### **Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct**

State law requires any school teacher or school employee who knows or suspects that a child under the age of eighteen (18) or that a person with a disability receiving services as a student from the school regardless of age has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

### **Education and Training**

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information provided regarding the Board's policy and harassment in general, will be age and content appropriate.

### **Retention of Investigatory Records and Materials**

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but not be limited to:

- A. all written reports/allegations/complaints/grievances/ statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/ complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

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Legal	<p>Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq.</p> <p>20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)</p> <p>29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967</p> <p>29 U.S.C. 6101, The Age Discrimination Act of 1975</p> <p>42 U.S.C. 2000e et seq.</p> <p>42 U.S.C. 1983</p> <p>42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act</p> <p>29 C.F.R. Part 1635</p> <p>Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.</p> <p>29 U.S.C. 794, Rehabilitation Act of 1973, as amended</p> <p>42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended</p> <p>The Handicappers' Civil Rights Act, M.C.L. 37.1101 et seq.</p> <p>The Elliott-Larsen Civil Rights Act, M.C.L. 37.2101, et seq.</p> <p>Policies on Bullying, Michigan State Board of Education, 7-19-01</p> <p>Model Anti-Bullying Policy, Michigan State Board of Education, 09-2006</p> <p>National School Boards Association Inquiry and Analysis – May 2008</p>
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Book	Policy Manual
Section	Nondiscrimination/Anti-Harassment Policies Update - February 2021
Title	Nondiscrimination/Anti-Harassment Policies Update - February 2021 Revised ANTI-HARASSMENT
Code	Second Reading po5517
Status	
Adopted	March 17, 2003
Last Revised	June 18, 2019

## 5517 - **ANTI-HARASSMENT**

### **General Policy Statement**

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation, ~~and~~ gender identity, and gender expression), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

### **Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

### **Definitions**

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

**Complainant** is the individual who alleges, or is alleged, to have been subjected to unlawful harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

**Official** indicates those employees with greater responsibility, such as administrators, supervisors, or Board members.

**Respondent** is the individual who has been alleged to have engaged in unlawful harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

**School District community** means students and Board employees (i.e., administrators, and professional, support and/or classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

**Third Parties** include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

**Day(s):** Unless expressly stated otherwise, the term “day” or “days” as used in this policy means business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

### **Bullying**

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and the bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation, or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

### **Harassment**

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

### **Sexual Harassment**

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when: 69

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Sexual Harassment covered by Policy 2266 - Nondiscrimination on the Basis of Sex Education Programs or Activities is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities.
- H. Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Giving unwelcome personal gifts such as lingerie that suggests the desire for a romantic relationship.
- J. Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.
- K. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- L. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- M. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

## **Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

### **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

### **National Origin/Ancestry Harassment**

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

### **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

### **Anti-Harassment Compliance Officers**

The following individual(s) shall serve as the District's Anti-Harassment Compliance Officer(s) (hereinafter, "the Compliance Officer(s)"):

Barb Santo

Executive Director of Human Resources  
734-424-4100 ext. 1031  
2704 Baker Road Dexter MI 48130  
santob@dexterschools.org

Ryan Bruder  
Principal  
734-424-4130 ext. 3001  
7480 Dan Hoey Road Dexter MI 48130  
bruderr@dexterschools.org

The names, titles, and contact information of these individuals will be published annually on the School District's web site and in the parent and staff handbooks.

The Compliance Officer(s) are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding harassment.

The Compliance Officer(s) will be available during regular school/work hours to discuss concerns related to unlawful harassment<sup>71</sup>, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcoming" conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept reports of unlawful harassment directly from any member of the School District community or a Third Party or receive reports that are initially filed with an administrator, supervisor, or other District-level official. Upon receipt of a report of alleged harassment, the Compliance Officer(s) will contact the Complainant and begin either an informal or formal complaint process (depending on the request of the Complainant or the nature of the alleged harassment), or the Compliance Officer(s) will designate a specific individual to conduct such a process. The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. In the case of a formal complaint, the Compliance Officer(s) will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All Board employees must report incidents of harassment that are reported to them to the Compliance Officer within two (2) days of learning of the incident.

Any Board employee who directly observes unlawful harassment is obligated, in accordance with this policy, to report such observations to the Compliance Officer(s) within two (2) days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer(s) or designee must contact the Complainant, if age eighteen (18) or older, or Complainant's parents/guardians if the Complainant is under the age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

### **Reports and Complaints of Harassing Conduct**

Students and other members of the School District community along with Third Parties are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a report shall file it with the Compliance Officer within two (2) days of receiving the report of harassment.

Members of the School District community and Third Parties, which includes students, who believe they have been unlawfully harassed by another member of the School District community or a Third Party are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to the Compliance Officers who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be handled in accordance with the grievance process and procedures outlined in Policy 2266. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend the Policy 5517.01 investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266. The Compliance Officer shall keep the Principal informed of the status of Policy 5517 investigation and provide the Principal with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 grievance process.

### **Investigation and Complaint Procedure**

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any student who believes that they have been subjected to unlawful harassment may seek resolution of the complaint through the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights.

### **Informal Complaint Procedure**

The goal of the informal complaint procedure is to promptly stop inappropriate behavior and to facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint. The informal process is only available in those circumstances where the Complainant and the Respondent mutually agree to participate in it.

Students who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process.

The Complainant may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complainants involving a District employee, any other adult member of the School District community, or a Third Party and a student will be formally investigated.

As an initial course of action, if a Complainant feels comfortable and safe in doing so, the individual should tell or otherwise inform the Respondent that the allegedly harassing conduct is unwelcome and must stop. The Complainant should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the Complainant if requested to do so. A Complainant who is uncomfortable or unwilling to directly approach the Respondent about the alleged inappropriate conduct may file an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A Complainant may make an informal complaint, either orally or in writing: 1) to a teacher, other employee, or building administrator in the school the student attends; 2) to the Superintendent or other District-level employee; and/or 3) directly to one of the Compliance Officers.

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below, or appoint another individual to facilitate an informal resolution.

The Board's informal complaint procedure is designed to provide students who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the Complainant, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the Complainant about how to communicate the unwelcome nature of the behavior to the Respondent.
- B. Distributing a copy of this anti-harassment policy as a reminder to the individuals in the school building or office where the Respondent works or attends.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer/designee is directed to attempt to resolve all informal complaints within fifteen (15) days of receiving the informal complaint. If the Complainant is dissatisfied with the informal complaint process, the Complainant may proceed to file a formal complaint and, as stated above, either party may request that the informal process be terminated at any time to move to the formal complaint process.

### **Formal Complaint Procedure**

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or the Complainant, from the outset, elects to file a formal complaint, or the CO determines the allegations are not appropriate for resolution through the informal process, the formal complaint process shall be implemented.

The Complainant may file a formal complaint, either orally or in writing, with a teacher, principal, or other District employee at the student's school, the Compliance Officer, Superintendent, or another District official who works at another school or at the district level. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District official at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment or retaliation, that employee must report such information to the Compliance Officer/designee within two (2) days.

Throughout the course of the process, the Compliance Officer should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the Compliance Officer should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions deemed appropriate in consultation with the Superintendent.

Within two (2) days of receiving the complaint, the Compliance Officer/designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation. The Principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Simultaneously, the Compliance Officer will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including the Board's Anti-Harassment policy. The Respondent must also be informed of the opportunity to submit a written response to the formal complaint within five (5) days.

Although certain cases may require additional time, the Compliance Officer/designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer/designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Respondent engaged in unlawful harassment/retaliation of the Complainant. The Compliance Officer's recommendations must be based upon the totality of the circumstances. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used. The Compliance Officer may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within ten (10) days of receiving the report of the Compliance Officer/designee, the Superintendent must either issue a written decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) days. At the conclusion of the additional investigation, the Superintendent shall issue a written decision as described above.

The decision of the Superintendent shall be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the student alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

### **Privacy/Confidentiality**

The District will employ all reasonable efforts to protect the rights of the complainant, the Respondent, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the Compliance Officer/designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that is learned or provided during the course of the investigation.

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful harassment/retaliation by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

### **Retaliation**

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a report, formal complaint testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person from making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanction/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

### **Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct**

State law requires any school teacher or school employee who knows or suspects that a student under the age of eighteen (18) or that a person with a disability receiving services as a student from the school regardless of age has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment



investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy. 75

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

### **Education and Training**

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as information provided regarding the Board's policy and harassment in general, will be age and content appropriate.

### **Retention of Investigatory Records and Materials**

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but not be limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

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## Legal

Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq.

20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)

29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967

29 U.S.C. 6101, The Age Discrimination Act of 1975

42 U.S.C. 2000e et seq.

42 U.S.C. 1983

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

29 C.F.R. Part 1635

Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.

29 U.S.C. 794, Rehabilitation Act of 1973, as amended

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

The Handicappers' Civil Rights Act, M.C.L. 37.1101 et seq.

The Elliott-Larsen Civil Rights Act, M.C.L. 37.2101, et seq.

Policies on Bullying, Michigan State Board of Education, 7-19-01

Model Anti-Bullying Policy, Michigan State Board of Education, 09-2006

National School Boards Association Inquiry and Analysis – May 2008

# **Board Candidate Selection Process**

June 28, 2021

Seats opened by Julie Schumaker and Daryl Kipkes resignations, terms expiring 12/2021  
both seats will be on the November 8, 2022 ballot.

## **Application Process**

The District will send out information about how to apply on June 30, 2021. Applications will be accepted online, July 1 through July 16. Applications will include:

- A google form letter of intent no more than one page long which details the candidate's experiences and qualifications they would bring to board service;
- Affidavit of Eligibility;
- Resume (only if desired).

## **Interview Questions**

- Board members asked to send proposed questions to the board vice president.
- Board vice president will finalize interview questions.

## **Interview Schedule**

- Wednesday, July 21 5:00pm-8:00pm and Monday July 26 3:00pm-5:30pm (to be scheduled via sign-up genius)
- Individual interviews 10-12 minutes each.
- Board members rotate asking questions.
- Candidates will be asked not to sit in on each other's interviews.
- Interviews are open to the public.
- Candidates and the public are welcome to observe the board's deliberation & selection.

## **Proposed Process for Deliberation and Selection**

- Two rounds of voting
- First round (20 min)
  - Each board member identifies top 4 candidates via post-it note.
  - Dr. Timmis will note and read aloud the selections of each board member.
  - Each candidate who receives at least three votes will be individually discussed. Only positive comments.
- Second (Final) round (5 min)
  - Each board member identifies their top 2 candidates via post-it note.
  - The two candidates with the most votes will be selected.
  - If there is a tie, the board will continue deliberations.



Dexter Community Schools Board of Education Executive Summary and Recommendation
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**Recommendation:** Add a new Executive Director of Instruction position starting in the 2021-2022 school year.

**Rationale:** Heading into the pandemic and throughout the pandemic, Dexter Community Schools has continued to work on improving the educational opportunities for all students. We've worked under our existing strategic framework and continued to create our new strategic plan. We've created learning options for students and are continuing to expand educational opportunities for all kids. While many districts focused on merely surviving the pandemic school year, DCS continued to push forward with reviewing, revising, improving, and creating improved learning opportunities for our students. Meanwhile, Dexter Community Schools spending on Business and Administration is in the 11th percentile in the State of Michigan amongst all school districts. In other words, 89% of all school districts in Michigan spend more on Business and Administration than Dexter Community Schools. While we strive to maximize efficiency and spend our funds on the classroom, there is a point where we become too lean. The proposal is to split the Executive Director of Instruction and Strategic Initiatives into two positions. This would create the Executive Director of Instruction and the Executive Director of Strategic Initiatives starting July 1, 2021.

For reference, below is the most recent data regarding DCS spending compared to all other school districts in Michigan (by percentile):

Local Revenue Sources	75th Percentile
State Revenue Sources	47th Percentile
Federal Revenue Sources	30th Percentile
All Revenue Sources	85th Percentile

**Spending:**

Basic Programs	79th Percentile
Added Needs	57th Percentile
Total Instruction	75th Percentile
Instructional Salaries	81st Percentile
Instructional Support	93rd Percentile
<b>Business and Administration</b>	<b>11th Percentile</b>
Operations and Management	46th Percentile
Total Support	62nd Percentile
Operational Expenditures	80th Percentile



To: Board of Education

From: Sharon Raschke

Date: June 28, 2021

RE: 2020-21 June 2021 Budget Amendment

A 2020-21 June budget amendment is being presented. This budget amendment is necessary to allocate additional appropriation and to assure specific functions do not exceed appropriation. Please be aware that some current budget allocations will be under budget as outlined in the May Financial Narrative.

**Federal COVID Funding**

In August 2020 we received "11p – CORONAVIRUS RELIEF FUNDS" equating to \$350 per pupil. Although these funds came through State Aid, they are restricted federal funds (making up a portion of Federal Coronavirus Relief Fund (CRF) (CFDA 21.019) usage authorized by Public Act 146 of 2020 signed into law on July 31, 2020). An August 2020 State takeback for the School Aid Fund revenue shortfall of \$634,809 was recorded in 2019-20. The CRF funds were partially used to provide an off schedule stipend for certificated/professional staff to provide the necessary instructional development of a virtual and hybrid instructional delivery for students. This cost was not in the budget (November revision). The remaining funds were used to provide the virtual and hybrid instruction to students at the K-2 level. These funds were budgeted as basic instruction programs and need to be moved to compensatory instruction.

Elementary and Secondary School Emergency Relief (ESSER) II funding as part of the Federal Coronavirus Response and Relief Supplemental Appropriations Act, 2021, Public Law 113-260 was awarded by the U.S. Department of Education in February 2021 to State educational agencies to address the impact the COVID pandemic has had on schools. Michigan Public Act 3 of 2021 (HB 4048) signed by the Governor on March 9, 2021 released 43.6% of ESSER II Formula funds and allocated an additional amount for ESSER II Formula funds that were less than \$450 per-pupil in State Aid Equalization funds. The funds were used to provide the virtual and hybrid instruction to students at the K-2 level. These funds were budgeted as basic instruction programs and need to be moved to compensatory instruction.

We need to amend the budget to align the budget to the appropriate functions and appropriate additional revenue and expenditures related to this federal and state funding.

3xx-State Sources	\$ 798,676
<u>4xx-Federal Revenue</u>	<u>\$ 352,948</u>
Total additional appropriation	\$1,151,624
11x-Basic Programs	(\$1,860,920)
12x-Added Needs	\$1,860,920
22x-Instructional Staff Support	\$ 560,322
25x-Business Services	\$ 28,000
<u>28x-Support Services - Central</u>	<u>\$ 25,000</u>
Total additional appropriation	\$ 613,322

### **Speech Services**

Additional staff and contracted speech services were necessary to meet the needs of District students. A budget amendment is necessary at this time.

<u>21x-Pupil Support</u>	<u>\$ 95,000</u>
Additional appropriation	\$ 95,000

### **Grant Function Alignment**

Transportation funding for homeless students was budgeted as a required Title I expenditure. Due to the remote learning option, we had no need for homeless transport. The unspent Title I funding was used to provide compensatory instruction. . A realignment of the budget to reflect Title I expenditures is necessary.

12x-Added Needs	\$ 500
<u>27x-Transportation</u>	<u>(\$ 500)</u>
Total additional appropriation	\$ 0

### **Reduced Spending due to COVID**

While we do not normally do a final amendment to reduce the budget for positive variances, the anticipated positive variance provided assurance that an off schedule stipend in March 2021 could be supported. Paraeducator costs was significantly under budget due to the virtual learning environment, leaves of absence, and challenges hiring para-educator staff during the COVID 19 pandemic. Transportation spending was not as much as budgeted due to students' continued remote learning for most of the school year. Executive Administration spending on management services, workshops, and travel was minimal due to the concentration on internal COVID response. The very limited utilization of rental spaces that are funded by General Fund resulted in reduced expenditures.

12x-Added Needs	(\$ 550,000)
23x-Executive Administration	(\$ 70,000)
27x-Transportation	(\$ 320,000)
<u>3xx-Community Services</u>	<u>(\$ 45,000)</u>
Reduced appropriation	(\$ 985,000)

### **Community Services (Community Education)**

As reported in the May Financial Update, the Community Education and Childcare program revenue was negatively impacted by the continuation of remote learning and many parents working from home thereby not using childcare services. The program will require an unbudgeted General Fund Subsidy this year.

<u>General Fund Expenses (subsidy)</u>	
<u>4xx-6xx-Other Financing Uses</u>	<u>\$ 440,000</u>
Additional appropriation	\$ 440,000

<u>Community Services Fund Revenue (subsidy)</u>	
<u>5xx-6xx-Other Financing Sources</u>	<u>\$ 440,000</u>
Additional appropriation	\$ 440,000



### **Community Services (Athletics)**

As reported in the May Financial Update, the Athletics Budget may be overspent. An additional Athletics subsidy from General Fund may be necessary.

<u>General Fund Expenses (subsidy)</u>	
4xx-6xx-Other Financing Uses	\$ 55,000
Additional appropriation	\$ 55,000

<u>Community Services Fund Revenue (subsidy)</u>	
5xx-6xx-Other Financing Sources	\$ 55,000
Additional appropriation	\$ 55,000

<u>Community Services Fund Expenses</u>	
29x-Athletic Activities	\$ 45,000
26x-Operations and Maintenance	\$ 10,000
Additional appropriation	\$ 55,000

### **Community Services (Athletics)**

The athletics team funds were formerly recorded in Internal Accounts. With the implementation of GASB 84 guidance on fiduciary activities, athletic team funds are now required to be in a budgeted special revenue fund. The Athletics budget is recorded in the Community Services special revenue fund. Athletic team funds are also now recorded in the Community Services special revenue fund. In a non-COVID year, the athletics team activities generate approximately \$250,000 in revenues to provide funding for the various team initiated activities. Unspent funds are carried over as Committed Fund Balance for the specific athletics team. It is appropriate to budget expenditures authorizing all current year team funds and committed fund balance to be spent each year. We will use this methodology each year going forward. The November budget revision each year will provide the available appropriations. The Community Services Fund requires a budget amendment to align with the intended budgeting process for the athletics team funds.

1xx-Local Revenue (to budget for carryover)	\$ 113,989.55
<u>1xx-Local Revenue (to budget for current year activities)</u>	<u>\$ 250,000.00</u>
Total additional appropriation	\$ 363,989.55

<u>29x-Support Services, Other</u>	<u>\$ 363,989.55</u>
Total additional appropriation	\$ 363,989.55

### **Student/School Activity Fund**

The Student/School Activity Fund, formerly known as Internal Accounts, is a budgeted special revenue fund. In a non-COVID year, the student/school activities generate approximately \$1,000,000 in revenues to provide funding for the various co-curricular and extra-curricular activities. Unspent funds are carried over as Committed Fund Balance for the specific activity. It is appropriate to budget expenditures authorizing all current year and committed fund balance to be spent each year. We will use this methodology each year going forward. The November budget revision each year will provide the available appropriations. The Student/School Activity Fund requires a budget amendment to align with the intended budgeting process for the Fund.

1xx-Local Revenue (adjust November budget	(\$ 1,362,636.00)
1xx-Local Revenue (to budget for carryover)	\$ 921,556.53
1xx-Local Revenue (to budget for current year activities)	\$ 1,000,000.00
Total additional appropriation	\$ 558,920.53
29x-Support Services, Other	\$ 558,920.53
Total additional appropriation	\$ 558,920.53

### **Summary**

Attached are the resolutions for a General Appropriation Amendment of the General Fund, Community Services Fund, and Student/School Activity Fund for 2020-21.

General Fund	
Total additional Revenue appropriation	\$ 1,151,624
Total additional Expense appropriation	\$ 218,322
Community Services Fund (for Community Education and Athletics)	
Total additional Revenue appropriation	\$ 858,989.55
Total additional Expense appropriation	\$ 418,989.55
Student/School Activity Fund	
Total additional Revenue appropriation	\$ 558,920.53
Total additional Expense appropriation	\$ 558,920.53

An appropriate motion would be, "I move that the Board of Education approve the attached budget amendment for 2020-21."



**General Appropriation of the General Fund  
Resolution for Adoption by the Board of Education, Dexter Community Schools**

RESOLVED, that this resolution shall be the general appropriation amendment of Dexter Community Schools for the 2020-21 fiscal year; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all revenue received by Dexter Community Schools.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the General Fund of the school district for fiscal year 2020-21 which includes 18 mills of ad valorem taxes to be levied on non-homestead and nonqualified agricultural property to be used for operating purposes is as follows:

**Revenue:**

1xx Local	\$ 6,083,876.00
2xx Other Political Subdivisions	\$ -
3xx State	\$ 31,920,144.00
4xx Federal	\$ 2,821,948.00
5xx-6xx Other Financing Sources	\$ 5,643,236.00
<b>Total Revenue</b>	<b>\$ 46,469,204.00</b>
Total Fund Balance, July 1 Available to Appropriate	\$ 9,720,111.85
<b>Total Available to Appropriate</b>	<b>\$ 56,189,315.85</b>

BE IT FURTHER RESOLVED, that of the total available to appropriate in the General Fund, it is hereby appropriated in the amounts and for the purposes set forth below:

**Expenditures:**

1xx – Instruction	
11x- Basic Programs	\$ 19,486,953.00
12x- Added Needs	\$ 6,712,202.00
2xx – Support Services	
21x- Pupil Support	\$ 4,474,977.00
22x- Instructional Staff Support	\$ 3,466,419.00
23x- General Administration	\$ 602,159.00
24x- School Administration	\$ 2,579,668.00
25x- Business Services	\$ 788,885.00
26x- Operations and Maintenance	\$ 4,289,543.00
27x- Transportation	\$ 1,297,255.00
28x-29x Other Central Support	\$ 441,397.00
3xx-Community Services	\$ 234,196.00
4xx-6xx Other Financing Uses	\$ 1,238,923.00
<b>Total Appropriated</b>	<b>\$ 45,612,577.00</b>

FURTHER RESOLVED, that no board of education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. Changes in the amount appropriated by the board shall require approval of the board.

BE IT FURTHER RESOLVED, that for purposes of meeting emergency needs of the school district, transfers of appropriations may be made upon the written authorization of the superintendent but no other transfers shall be made without prior approval of the board of education. When the superintendent makes a transfer of appropriations as permitted by this resolution, such transfer shall be presented to the board of education at its next regularly scheduled meeting in the form of an appropriation amendment, which amendment shall be adopted by the board of education at such meeting.

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AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_ ABSENT: \_\_\_\_\_ RESOLUTION DECLARED ADOPTED.

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The undersigned duly qualified and acting Secretary of the Board of Education of the Dexter Community Schools, Counties of Washtenaw and Livingston, State of Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the board of education at a regular meeting held on June 28, 2021, and further certifies that notice of the meeting was given to the public pursuant to the provisions of the Open Meetings Act, 1976 PA 267, as amended.

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Secretary, Board of Education

**General Appropriation of the Community Service Fund  
Resolution for Adoption by the Board of Education, Dexter Community Schools**

RESOLVED, that this resolution shall be the general appropriation amendment of the Community Service Fund for the 2020-21 fiscal year; a resolution to make appropriations; to provide for the expenditure of the for the expenditure of the appropriations; and to provide for the disposition of all revenue received by the Community Service Fund of Dexter Community Schools.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the Community Service Fund of the school district for fiscal year 2020-21 to be used for operating purposes is as follows:

**Revenue:**

1xx Local	\$ 2,639,027.55
3xx State	\$ 31,470.00
4xx Federal	\$ 184,080.00
5xx-6xx Other Financing Sources	\$ 1,216,780.00
<b>Total Revenue</b>	<b>\$ 4,071,357.55</b>

Total Fund Balance, July 1 Available to Appropriate	\$ 119,385.35
<b>Total Available to Appropriate</b>	<b>\$ 4,190,742.90</b>

BE IT FURTHER RESOLVED, that of the total available to appropriate in the Community Service Fund, it is hereby appropriated in the amounts and for the purposes set forth below:

**Expenditures:**

1xx – Instruction	
11x- Basic Programs	\$ 102,297.00
2xx – Support Services	
22x- Instructional Staff Support	\$ 987.00
26x- Operations and Maintenance	\$ 66,550.00
27x- Transportation	\$ -
28x-29x Other Central Support	\$ 1,497,366.55
3xx-Community Services	\$ 1,758,795.00
4xx-6xx Other Financing Uses	\$ 205,362.00
<b>Total Appropriated</b>	<b>\$ 3,631,357.55</b>

FURTHER RESOLVED, that no board of education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. Changes in the amount appropriated by the board shall require approval of the board.

BE IT FURTHER RESOLVED, that for purposes of meeting emergency needs of the school district, transfers of appropriations may be made upon the written authorization of the superintendent but no other transfers shall be made without prior approval of the board of education. When the superintendent makes a transfer of appropriations as permitted by this resolution, such transfer shall be presented to the board of education at its next regularly scheduled meeting in the form of an appropriation amendment, which amendment shall be adopted by the board of education at such meeting.

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AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_ ABSENT: \_\_\_\_\_ RESOLUTION DECLARED ADOPTED.

---

The undersigned duly qualified and acting Secretary of the Board of Education of the Dexter Community Schools, Counties of Washtenaw and Livingston, State of Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the board of education at a regular meeting held on June 28, 2021, and further certifies that notice of the meeting was given to the public pursuant to the provisions of the Open Meetings Act, 1976 PA 267, as amended.

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Secretary, Board of Education



**General Appropriation of the Student/School Activity Fund  
Resolution for Adoption by the Board of Education, Dexter Community Schools**

RESOLVED, that this resolution shall be the general appropriation amendment of the Student/School Activity Fund for the 2020-21 fiscal year; a resolution to make appropriations; to provide for the expenditure of the for the expenditure of the appropriations; and to provide for the disposition of all revenue received by the Student/School Activity Fund of Dexter Community Schools.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the Student/School Activity Fund of the school district for fiscal year 2020-21 to be used for operating purposes is as follows:

**Revenue:**

1xx Local	\$ 1,000,000.00
5xx Prior Period Adjustment	\$ -
<b>Total Revenue</b>	<b>\$ 1,000,000.00</b>

Total Fund Balance, July 1 Available to Appropriate	\$ 921,556.53
<b>Total Available to Appropriate</b>	<b>\$ 1,921,556.53</b>

BE IT FURTHER RESOLVED, that of the total available to appropriate in the Student/School Activity Fund, it is hereby appropriated in the amounts and for the purposes set forth below:

**Expenditures:**

2xx – Support Services	
29x- Support Service, Other	\$ 1,921,556.53
<b>Total Appropriated</b>	<b>\$ 1,921,556.53</b>

FURTHER RESOLVED, that no board of education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. Changes in the amount appropriated by the board shall require approval of the board.

BE IT FURTHER RESOLVED, that for purposes of meeting emergency needs of the school district, transfers of appropriations may be made upon the written authorization of the superintendent but no other transfers shall be made without prior approval of the board of education. When the superintendent makes a transfer of appropriations as permitted by this resolution, such transfer shall be presented to the board of education at its next regularly scheduled meeting in the form of an appropriation amendment, which amendment shall be adopted by the board of education at such meeting.

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AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_ ABSENT: \_\_\_\_\_ RESOLUTION DECLARED ADOPTED.

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The undersigned duly qualified and acting Secretary of the Board of Education of the Dexter Community Schools, Counties of Washtenaw and Livingston, State of Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the board of education at a regular meeting held on June 28, 2021, and further certifies that notice of the meeting was given to the public pursuant to the provisions of the Open Meetings Act, 1976 PA 267, as amended.

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Secretary, Board of Education



TO: Board of Education

FROM: Sharon Raschke, CFO

DATE: June 28, 2021

RE: 2021-22 Budget Adoption Correction

On June 14, you adopted the 2021-22 budget. The General Appropriation of the Student/School Activity Fund inadvertently included an overstated Fund Balance Available to Appropriate. The overstatement was the amount of a prepaid expenditure that was not otherwise available. Attached is the corrected resolution.

An appropriate motion would be, "I move that the Board of Education approve the attached budget resolution for 2021-22."

**General Appropriation of the Student/School Activity Fund  
Resolution for Adoption by the Board of Education, Dexter Community Schools**

RESOLVED, that this resolution shall be the general appropriation of the Student/School Activity Fund for the 2021-22 fiscal year; a resolution to make appropriations; to provide for the expenditure of the for the expenditure of the appropriations; and to provide for the disposition of all revenue received by the Student/School Activity Fund of Dexter Community Schools.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the Student/School Activity Fund of the school district for fiscal year 2021-22 to be used for operating purposes is as follows:

**Revenue:**

1xx Local	\$	1,362,636
5xx Prior Period Adjustment	\$	-
<b>Total Revenue</b>	\$	1,362,636
Total Fund Balance, July 1 Available to Appropriate	\$	921,556
<b>Total Available to Appropriate</b>	\$	2,284,192

BE IT FURTHER RESOLVED, that of the total available to appropriate in the Student/School Activity Fund, it is hereby appropriated in the amounts and for the purposes set forth below:

**Expenditures:**

2xx – Support Services		
29x- Support Service, Other	\$	1,362,636
<b>Total Appropriated</b>	\$	1,362,636

FURTHER RESOLVED, that no board of education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. Changes in the amount appropriated by the board shall require approval of the board.

BE IT FURTHER RESOLVED, that for purposes of meeting emergency needs of the school district, transfers of appropriations may be made upon the written authorization of the superintendent but no other transfers shall be made without prior approval of the board of education. When the superintendent makes a transfer of appropriations as permitted by this resolution, such transfer shall be presented to the board of education at its next regularly scheduled meeting in the form of an appropriation amendment, which amendment shall be adopted by the board of education at such meeting.

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AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_ ABSENT: \_\_\_\_\_ RESOLUTION DECLARED ADOPTED.

The undersigned duly qualified and acting Secretary of the Board of Education of the Dexter Community Schools, Counties of Washtenaw and Livingston, State of Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the board of education at a regular meeting held on June 28, 2021, and further certifies that notice of the meeting was given to the public pursuant to the provisions of the Open Meetings Act, 1976 PA 267, as amended.

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Secretary, Board of Education



**Student Growth & Achievement Goals**  
**2019-20, 2020-21 and 2021-22**  
**Amended 6/28/21**

**Social-Emotional:**

The district will create a supportive school environment and support structure in all grades which focuses on students' social-emotional well-being and engagement. Effectiveness will be measured by discipline data, counseling referral data, participation in extracurricular activities, and student survey data in the 2017-18 school year and the 2021-22 school year.

**Graduation Rate**

For the Classes of 2020 and beyond, the 4-year graduation rate will meet or exceed 95%.

**Personalized Learning (see definition below)**

The district will create individualized learning opportunities for students in all grades. Effectiveness will be measured by student survey data in grades 5-12 and by parent survey data in grades K-12 in the 2018-19 school year and the 2021-22 school year.

**Student Growth in Reading and Math**

The district will strive to ensure that all students annually achieve one year of growth in reading and math. This will be measured by student growth on the NWEA and/or other appropriate metrics, to the extent possible given the Covid-19 pandemic.

*Personalized Learning (defined and adapted from Aurora Institute): Personalized learning is a system in which:*

- *Students are empowered daily to make important decisions about their learning experiences, how they will create and apply knowledge, and how they will demonstrate their learning.*
- *Assessment is a meaningful, positive, and empowering learning experience for students that yields timely, relevant, and actionable evidence.*
- *Students receive timely, differentiated support based on their individual learning needs.*
- *Students progress based on evidence of mastery, not seat time.*
- *Students learn actively using different pathways and varied pacing.*
- *Strategies to ensure equity for all students are embedded in the culture, structure, and pedagogy of schools and education systems.*
- *Rigorous, common expectations for learning (knowledge, skills, and dispositions) are explicit, transparent, measurable, and transferable.*

**Dexter Community Schools  
Extended COVID-19 Learning Plan  
Reconfirmation Meeting  
Required 30 Days After Initial Plan Approval and Every Month Thereafter**

## Agenda:

- Reconfirm how instruction is going to be delivered during the 20/21 school year
- Public comments from parents and/or guardians on the Extended Learning Plan
- Review weekly 2-way interaction rates

## Reconfirmation Meeting for 6-28-2021

<b>Reconfirm instructional delivery method:</b>
See below
<b>Reconfirm how instruction will be delivered for each grade level:</b>
Pre-Kindergarten: Continue in-person every day
Elementary (Grades Y5 - 6): Summer Programming As Planned
Middle School (Grades 7 - 8): Summer Programming As Planned
High School (Grades 9 - 12): Summer Programming As Planned
<b>Reconfirm whether or not the district is offering higher levels of in-person instruction for English language learners, special education students, or other special populations:</b>
Summer Programming As Planned
<b>Document Public Comments:</b>

## DCS Weekly Interaction Rates

Sec. 98a(1)(i) The district shall publicly announce its weekly interaction rates under this subdivision at each reconfirmation meeting described in subdivision (c) and make those rates accessible through the transparency reporting link located on the district's website each month.

May 3- May 7

School	Count of LastFirst	Rate of 1+ Two Ways	Rate of 2+ Two Ways
Bates	6	66.67%	66.67%
Creekside Intermediate School	471	98.73%	98.30%
Daycroft School	5	0.00%	0.00%
Deaf, hard of hearing	1	0.00%	0.00%
Dexter Alternative School	14	85.71%	85.71%
Dexter Early Elementary Complex	793	78.81%	78.69%
Dexter High School	1158	97.84%	96.98%
ECA School	4	0.00%	0.00%
Mill Creek Middle School	555	97.66%	97.48%
WAVE School	4	0.00%	0.00%
Wylie Elementary School	494	96.56%	96.56%
(blank)			
<b>Grand Total</b>	<b>3505</b>	<b>92.95%</b>	<b>92.55%</b>

May 10 - May 14

School	Count of LastFirst	Rate of 1+ Two Ways	Rate of 2+ Two Ways
Bates	6	66.67%	66.67%
Creekside Intermediate School	471	99.15%	99.15%
Daycroft School	5	0.00%	0.00%
Deaf, hard of hearing	1	0.00%	0.00%
Dexter Alternative School	14	78.57%	78.57%
Dexter Early Elementary Complex	793	79.32%	79.32%
Dexter High School	1158	97.50%	96.72%
ECA School	4	0.00%	0.00%
Mill Creek Middle School	554	98.56%	98.19%
WAVE School	4	0.00%	0.00%
Wylie Elementary School	494	97.17%	96.96%
(blank)			
<b>Grand Total</b>	<b>3504</b>	<b>93.21%</b>	<b>92.87%</b>

# May 17 - May 21

School	Count of LastFirst	Rate of 1+ Two Ways	Rate of 2+ Two Ways
Bates	6	66.67%	66.67%
Creekside Intermediate School	471	99.36%	99.36%
Daycroft School	5	0.00%	0.00%
Deaf, hard of hearing	1	0.00%	0.00%
Dexter Alternative School	14	78.57%	78.57%
Dexter Early Elementary Complex	788	79.19%	79.19%
Dexter High School	1158	97.58%	96.03%
ECA School	4	0.00%	0.00%
Mill Creek Middle School	554	98.01%	98.01%
WAVE School	4	0.00%	0.00%
Wylie Elementary School	494	97.37%	97.17%
(blank)			
<b>Grand Total</b>	<b>3499</b>	<b>93.20%</b>	<b>92.66%</b>

# May 24 - May 28

School	Count of LastFirst	Average of 1+ Two Ways	Average of 2+ Two Ways
Bates	6	66.67%	66.67%
Creekside Intermediate School	471	98.30%	98.09%
Daycroft School	5	0.00%	0.00%
Deaf, hard of hearing	1	0.00%	0.00%
Dexter Alternative School	14	71.43%	71.43%
Dexter Early Elementary Complex	788	80.08%	79.95%
Dexter High School	1158	97.50%	96.80%
ECA School	4	0.00%	0.00%
Mill Creek Middle School	554	97.29%	96.93%
WAVE School	4	0.00%	0.00%
Wylie Elementary School	494	97.37%	96.96%
(blank)			
<b>Grand Total</b>	<b>3499</b>	<b>93.08%</b>	<b>92.68%</b>

## May 31 - June 4

School	Count of LastFirst	Rate of 1+ Two Ways	Rate of 2+ Two Ways
Bates	6	66.67%	66.67%
Creekside Intermediate School	471	99.58%	99.36%
Daycroft School	5	0.00%	0.00%
Deaf, hard of hearing	1	0.00%	0.00%
Dexter Alternative School	14	28.57%	28.57%
Dexter Early Elementary Complex	787	79.92%	79.54%
Dexter High School	1158	81.26%	76.60%
ECA School	4	0.00%	0.00%
Mill Creek Middle School	554	97.65%	97.65%
WAVE School	4	0.00%	0.00%
Wylie Elementary School	494	97.57%	97.17%
(blank)			
<b>Grand Total</b>	<b>3498</b>	<b>87.76%</b>	<b>86.05%</b>

## June 7 - June 11

Schools	Count of LastFirst	Average of 1+ Two Ways	Average of 2+ Two Ways
Bates	6	66.67%	50.00%
Creekside Intermediate School	471	99.58%	99.58%
Daycroft School	5	0.00%	0.00%
Deaf, hard of hearing	1	0.00%	0.00%
Dexter Alternative School	7	57.14%	57.14%
Dexter Early Elementary Complex	787	79.80%	79.80%
Dexter High School	880	95.91%	95.23%
ECA School	4	0.00%	0.00%
Mill Creek Middle School	554	97.83%	97.29%
WAVE School	4	0.00%	0.00%
Wylie Elementary School	494	97.37%	97.37%
(blank)			
<b>Grand Total</b>	<b>3213</b>	<b>92.50%</b>	<b>92.19%</b>

June 14 - June 18

School	Count of LastFirst	Rate of 1+ Two Ways	Rate of 2+ Two Ways
Bates	6	0.00%	0.00%
Creekside Intermediate School	471	98.73%	98.51%
Daycroft School	5	0.00%	0.00%
Deaf, hard of hearing	1	0.00%	0.00%
Dexter Alternative School	7	71.43%	71.43%
Dexter Early Elementary Complex	787	79.42%	79.16%
Dexter High School	880	95.00%	93.41%
ECA School	4	0.00%	0.00%
Mill Creek Middle School	554	97.11%	96.75%
WAVE School	4	0.00%	0.00%
Wylie Elementary School	494	96.36%	95.34%
(blank)			
<b>Grand Total</b>	<b>3213</b>	<b>91.66%</b>	<b>90.91%</b>





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## Join us for Summer Institute

1 message

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Thu, Jun 24, 2021 at 10:47 AM

Spring into legal updates and CBA courses at our next Institute!

Not displaying correctly? [View online version.](#)



Are you looking for more leadership and culture strategies that will make a difference at the board table and across your district?

If you're interested in the answer to this question, [MASB's Virtual Summer Institute in August](#) will most certainly be worth your time. Whether you are newly elected or a veteran board member, you are invited to spend the day with colleagues from across Michigan as we focus on culture and leadership on Friday, Aug. 6.

You can then choose from a wealth of Board Member Certification (CBA) courses taking place Friday evening and through the weekend, as well as Board President Workshops on Saturday and Sunday.

**REGISTER TO JOIN US IN AUGUST**

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# **Board Candidate Selection Process**

June 28, 2021

Seats opened by Julie Schumaker and Daryl Kipkes resignations, terms expiring 12/2021  
both seats will be on the November 8, 2022 ballot.

## **Application Process**

The District will send out information about how to apply on June 30, 2021. Applications will be accepted online, July 1 through July 16. Applications will include:

- A google form letter of intent no more than one page long which details the candidate's experiences and qualifications they would bring to board service;
- Affidavit of Eligibility;
- Resume (only if desired).

## **Interview Questions**

- Board members asked to send proposed questions to the board vice president.
- Board vice president will finalize interview questions.

## **Interview Schedule**

- Wednesday, July 21 5:00pm-8:00pm and Monday July 26 3:00pm-5:30pm (to be scheduled via sign-up genius)
- Individual interviews 10-12 minutes each.
- Board members rotate asking questions.
- Candidates will be asked not to sit in on each other's interviews.
- Interviews are open to the public.
- Candidates and the public are welcome to observe the board's deliberation & selection.

## **Proposed Process for Deliberation and Selection**

- Two rounds of voting
- First round (20 min)
  - Each board member identifies top 4 candidates via post-it note.
  - Dr. Timmis will note and read aloud the selections of each board member.
  - Each candidate who receives at least three votes will be individually discussed. Only positive comments.
- Second (Final) round (5 min)
  - Each board member identifies their top 2 candidates via post-it note.
  - The two candidates with the most votes will be selected.
  - If there is a tie, the board will continue deliberations.



To: Board of Education

From: Sharon Raschke

Date: June 28, 2021

RE: Financial Update - May 31, 2021

Financial updates to the Board are provided at the close of November, March, May, and June each year. The purpose of this memo is to provide an overview of financial performance through May 31, 2021. I will also provide an estimate of how the fiscal year may finish. Included with this Financial Update is a compilation of individual financial narratives that were prepared by the administrators, department managers, and program directors.

The "Board Monthly Financial Report" summarizes the revenue and expenditures of the General Fund, Community Services Fund, Food Services Fund, and Student/School Activity Fund to the functional level, consistent with the actual Board adopted budget. The Board receives this report monthly.

The "Expenses by Building/Program" provides additional detail by building and function. It is the summary referenced by the administrators and managers when summarizing their assessment of financial performance.

#### Financial Summary

The budget is developed based on planned funding, staff, and programs with the most accurate information available at the time. Consistent with what we have done historically, we budget based on full staffing and do not prorate based on vacancies that might occur due to mid-year turnover or leave of absences. Administrators, directors, and managers are conservative and careful in authorizing spending. Some expenses, such as utilities, can be volatile and may be somewhat unpredictable. Other expenses, such as tax refunds and deductibles on property insurance claims, are budgeted based on historical data, but favorable circumstances may allow us to minimize such expenditures in a given year. Inherent to our philosophy, budgets are not spent out simply because money has been approved. When final results come in under budget the excess funds are either carried over to the following year, when applicable by board policy, or added to fund balance.

#### COVID-19

In addition to the challenges COVID-19 has had on the delivery of education with our students, the supplemental revenues and expenses associated with COVID-19 created large uncertainty and variances with the corresponding financial implications. The

expenditures, revenues, spending requirements, and timelines will cross over multiple years. Some funding was used to offset normal operating costs that will free up General Fund dollars. Some funding was used for the extra expenses necessary for our Continuity of Learning response to the COVID-19 pandemic. We will present a budget revision in June to increase revenues related to COVID-19 funding and appropriate corresponding expenditures at the functional level.

The following chart identifies the COVID-19 revenue sources:

Grant Description	2019-20	2020-21	2021-22	What we recorded for expenses
COVID-ESSER CARES	\$ 174,666			Anchor K-2 Virtual/Hybrid Teachers
School emergency relief formula				
COVID-Child Care Relief CRF	\$ 58,081			Offset of costs for child care operations during COVID
				Tuition relief for parents for child care during COVID
COVID-11p CRF \$350pp		\$ 1,269,618		74.5 days of Anchor K-2 Virtual/Hybrid Teachers
paid by State Aid Status 8/2020				3.09% off schedule payment for virtual/hybrid instruction development
COVID-District Covid CRF 103(2)		\$ 44,690		Anchor K-2 Virtual/Hybrid Teachers
paid by State Aid Status 7/2020				
ESSER II Formula 11r(2)		\$ 352,948		31 days of Anchor K-2 Virtual/Hybrid Teachers
Section 11r(2) 43.6% of ESSERII				
ESSER II State Equalization Formula 11r(4)		\$ 798,676		62.5 days of Anchor K-2 Virtual/Hybrid Teachers
State makeup to \$450 pp based on 3573 students				
CRF- MAISA Device Purch Prog		\$ 60,577		Rebates for tech devices purchased through Bond
		\$ 29,553		Rebate for virtual learning and connectivity
ESSER II Summer School Section 23b(2a) \$550 pp			\$ 1,216,600	Additional expenses of staff, camps, and supplies
K-8 Dreads Summer (may be prorated based on overall state participation)				
ESSER II HS Credit Recovery Section 23b(2b) \$550 pp			\$ 638,550	Additional expenses of staff, camps, and supplies
9-12 Summer Credit recovery (may be prorated based on overall state participation)				
ESSER II After School Section 23b(2c) \$25,000 (may be prorated based on overall state participation)			\$ 25,000	Additional expenses of staff
ESSER II Teacher/Support Stipend Section 23c(4a-b) \$1000/teacher \$250/support (may be prorated based on overall state participation)			\$ 75,000	Additional expenses of staff stipends
Innovative Practices Section 23b(2d) \$100 pp (may be prorated based on overall state participation)			\$ 232,546	Additional expenses of staff, camps, and supplies
Food Service Child Meals	\$ 730,812	\$ 807,087		Additional expenses of staff and supplies for community food meal kits
General Fund Revenue	\$ 174,666	\$ 2,495,485	\$ 2,187,696	ESSER III funding not yet available
Capital Projects Fund Revenue	\$ -	\$ 60,577	\$ -	Other funding to be determined
Food Service Fund Revenue	\$ 730,812	\$ 807,087	\$ -	Other funding to be determined
Community Services Fund	\$ 58,081	\$ -	\$ -	Other funding to be determined



The following chart identifies the COVID-19 district expenses:

		(thru 5/31)
	2019-20	2020-21
Salaries/payroll taxes for extra staff time worked (summer 2020, after schools, planning hour, stipends)	\$ 8,617	\$ 165,674
Purchase services (tents)		\$ 83,316
Purchase services (technology/internet access)	\$ 600	\$ 14,981
Purchase services (software for remote learning)	\$ 266	\$ 17,460
Instructional Materials (Lincoln Learning)	\$ 8,669	\$ 186,014
B&G Supplies (cleaners, masks, sanitizer, shields, wipes)	\$ 61,524	\$ 279,514
Building/Department Supplies (masks, sanitizer, shields, wipes)	\$ 19,419	\$ 19,030
Legal	\$ 7,125	\$ 5,410
Off schedule payment for teachers for extra time worked navigating changes needed for COVID)		\$ 705,717
Off schedule payment for other salaried staff for extra time worked navigating changes needed for COVID)		\$ 122,259
	\$ 106,219	\$ 1,599,374
Total COVID costs since March 2020		\$ 1,705,593

The estimated net General Fund revenue over incremental expenses resulting from Federal funding for school COVID-19 pandemic relief for the 2020-21 fiscal year is:

	2020-21
Federal COVID Revenue	\$ 2,495,485
COVID incremental costs	\$ (750,000)
Net positive impact	\$ 1,745,485

#### Review of Revenue Budget Categories

General Fund Revenue - Revenue amounts are projected or estimated based on the amount and timing of payments for state aid per pupil foundation, number of students, local property taxes, federal grants, state grants, local grants, and other local revenue.

Foundation – The state aid per pupil foundation was based on \$8,393, a \$65 increase from 2019-20 (before proration). The \$8,328 foundation is being paid based on a “super blend” that is based on 75% 2019-20 student count and 25% 2020-21 student count. The blended student count for 2019-20 (based on 90% October 2019 and 10% February 2019) was 3,627 (3,580 general ed). Student count for October 2020 was 3,388 (3,343 general ed) and the February 2020 student count was 3,620 (3,570 general ed). The \$65 is an extra one time categorical payment of \$226,000 that is based on 50% 2019-20 student count and 50% 2020-21 student count.

Other State Categoricals – Also included are the Foundation Guarantee, Early Literacy, Data Collection, First Robotics, Bilingual Education, Retirement Rate offsets, Retirement Reform payment, and Retirement unfunded stabilization payments. There are other State and Federal grants that have been appropriated to school districts related to COVID-19 ESSER funding as outlined above. Other Federal and State grants will be appropriated to school districts related to COVID-19 ESSER III funding. We are waiting on further guidance from MDE regarding these funds. A June budget amendment will include the additional amount associated with ESSER II money that we will be recording in the 2020-21 fiscal year.

Sale of Assets – In accordance with the district’s disposal of obsolete property process, the district sold or is in the process of selling thousands of used desks, tables, chairs, books, and textbooks. The obsolete furniture is primarily the result of re-outfitting classrooms with flexible seating at all school buildings. We have received approximately \$16,600 from the sale of obsolete assets.

Indirect/Direct Transfers to General Fund – The budgeted revenues transferred into General Fund are \$122,640 (10%) from Food Service and \$180,362 (10%) from Community Education. Transfers through May 31 were \$93,815 and \$113,798, respectively. Community Education indirect incoming transfer will more than be negated with the need for a General Fund subsidy.

#### Review of Expense Budget Categories

The percentage of expenses used that are reported in the financial reports include expenses paid and encumbered (open purchase orders). Buildings and other programs have varying levels of purchase orders that have been issued for anticipated expenses. This may be misconstrued that a building or department has spent a larger portion of its annual budget or is doing better or worse than previous years. Please be cautious of making judgments without having the background information that supports the budget information presented.

Payroll – Expenses for salaries affect every building/program area with staff. The budget for salaries is based on annualized contracts. Year to date payroll was approximately 92% complete for non-teaching staff and 75% complete for teaching staff.

Leave of absences affect overall results compared to budget. When staff has enough sick days banked to be paid for the duration of the leave, we incur the cost of the absent staff plus the cost of a substitute for that position. When a portion of the leave of



absence is unpaid the lower cost of the substitute results in a reduced cost of coverage for a particular position. So far this year, we have managed or are currently managing leaves of absences for 116 employees, including 33 teachers, 12 B&G, 26 paraeducators, 5 secretaries, 25 F&N, 6 transportation, 8 Community Education, and 1 Individual Contract employee. The increased number of leaves this year is in large part due to COVID-19. The temporary rule of paid leave under the Families First Coronavirus Response Act that included the Emergency Paid Sick Leave Act (EPSLA) and The Emergency Family and Medical Leave Expansion Act (EFMLEA) accounted for 38% of the leaves of absence. We also had a large increase of requests for unpaid leaves due to employees not wanting to return to work due to COVID-19. Most leaves create vacancies that usually need to be filled with substitute employees. However, due to the school closure and virtual learning, the need for substitute teachers and paraeducators was reduced. Unfilled paraeducator positions created a \$550,000 positive variance in staff costs.

As previously reported, on March 31, DEA, DAA, and individual contract salaried employees received a one-time off-schedule payment based on Board action. Significant positive variances were anticipated early in the fiscal year that made the payment possible. The payment was made to recognize the additional time and work required of salaried employees outside of normal working hours to implement the Continuity of Learning and COVID-19 Response Plan during the period of school closure because of the COVID-19 pandemic. The off-schedule payment was 3.09% of the amount employees were paid in the 2020 calendar year on base contract salaries from the 2020 calendar year portion of each the 2019-20 and 2020-21 contract years. The payment was made for employees actively at work as of March 1, 2021 (including on paid FMLA) and had not otherwise terminated at the time of payment. The payments were recorded to various COVID-19 expenditure accounts that created negative variances in several functional expenditure lines.

While we do not normally do a final amendment to reduce the budget for positive variances, the anticipated positive variance provided assurance that the off schedule payment in March 2021 could be supported. A June budget revision will be presented to realign positive variances to appropriate expenditures at the functional level.

**Health-Related Benefits** – The 2020-21 budget for health related expenses is a combination of MESSA fully insured medical, dental, vision, LTD, Life, and BCBS fully insured medical. At this time, 11/12 of the annual budget has been recorded. The health costs will vary from budget because of unpaid leaves of absence, vacant positions, and enrollment changes at open enrollment. For example, an employee who opted out of coverage changes to full family coverage on January 1, due to an open enrollment election would be a negative variance.

MESSA renews on a calendar year. MESSA PAK rates increased on average 6.5% on January 1, 2021. The District contribution for all groups is contractually capped at 3% with employees funding the added increase. Bus drivers and Jenkins staff subscribe to Blue Care Network (BCN) that renews each July 1. The 2020-21 BCN rates increased 5.37% on July 1, 2020. District contributions to the medical premiums increased 3% on July 1, 2020. The 2021-22 BCN rates will increase by 9.9% on July 1, 2021. District contributions for 2021-22 for the medical premium will increase by 3% per the



negotiated contract with the bus drivers. There was no loss in employee health benefits due to the school shut down.

**Retirement Costs** – Expenses for MPSERS retirement affect every building/program area with staff. The rate charged per employee is completely dependent on the individual employee's retirement elections. The employer contribution to the defined benefit plan is 20.96%-28.21%. The employer contribution to the defined contribution plan is 4%-9%. The District's MPSERS liability and rate stabilization rate is estimated to be 14.51% of the budgeted 2020-21 wages. The amount paid for the rate stabilization flows through our books, meaning we receive revenue to match the expenses billed by MPSERS. The majority of employees' elections require the District to pay 42.72% in total. We pay as much as 44.67% for employees electing the newest defined benefit plan. The District pays 44.47% for newly hired employees who completely opt out of the State Retirement system and make contributions on their own toward retirement. Total MPSERS contributions for 2020-21 are estimated to be \$10,500,000 of the General Fund expenses, inclusive of the offsetting revenue received from MPSERS. State categorical payments will provide \$4,300,000 towards the retirement costs, leaving \$6,200,000 funded by the District's foundation allowance. Net MPSERS retirement costs accounts for 13% of our operating budget.

**Payroll Taxes/FICA** – Employees are participating in our Section 125/Cafeteria programs for pretax payroll deductions of health insurance premiums, Dependent Care FSA, Medical Care FSA, and Health Savings Accounts. Consequently, their wages are exempt from FICA and Medicare payroll taxes. This saves both the employee and employer portions. The employer savings on FICA and Medicare create a positive variance on the related benefit lines. We anticipate a \$100,000 favorable variance this year.

Pursuant to the American Rescue Plan Act, we have amended our Section 125/Cafeteria Plan for 2021, to increase the allowable Dependent Care FSA contribution amount for 2021 to \$10,500. We are working with staff to take full advantage of this tax savings program.

**Instructional Support** – The Special Education Director has prepared a narrative for matters related to special education. The Executive Director of Instruction and Strategic Initiatives has prepared a narrative for matters related to Curriculum and Instruction. Instructional Support also includes the costs of the Nurse. Unanticipated expenditures related to COVID-19 and expenditures related to additional COVID-19 funding created negative variances in this functional expenditure line. A June budget revision will be presented to realign the variances to appropriate expenditures at the functional level.

**Board of Education** – This category includes activities of the Board of Education including board stipends, workshops, legal, unemployment, audit, and election costs. Unemployment costs are currently under budget by \$8,600. Overall expenditures of this category will finish the year under budget \$10,000-\$15,000.

**Executive Administration** – This category is for the office of the superintendent. The budget includes the superintendent's office and contractual obligations. Executive



Administration spending on management services, workshops, and travel was minimal due to the urgency on internal COVID response.

While we do not normally do a final amendment to reduce the budget for positive variances, the anticipated positive variance provided assurance that the off schedule stipend in March 2021 could be supported. A June budget revision will be presented to realign positive variances to appropriate expenditures at the functional level.

Finance – This category includes the business office and associated services. We had a very stable workforce for many years. However, we had a full time Fiscal Services Coordinator leave in early May to become a Business Manager within the Jackson ISD. We have a full time Fiscal Services Coordinator who will be leaving in mid-July to provide full time care to a close family member. We have a part time Fiscal Services Coordinator who will be leaving in late July to relocate for the spouse's job. These positions represent half of the Business Office staff and over half of the Business Office FTE. We were fortunate to have built a structure centered on part time talent, cross training, and professional development of all staff. We have found it more difficult to hire talented, resilient, self-starters, problem solvers, detailed, and vested in the school district individuals on a full time basis than part time. We have hired two part time Fiscal Services Coordinators and they are learning the work of the school business office. We have also hired a Finance Director to provide day-to-day management of the business office functions.

Unanticipated expenditures related to COVID-19 and expenditures related to additional COVID-19 funding created negative variances in this functional expenditure line. A June budget revision will be presented to appropriate the additional expenditures at the functional level.

Business Services – This category includes board insurance, non-health claim deductibles, interest expense, property taxes, and property tax refunds interest and collection costs.

Our deductible is \$5,000 for property and liability claims and \$2,500 for bus and non-bus vehicle claims.

We are responsible to pay property taxes on the houses under life lease until they are converted to public use. Our Debt Fund refunds the debt taxes paid. The net cost was approximately \$4,200 this fiscal year.

This category will be \$11,000-14,000 favorable to budget.

Personnel - This category is for the office of personnel. Unanticipated expenditures related to COVID-19 and expenditures related to additional COVID-19 funding created negative variances in this functional expenditure line. A June budget revision will be presented to appropriate the additional expenditures at the functional level.

Teaching Supply Per Pupil Allocation – Each building is given a total instructional supply budget to allocate amongst the per pupil “PP” specific line items within the building's instructional program. The annual budget allocation is approximately \$349,000. The 2020-21 per pupil allocations were as follows:

Half day Y5	\$135.00 per pupil
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Full Day K and Y5	\$ 98.10 per pupil
Grades 1-6	\$ 98.10 per pupil
Grades 7-8	\$106.20 per pupil
Grades 9-12	\$109.43 per pupil

In addition, we budgeted for \$248,000 of unspent teaching supply allocation from 2019-20.

Board of Education policy 6604 requires a designated reserve fund for the purpose of carrying forward funds budgeted for Instructional Supplies each year but which are not spent during the fiscal year. Therefore, at the end of each school year, unspent funds are computed and then included in the next year's budget. The carryover from the 2020-21 allocation will be \$345,000-355,000 resulting in a positive variance in the current budget year, but may negatively affect next year's projected results.

Utilities/Security – This category includes district utilities, the liaison officer, and property insurance. The COVID-19 pandemic spending for supplies such as facemasks, hand sanitizer, sneeze guards, buckets, wipes, and gloves is also recorded here. Total COVID-19 expenditures were outlined above.

District Facilities/Rentals –We have received \$58,320 for pools and facility related revenue. The rental revenue is anticipated to be unfavorable to budget \$50,000-55,000 due to COVID-19. We will spend approximately \$185,000 for the pools and facility related rental costs. We do not currently use any method of tracking actual utility costs consumed specifically by the pools.

Transfers – This category is for recording transfers out (expenses) of General Fund for consortium, special education tuition, and community services fund subsidy. The Consortium transfer is for our portion of costs associated with our participation in the vocational education program. The Special Education transfers are for our usage of Special Education services housed at other districts.

The Athletic Program was budgeted to receive a subsidy up to \$669,016 as approved in the November revision. Athletics has exceeded budget by approximately \$14,000 through May 31. The estimated General Fund subsidy for 2020-21 is \$724,015. A budget amendment of \$55,000 will be necessary. The Athletic subsidy in 2019-20 was \$578,242. In addition, the revenue and expense of team funds were moved to the Athletic budget last year. A change in budget methodology was implemented this year for athletic team funds to address the generated revenues, carryover balances from prior years and expenses associated with this team. We do need to amend the budget to reflect the additional revenue and expenses associated with the team funds.

The Community Education Program was expected to return 10% to General Fund to offset a portion of indirect costs without the need for a General Fund subsidy. Community Education continued to pay its teachers and daycare workers through the shutdown without any corresponding revenue. A subsidy of \$326,559 was provided through May 31, however only \$52,764 was budgeted. A June budget revision will be presented to accommodate the necessary subsidy.

Please see the program reports from the Special Education Director, Athletic Director, and Community Education Director.

Grants – Grants are expended in various school buildings and program categories based on approved grant applications. A function realignment request will be included in the June budget amendment.

Debt Services – This category is for the Common Debt Retirement of the 1998 Debt, 2012 Building and Site and Refunding Debt, 2017 Building and Site and Refunding Debt, and the 2021 Refunding Debt.

Revenues are property tax collections. Property tax revenues and settlements from the 2020 tax year are received. Expenditures are principal and interest payments on the bonded debt. While the goal is that these funds have revenue equal to expenses and no fund balance, the timing of payments on the debt and the taxes received from collections generate some fluctuation in balances. No borrowing was necessary from the School Bond Loan Fund to cover our obligations for the November 1, 2020 debt interest payment and we have collected sufficient debt taxes with the 2021 levy to cover the May 1, 2021 principal and interest payments.

We paid down most of the remainder of our loan through the State School Bond Loan Fund. Current year 2020-21 payments included \$5,090,353 from tax collections and \$15,285,409 from the 2021 Refunding Debt. As soon as we collected any excess debt taxes, we wired proceeds to the State of Michigan to reduce our loan and save on interest costs to the greatest extent possible. In 2019-20, we repaid \$4,699,700 to the School Bond Loan Fund. During 2018-19, we repaid \$2,223,900 to the School Bond Loan Fund, and during 2017-18, we collected ample debt taxes to cover the November 1, 2017 and May 1, 2018 principal and interest payments. We project no need to borrow from School Bond Loan Fund going forward. However, the account is still open and available if the need arises. Once we issue Series II of the 2017 Bond issue, we may need the flexibility to borrow. Our final payoff requirement is 2034.

#### Year End Estimate

After the realignment of expenses proposed for the June budget revision, the range of positive variance compared to budgeted expenditures could be \$600,000-950,000.

Booked revenue will exceed expenditures by \$1,500,000-\$2,000,000, adding to Fund Balance. However, as explained previously, \$1,750,000 is attributable to supplemental Federal COVID funding that will be recorded in the 2020-21 fiscal year.

Even with the positive variance projection, you will be presented with a 2020-21 June budget revision to allocate additional appropriation and to assure specific functions do not exceed appropriation.



To: Board of Education

From: Sharon Raschke

Date: June 28, 2021

RE: Building/Department Financial Narratives - May 31, 2021

The following is a compilation of information received from administrators and program directors and managers in regard to budget status as of May 31, 2021.

**Beacon** – Beacon Elementary School continues to operate within the budget as established at the beginning of the school year. Currently, Beacon has spent 75% of its total budgeted funds. At this time, Beacon anticipates that it will continue to operate within its budgetary constraints for the remainder of the year. Beacon's remaining carryover money and supply monies will be used to replace consumables, provide supplies for students due to the COVID-19 pandemic, and support our classroom libraries.

For the 2021-22 school year, we anticipate an increase in support staff for Beacon Elementary. This year, we planned for 6 paraeducators, with 5 currently on staff. This fall we are expecting to need at least 9 paraeducators to support our student's needs.

Our parent group continues to supplement our budget with fundraisers and grants assisting in our ability to pay for assemblies, field trips, and materials that we would otherwise have taken from the per-pupil funding. Team Beacon has contributed over \$10,000 in school grants that have virtual field trips and resources for families and students during this unique year.

**Anchor** – Anchor Elementary School continues to operate within the budget as established at the beginning of the school year. The budget is in line with expenditures from previous years. The 83% of the overall budget spent at this time is comparable to the previous three years. Our teaching staff FTE remained consistent throughout the year. We did have one staff member out for a period of time on maternity. We have two staff members retiring at the end of the school year. We also have one staff member going on leave, but a staff who was on leave will be returning.

For the 2021-22 school year, Anchor is planning to have 2 full-day sections of young five, 5 sections of kindergarten, 5 sections of first-grade, and 5 sections of second-grade. This is consistent with this year. We will again schedule our special area staff to be as efficient as possible. Giving all grade level teachers common planning time is a priority. Our paraeducator numbers look like they may remain consistent, but adjustments may be made if new families move in with students who need support.

We plan to end the year with carryover money. Anchor's remaining carryover money and supply money will be used to replace consumables, replace materials that were not returned due to virtual learning, and support our classroom libraries. Our Anchor Parent Teacher Group provided grants through previous year's fundraising that helped support virtual assemblies and



materials for the classrooms. Due to the school closure, our APTO events and the costs for these events were canceled. This saved money for the APTO. We are planning to have our big APTO event in the fall. The APTO is hoping to be able to support all grant requests. The grants that were approved allowed us to keep more money in per-pupil funds. Anchor is working within its established budget.

**Wylie** – Wylie Elementary School continues to operate within the budget as established at the beginning of the school year. The budget is in line with expenditures from previous years. The 78% of the budget spent at this time is comparable to previous years. Numbers for our teaching staff remained consistent throughout the 2020-21 school year.

For the 2021-2022 school year, Wylie will increase staffing by one classroom teacher so that we will have 10 sections of third grade, 11 sections of fourth grade and 1 ¾ SPARK classroom. We expect that our paraeducator numbers will remain about the same. We will schedule our special area staff to be as efficient as possible. Our World Cultures teacher will continue to provide ELL support to students.

We plan to end the year with carryover money. The carryover funds will be used to support the instructional needs of our students. We expect to have increased reading needs for our students based on the effects of COVID-19. We are also going to continue to use funds to support Place Based Education and SPARK instructional practices at Wylie. This work will support the DCS Strategic Plan. Wylie continues to operate within its established budget.

**Creekside** – Creekside Intermediate School continues to operate within the established budget. Expenses for 2020-21 have been consistent with previous years and other buildings/departments. We currently have spent 77% of the planned budget. We will end the year with carryover money that will be used to continue to support innovative instructional strategies and building initiatives for the 2021-22 school year. To support student needs, Creekside will have an increase in paraeducator support next year. We will have a maternity leave next year. We have a classroom teacher opening because of an internal hire for our newly created student mentor position. We will also be filling a special education position because of an extended leave for one of our special education staff. Our section numbers will remain the same for the coming school year, with 10 sections at both fifth grade and sixth grade.

**Mill Creek** – Mill Creek Middle School expenses for 2020-21 have been consistent with expenditures from previous years. As of May 2021, we have spent 77% of our budget. This is comparable to last year of 79%. Our staffing numbers have remained consistent since the fall.

**Dexter High School** – Dexter High School is currently operating well within its budget for the 2020-21 school year. With fewer students and staff in the building, we saw significant savings in many areas. We stayed well within our budget this year spending 77% of our allocation. We experienced no major issues with the budget this year.

We are also on track to underspend our per-pupil accounts. We had carryover from last year that was not needed this year. We purchased textbooks this year although overall textbook use declined because of our use of Canvas as a learning management system. We used per-pupil money to purchase new cameras for our yearbook and school newspaper classes. We supported our staging areas for presentations in the building and on the football field.



Overall, we are pleased with the utilization of our resources this year and feel our budget expectations were realized.

**Special Education** – The Special Education Department is currently operating within its budget for the 2020-21 school year. Based on spring count data, the district is supporting 461 students who are identified as needing special education and are receiving services within the district. This is an increase of 18 students since fall count.

Special Education expenditures this school year have been used to purchase curriculum resources and materials that support distance learning as well as student assessment kits that can be used for virtual testing. Money has also been used to purchase updated technology devices as well as learning and communication apps for students throughout the district.

The special education department has planned a comprehensive summer program to provide Extended School Year and Recovery Services to students with IEPs who have been unable to demonstrate expected progress due to distance learning and decreased face-to-face instruction that has resulted from the COVID-19 pandemic. It is anticipated that additional funds beyond what has been budgeted for summer programming will be needed to support this program.

**Curriculum and Instruction** – The Instructional Support Team has been very active in continuing professional learning opportunities for Y5-12 staff in the areas of reading, writing, social justice, science and technology integration. We provided embedded, on-going professional development with 5E-integrated units, distance learning instruction, Learning Management System set-up and support (Canvas & Seesaw), and social-emotional learning, both in person and via zoom. We will continue to support personalized learning opportunities and innovative instructional approaches in the 2021-22 school year with various district teams and continued collaboration with KnowledgeWorks. The SPARK initiative will continue to develop as we have teams of teachers in all buildings who are working together to provide place-based and individualized opportunities for students.

During our remote learning environment this year, staff have continued to take advantage of professional development sessions throughout the county and district, including social justice, book studies, coaching opportunities, and subject-specific collaborations. We continued to support our new Summit staff in grades 5-8 with professional development during remote regional convenings.

Through our current supply budget, we were able to purchase digital teaching resources such as LMS access at all levels, digital teacher resources in Units of Study reading and writing, as well as consumable student journals and digital teacher licenses in K-6 Everyday Math. We continue to acquire NWEA assessments for grades K-8, and are piloting the NWEA Reading Fluency assessment to determine how well it fits with our new phonics resource adoption at K-2.

We are within our budget this year in curriculum workshop/conferences and slightly over in our supply budget. Overall, we are within our annual budget.

#### **Athletics and Community Education – Athletics Program**

Overall, the athletic program had many great successes on the field, pool, court, and track. We won several conference championships and have done a great job as well at the state level, including two state championships.



The athletic department budget was affected due to several COVID-19-related factors. A loss of budgeted revenue was due to minimal gate ticket sales for most of the year due to COVID-19. Actual expenses were above a normal year because we had to purchase extra equipment to allow participation and used Getaway to provide busing for social distancing. We did implement the new participation fee structure, inclusion of club sports to school-funded sports, and the new coaches' compensation structure.

We are working on new strategies to find new revenue streams for the athletic department so we can fund growth of the program.

#### Community Education Program

The COVID-19 pandemic has had a significant impact on the Community Education budget, particularly on our ability to generate revenue to cover the expenses of the department. The status of each Community Ed program as of May 31, 2021 is as follows (budget comparisons made to budget through May 31, 2020, which was also impacted by the COVID-19 pandemic):

- Jenkins ECLC: Jenkins Full-Day Programs have been open since June 1 with extensive COVID-19 protocols in place; however, enrollment is down from 2019-2020 resulting in a loss of revenue of approximately \$16,065. We did not have enough interest to run our Three-Year-Old Half-Day Program. Our Four-Year-Old Half-Day Program started one month later than initially scheduled, with reduced enrollment. The revenue from half-day programs is down approximately \$52,110. We had hoped to still run our Three-Year-Old Half-Day Program in some capacity this school year and for increased enrollment in full day, programs but COVID-19 prevented that.
- After Care: The After Care program has only been open while YF-6 students have been in the building for in-person learning on a hybrid schedule. Enrollment is down significantly, resulting in a loss of revenue of approximately \$167,272 from this time last year.
- Recreation & Education Programming: COVID-19 restrictions and prioritizing building use for the safe return of students to in-person instruction severely reduced the classes and programs we have been able to offer our community members. Most classes meeting inside were canceled with only a few exceptions when COVID-19 cases were improving. Open pool for our community was suspended. This spring, returning outdoors enabled us to offer more youth sports classes but the number of programs and students enrolled was still significantly lower than in years past. Revenue from Rec & Ed programming is down approximately \$181,888 from this time last year.
- Camp Dexter: Camp Dexter was offered last summer with COVID-19 protocols in place, which resulted in limited enrollment. We are running Camp Dexter again this summer but revenue will be limited due to decreased enrollment because of COVID-19 and enrollment in the ESSER II-funded Dread Strong Summer Programs.

Federal grants provided \$39,500 from the Child Care Relief Fund that offset some operational costs at Jenkins and \$19,580 that was credited back to families to provide tuition relief during the pandemic. While revenue is down substantially this year, expenses are down as well; however, expenses exceed revenue by \$62,943 compared to last year at this time.

The COVID-19 pandemic has severely affected programming and enrollment for all Community Education programs. While we were able to cover expenses and return 10% back to the district in the last fiscal year prior to the COVID-19 pandemic, this year will require a



substantial subsidy from the general fund. We look forward to returning to normal operations when students return to school, parents return to work, and COVID-19 restrictions are lifted.

**Buildings and Grounds** – The Buildings and Grounds department is currently operating within its budget for the 2020-21 school year. The overall budget spent at this time is 89% compared to 85% of the overall budget spent last year at this time. We anticipate ending this fiscal year within the current remaining budget.

**Food and Nutrition** - Food & Nutrition operational results, adjusted for revenue accruals and expenses encumbered, are \$1,105,620 revenue and \$1,158,047 expenses through May 31; overall revenue is under expenses by \$52,427. Projecting to June 30, we anticipate revenue will be under expenses by \$77,300.

Revenue numbers are reflective of reduced community meal distribution participation and reduced in-person student learning throughout the majority of the school year. Revenues improved as more students moved to in-person learning in April and May. Expenses reflect commitment to staff retention and rising food costs. We were as flexible as possible in accommodating unpaid leaves and other time off due to COVID-19. The F&N staff demonstrated commendable teamwork during the pandemic.

The Food Services Fund had an excessive fund balance at June 30, 2020. Our restricted fund balance was \$666,076 that exceeded three months expenditures. We were required to submit a formal plan of correction that has since been approved by MDE. The spenddown plan included upgrading and replacing many pieces of equipment in our kitchens. We have obtained all necessary quotes and bids and the work is underway. The total spenddown plan is \$146,441. A small portion, \$9,891, will be included in the 2020-21 fiscal year. The remaining \$136,550 will be included in the 2021-22 fiscal year. The work is scheduled to be done the summer when students are not in buildings. The vendors have committed to completing the work prior to the start of school.

During the 2020-21 fiscal year, our expenditure levels will again be less than a normal school year because of the pandemic. Our threshold for allowable fund balance is computed on actual expenditures. The Food Service Fund may again trigger an excess fund balance as of June 30, 2021.

Detailed budget information is available upon request.

**Technology** – The Technology Department is on track to meet this year's overall budget. This year has brought many challenges, nothing greater than replacing 4 of our 6 Technology Department staff. Our new team has met and exceeded support expectations. On July 1, we will have a replacement for our vacant Data Specialist position. Jackie Gariepy will be moving from her current position as Facilities Coordinator. With increased demand for hardware due to remote learning, there has been a significant hardware shortage. However, we have received new iPads for DEEC and 5th grade Chromebooks for next year. Maintaining network security is a priority for us and this summer we will work with a local vendor to perform an on premise vulnerability scan. This simulation allows us to identify and reduce threat exposure. Cyber risk management and cyber security are a foremost priority.

**Transportation** – The Transportation Department has been operating well within its allotted budget for this year. We have seen great success with our COVID-19-response requirement for



families to preregister for transportation services to and from school. This allowed us to better place students, balance our riders between buses, and assist with contact tracing when needed. It would be beneficial to continue this practice. We also benefited from having the most up to date contact and address information for our students. The Transportation Department is kicking off our summer routes this week providing to and from transport for the Dread Strong summer program. There are 9 regular bus runs and 3 special needs bus runs. This will keep most of our department working throughout the summer months. Our 8 new buses have arrived. The buses were funded with the 2017 Bond with a 20% reimbursement from the Volkswagen State Mitigation Trust grant. As part of the grant requirements for decommissioning the old buses, we received approval to provide 4 of the buses to the START (Specialized Training & Advanced Rescue Techniques) program to use for training of area fire departments. The decommissioned buses have allowed rescue personnel to train on extraction in case of an accident involving a school bus. We are looking forward to an exciting summer and fall of 2021.





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Sub Function Code	Amended Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
<b>Fund(COA) 11 - General Fund</b>							
<b>Account Type Revenue</b>							
<b>Function Code R100 - Local Sources - 100</b>							
Function Code R100 - Local Sources - 100 Totals	6,083,876.00	233,202.66	5,330,262.11	.00	753,613.89	88	5,280,597.48
Function Code R200 - Non-Education Sources - 200	\$6,083,876.00	\$233,202.66	\$5,330,262.11	\$0.00	\$753,613.89	88 %	\$5,280,597.48
Function Code R200 - Non-Education Sources - 200 Totals	.00	.00	5,869.60	.00	(5,869.60)	+++	.00
Function Code R300 - State Sources - 300	\$0.00	\$0.00	\$5,869.60	\$0.00	(\$5,869.60)	+++	\$0.00
Function Code R300 - State Sources - 300 Totals	31,121,468.00	3,715,028.64	23,912,577.70	.00	7,208,890.30	77	22,606,583.46
Function Code R400 - Federal Sources - 400	\$31,121,468.00	\$3,715,028.64	\$23,912,577.70	\$0.00	\$7,208,890.30	77 %	\$22,606,583.46
Function Code R400 - Federal Sources - 400 Totals	2,469,000.00	432,287.55	2,128,305.79	.00	340,694.21	86	158,497.40
Function Code R500 - ISD / Other Sources - 500	\$2,469,000.00	\$432,287.55	\$2,128,305.79	\$0.00	\$340,694.21	86 %	\$158,497.40
Function Code R500 - ISD / Other Sources - 500 Totals	5,327,734.00	1,937.37	3,774,656.88	.00	1,553,077.12	71	3,869,197.26
Function Code R600 - In from other Funds - 600	\$5,327,734.00	\$1,937.37	\$3,774,656.88	\$0.00	\$1,553,077.12	71 %	\$3,869,197.26
Function Code R600 - In from other Funds - 600 Totals	315,502.00	50,996.77	214,988.43	.00	100,513.57	68	241,201.19
Account Type Revenue Totals	\$315,502.00	\$50,996.77	\$214,988.43	\$0.00	\$100,513.57	68 %	\$241,201.19
Account Type Expense	\$45,317,580.00	\$4,433,452.99	\$35,366,660.51	\$0.00	\$9,950,919.49	78 %	\$32,156,076.79
<b>Function Code &lt;N/A&gt; - &lt;No Function defined&gt;</b>							
Function Code <N/A> - <No Function defined> Totals	.00	.00	.00	.00	.00	+++	.00
Function Code 100 - Instruction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Sub Function Code 110 - Basic Functions - 110	21,347,873.00	1,839,607.31	16,320,555.96	7,139.75	5,020,177.29	76	16,688,001.25
Sub Function Code 120 - Added Needs - 120	5,400,782.00	409,439.58	3,983,699.55	.00	1,417,082.45	74	3,938,604.31
Sub Function Code 130 - Adult/Continuing Education - 130	.00	.00	.00	.00	.00	+++	.00
Function Code 100 - Instruction Totals	\$26,748,655.00	\$2,249,046.89	\$20,304,255.51	\$7,139.75	\$6,437,259.74	76 %	\$20,626,605.56
<b>Function Code 200 - Supporting Services</b>							
Sub Function Code 210 - Support Services-Pupil - 210	4,379,977.00	376,407.58	3,476,928.95	47,136.30	855,911.75	79	3,455,711.24
Sub Function Code 220 - Support Services-Instructional - 220	2,906,097.00	188,082.01	2,863,388.90	10,048.84	32,659.26	99	2,060,729.33
Sub Function Code 230 - Support Services-Administration - 230	672,159.00	35,388.14	523,209.88	163.50	148,785.62	78	496,543.46
Sub Function Code 240 - Support Services-School Admin - 240	2,579,668.00	210,899.47	2,248,204.24	2,539.17	328,924.59	87	2,255,807.35
Sub Function Code 250 - Support Services-Business - 250	760,885.00	47,879.94	692,091.70	.00	68,793.30	91	647,116.13
Sub Function Code 260 - Operations and Maintenance - 260	4,289,543.00	281,371.85	3,572,773.40	194,270.73	522,498.87	83	3,004,235.34
Sub Function Code 270 - Pupil Transportation - 270	1,617,755.00	131,616.94	1,141,644.81	9,066.02	467,044.17	71	1,379,835.25
Sub Function Code 280 - Support Services-Central - 280	416,397.00	30,072.56	384,184.14	(2,268.16)	34,481.02	92	405,214.94
Function Code 200 - Supporting Services Totals	\$17,622,481.00	\$1,301,718.49	\$14,902,426.02	\$260,956.40	\$2,459,098.58	85 %	\$13,705,193.04
<b>Function Code 300 - Community Services</b>							
Sub Function Code 320 - Community Recreation - 320	265,171.00	10,338.93	164,271.51	14,750.59	86,148.90	62	197,318.98
Sub Function Code 330 - Community Activities - 330	.00	.00	.00	.00	.00	+++	661.71
Sub Function Code 350 - Care of Children - 350	.00	.00	.00	.00	.00	+++	.00
Sub Function Code 370 - Non Public School Pupils - 370	14,401.00	942.93	1,785.86	.00	12,615.14	12	2,947.20
Sub Function Code 390 - Other Community Services - 390	(376.00)	.00	.00	.00	(376.00)	0	.00
Function Code 300 - Community Services Totals	\$279,196.00	\$11,281.86	\$166,057.37	\$14,750.59	\$98,388.04	59 %	\$200,927.89
<b>Function Code 400 - Government Agencies &amp; Prior Period</b>							
Sub Function Code 400 - Other Government Agencies - 400	.00	90.00	327.00	.00	(327.00)	+++	.00



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Sub Function Code	Amended Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
Function Code <b>400 - Government Agencies &amp; Prior Period Totals</b>	\$0.00	\$90.00	\$327.00	\$0.00	(\$327.00)	+++	\$0.00
Function Code <b>500-600 - Other Financing Uses</b>							
Sub Function Code <b>600 - Fund Modifications - 600</b>	743,923.00	90,000.00	976,559.27	.00	(232,636.27)	131	750,000.00
Function Code <b>500-600 - Other Financing Uses Totals</b>	\$743,923.00	\$90,000.00	\$976,559.27	\$0.00	(\$232,636.27)	131 %	\$750,000.00
Account Type <b>Expense Totals</b>	\$45,394,255.00	\$3,652,137.24	\$36,349,625.17	\$282,846.74	\$8,761,783.09	80 %	\$35,282,726.49
Fund(COA) <b>11 - General Fund Totals</b>	(\$76,675.00)	\$781,315.75	(\$982,964.66)	(\$282,846.74)	\$1,189,136.40	1,282 %	(\$3,126,649.70)





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Sub Function Code	Amended Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
<b>Fund(COA) 23 - Community Service Fund</b>							
<b>Account Type Revenue</b>							
<b>Function Code R100 - Local Sources - 100</b>							
	2,275,038.00	119,054.43	1,181,950.47	.00	1,093,087.53	52	1,818,562.68
Function Code R100 - Local Sources - 100 Totals	\$2,275,038.00	\$119,054.43	\$1,181,950.47	\$0.00	\$1,093,087.53	52 %	\$1,818,562.68
<b>Function Code R300 - State Sources - 300</b>							
	31,470.00	23,470.00	23,470.00	.00	8,000.00	75	(.50)
Function Code R300 - State Sources - 300 Totals	\$31,470.00	\$23,470.00	\$23,470.00	\$0.00	\$8,000.00	75 %	(\$0.50)
<b>Function Code R400 - Federal Sources - 400</b>							
	184,080.00	9,866.28	146,787.89	.00	37,292.11	80	76,217.05
Function Code R400 - Federal Sources - 400 Totals	\$184,080.00	\$9,866.28	\$146,787.89	\$0.00	\$37,292.11	80 %	\$76,217.05
<b>Function Code R500 - ISD / Other Sources - 500</b>							
	.00	.00	.00	.00	.00	+++	.00
Function Code R500 - ISD / Other Sources - 500 Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<b>Function Code R600 - In from other Funds - 600</b>							
	721,780.00	90,000.00	976,559.27	.00	(254,779.27)	135	750,000.00
Function Code R600 - In from other Funds - 600 Totals	\$721,780.00	\$90,000.00	\$976,559.27	\$0.00	(\$254,779.27)	135 %	\$750,000.00
Account Type Revenue Totals	\$3,212,368.00	\$242,390.71	\$2,328,767.63	\$0.00	\$883,600.37	72 %	\$2,644,779.23
<b>Account Type Expense</b>							
<b>Function Code 100 - Instruction</b>							
<b>Sub Function Code 110 - Basic Functions - 110</b>							
	102,297.00	7,127.82	59,951.74	.00	42,345.26	59	122,374.97
Function Code 100 - Instruction Totals	\$102,297.00	\$7,127.82	\$59,951.74	\$0.00	\$42,345.26	59 %	\$122,374.97
<b>Function Code 200 - Supporting Services</b>							
Sub Function Code 220 - Support Services-Instructional - 220	987.00	7.53	953.32	.00	33.68	97	932.60
Sub Function Code 250 - Support Services-Business - 250	.00	.00	.00	.00	.00	+++	.00
Sub Function Code 260 - Operations and Maintenance - 260	56,550.00	4,984.51	48,638.83	14,165.91	(6,254.74)	86	31,100.84
Sub Function Code 270 - Pupil Transportation - 270	.00	.00	21,085.79	12,625.00	(33,710.79)	+++	16,283.60
Sub Function Code 290 - Support Services-Other - 290	1,088,377.00	211,971.55	983,751.38	4,164.00	100,461.62	90	892,822.29
Function Code 200 - Supporting Services Totals	\$1,145,914.00	\$216,963.59	\$1,054,429.32	\$30,954.91	\$60,529.77	92 %	\$941,139.33
<b>Function Code 300 - Community Services</b>							
Sub Function Code 310 - Community Services Direction - 310	292,773.00	24,846.39	226,644.60	.00	66,128.40	77	269,709.96
Sub Function Code 320 - Community Recreation - 320	386,378.00	15,446.99	138,350.67	1,118.89	246,908.44	36	290,210.46
Sub Function Code 330 - Community Activities - 330	.00	.00	803.84	.00	(803.84)	+++	.00
Sub Function Code 350 - Care of Children - 350	979,644.00	68,047.61	687,380.20	46.00	292,217.80	70	780,463.34
Sub Function Code 390 - Other Community Services - 390	100,000.00	6,783.88	80,532.45	.00	19,467.55	81	76,322.35
Function Code 300 - Community Services Totals	\$1,758,795.00	\$115,124.87	\$1,133,711.76	\$1,164.89	\$623,918.35	64 %	\$1,416,706.11
<b>Function Code 500-600 - Other Financing Uses</b>							
<b>Sub Function Code 600 - Fund Modifications - 600</b>							
	205,362.00	28,664.65	121,173.34	.00	84,188.66	59	111,549.75
Function Code 500-600 - Other Financing Uses Totals	\$205,362.00	\$28,664.65	\$121,173.34	\$0.00	\$84,188.66	59 %	\$111,549.75
Account Type Expense Totals	\$3,212,368.00	\$367,880.93	\$2,369,266.16	\$32,119.80	\$810,982.04	74 %	\$2,591,770.16
Fund(COA) 23 - Community Service Fund Totals	\$0.00	(\$125,490.22)	(\$40,498.53)	(\$32,119.80)	\$72,618.33	+++	\$53,009.07



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Sub Function Code	Amended Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
<b>Fund(COA) 25 - School Lunch Fund</b>							
<b>Account Type Revenue</b>							
<b>Function Code R100 - Local Sources - 100</b>							
	15,800.00	4,067.91	7,720.56	.00	8,079.44	49	759,795.05
Function Code R100 - Local Sources - 100 Totals	\$15,800.00	\$4,067.91	\$7,720.56	\$0.00	\$8,079.44	49 %	\$759,795.05
<b>Function Code R300 - State Sources - 300</b>							
	77,677.00	4,857.32	55,847.12	.00	21,829.88	72	52,083.66
Function Code R300 - State Sources - 300 Totals	\$77,677.00	\$4,857.32	\$55,847.12	\$0.00	\$21,829.88	72 %	\$52,083.66
<b>Function Code R400 - Federal Sources - 400</b>							
	1,086,693.00	.00	692,274.24	.00	394,418.76	64	274,280.79
Function Code R400 - Federal Sources - 400 Totals	\$1,086,693.00	\$0.00	\$692,274.24	\$0.00	\$394,418.76	64 %	\$274,280.79
<b>Function Code R500 - ISD / Other Sources - 500</b>							
	.00	.00	.00	.00	.00	+++	75,957.73
Function Code R500 - ISD / Other Sources - 500 Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$75,957.73
Account Type Revenue Totals	\$1,180,170.00	\$8,925.23	\$755,841.92	\$0.00	\$424,328.08	64 %	\$1,162,117.23
<b>Account Type Expense</b>							
<b>Function Code &lt;N/A&gt; - &lt;No Function defined&gt;</b>							
	.00	.00	.00	.00	.00	+++	.00
Function Code <N/A> - <No Function defined> Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<b>Function Code 200 - Supporting Services</b>							
Sub Function Code 210 - Support Services-Pupil - 210	.00	.00	.00	.00	.00	+++	.00
Sub Function Code 260 - Operations and Maintenance - 260	3,358.00	463.00	2,087.85	.00	1,270.15	62	7,066.77
Sub Function Code 290 - Support Services-Other - 290	1,223,040.00	121,270.74	936,485.49	471,846.87	(185,292.36)	77	1,289,791.90
Function Code 200 - Supporting Services Totals	\$1,226,398.00	\$121,733.74	\$938,573.34	\$471,846.87	(\$184,022.21)	77 %	\$1,296,858.67
<b>Function Code 500-600 - Other Financing Uses</b>							
Sub Function Code 600 - Fund Modifications - 600	122,640.00	22,332.10	93,815.09	.00	28,824.91	76	129,651.44
Function Code 500-600 - Other Financing Uses Totals	\$122,640.00	\$22,332.10	\$93,815.09	\$0.00	\$28,824.91	76 %	\$129,651.44
Account Type Expense Totals	\$1,349,038.00	\$144,065.84	\$1,032,388.43	\$471,846.87	(\$155,197.30)	77 %	\$1,426,510.11
Fund(COA) 25 - School Lunch Fund Totals	(\$168,868.00)	(\$135,140.61)	(\$276,546.51)	(\$471,846.87)	\$579,525.38	164 %	(\$264,392.88)



# Board Monthly Financial Report

Fiscal Year to Date 05/31/21

Sub Function Code	Amended Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
<b>Fund(COA) 29 - Student/School Activity Fund</b>							
Account Type <b>Revenue</b>							
Function Code <b>R100 - Local Sources - 100</b>							
	1,362,636.00	73,198.41	368,243.59	.00	994,392.41	27	1,578,615.05
Function Code <b>R100 - Local Sources - 100 Totals</b>	<b>\$1,362,636.00</b>	<b>\$73,198.41</b>	<b>\$368,243.59</b>	<b>\$0.00</b>	<b>\$994,392.41</b>	<b>27 %</b>	<b>\$1,578,615.05</b>
Account Type <b>Revenue Totals</b>	<b>\$1,362,636.00</b>	<b>\$73,198.41</b>	<b>\$368,243.59</b>	<b>\$0.00</b>	<b>\$994,392.41</b>	<b>27 %</b>	<b>\$1,578,615.05</b>
Account Type <b>Expense</b>							
Function Code <b>200 - Supporting Services</b>							
Sub Function Code <b>290 - Support Services-Other - 290</b>							
	1,362,636.00	62,500.21	302,613.68	7,524.18	1,052,498.14	22	630,482.88
Function Code <b>200 - Supporting Services Totals</b>	<b>\$1,362,636.00</b>	<b>\$62,500.21</b>	<b>\$302,613.68</b>	<b>\$7,524.18</b>	<b>\$1,052,498.14</b>	<b>22 %</b>	<b>\$630,482.88</b>
Account Type <b>Expense Totals</b>	<b>\$1,362,636.00</b>	<b>\$62,500.21</b>	<b>\$302,613.68</b>	<b>\$7,524.18</b>	<b>\$1,052,498.14</b>	<b>22 %</b>	<b>\$630,482.88</b>
Fund(COA) <b>29 - Student/School Activity Fund Totals</b>	<b>\$0.00</b>	<b>\$10,698.20</b>	<b>\$65,629.91</b>	<b>(\$7,524.18)</b>	<b>(\$58,105.73)</b>	<b>+++</b>	<b>\$948,132.17</b>
Grand Totals	<b>(\$245,543.00)</b>	<b>\$531,383.12</b>	<b>(\$1,234,379.79)</b>	<b>(\$794,337.59)</b>	<b>\$1,783,174.38</b>	<b>503 %</b>	<b>(\$2,389,901.34)</b>





# Expenses by Building/Program

Fiscal Year to Date 05/31/21

Function(COA) Code	Amended Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Received / % Spent	Prior Year Total	Facility(COA) Code
<b>Fund(COA) 11 - General Fund</b>								
<b>Facility(COA) 00000 - District</b>								
Function(COA) 1122 - Special Education Instruction	.00	.00	.00	.00	.00	0	.00	Function(COA) 1122 - Special Education Instruction
Function(COA) 1125 - Compensatory Education	.00	.00	.00	.00	.00	0	.00	Function(COA) 1125 - Compensatory Education
Function(COA) 1127 - Career Education	.00	.00	.00	.00	.00	0	.00	Function(COA) 1127 - Career Education
Function(COA) 1213 - Health Services	170,955.00	15,578.24	146,337.20	.00	24,617.80	86	146,552.39	Function(COA) 1213 - Health Services
Function(COA) 1219 - Other Pupil Support	5,000.00	1,431.75	6,435.33	.00	(1,435.33)	129	(137.57)	Function(COA) 1219 - Other Pupil Support
Function(COA) 1221 - Improvement of Instruction	1,017,563.00	60,589.85	1,288,602.10	3,623.84	(274,662.94)	127	594,488.74	Function(COA) 1221 - Improvement of Instruction
Function(COA) 1225 - Technology	967,216.00	62,183.58	859,289.66	6,425.00	101,501.34	90	730,839.16	Function(COA) 1225 - Technology
Function(COA) 1226 - Program Direction/Sp Ed Assessment	244,428.00	18,985.96	209,519.01	.00	34,908.99	86	208,480.23	Function(COA) 1226 - Program Direction/Sp Ed Assessment
Function(COA) 1227 - Academic Student Programs/Consortium	27,203.00	.00	27,259.95	.00	(56.95)	100	26,703.00	Function(COA) 1227 - Academic Student Programs/Consortium
Function(COA) 1229 - Other Programs/Consortium	.00	.00	.00	.00	.00	0	.00	Function(COA) 1229 - Other Programs/Consortium
Function(COA) 1231 - Board of Education	114,708.00	844.46	87,301.72	.00	27,406.28	76	84,816.21	Function(COA) 1231 - Board of Education
Function(COA) 1232 - Executive Administration	557,451.00	34,543.68	435,908.16	163.50	121,379.34	78	411,727.25	Function(COA) 1232 - Executive Administration
Function(COA) 1252 - Fiscal Services	723,260.00	54,338.05	668,200.06	.00	55,059.94	92	624,634.57	Function(COA) 1252 - Fiscal Services
Function(COA) 1259 - Other Business Services	37,625.00	(6,458.11)	23,891.64	.00	13,733.36	63	22,481.56	Function(COA) 1259 - Other Business Services
Function(COA) 1261 - Operating Buildings Services	1,454,705.00	18,285.46	1,227,360.82	39,917.44	187,426.74	87	733,759.93	Function(COA) 1261 - Operating Buildings Services
Function(COA) 1266 - Security Services	103,111.00	13,588.33	68,584.53	13,588.33	20,938.14	80	42,314.50	Function(COA) 1266 - Security Services
Function(COA) 1271 - Pupil Transportation Services	.00	(5,456.58)	.00	.00	.00	0	.00	Function(COA) 1271 - Pupil Transportation Services
Function(COA) 1281 - Planning, Research, Development, and Evaluation	64,200.00	3,100.00	32,026.20	6,200.00	25,973.80	60	60,926.20	Function(COA) 1281 - Planning, Research, Development, and Evaluation
Function(COA) 1282 - Communication Services	26,525.00	2,532.85	52,863.30	.00	(26,338.30)	199	42,883.95	Function(COA) 1282 - Communication Services
Function(COA) 1283 - Staff/Personnel Services	325,672.00	24,439.71	299,294.64	(8,468.16)	34,845.52	89	301,404.79	Function(COA) 1283 - Staff/Personnel Services
Function(COA) 1284 - Non-Instructional Technology Services	.00	.00	.00	.00	.00	0	.00	Function(COA) 1284 - Non-Instructional Technology Services
Function(COA) 1321 - Community Recreation	265,171.00	10,338.93	164,271.51	14,750.59	86,148.90	68	197,318.98	Function(COA) 1321 - Community Recreation
Function(COA) 1371 - Non-Public School Pupils	14,401.00	942.93	1,785.86	.00	12,615.14	12	2,947.20	Function(COA) 1371 - Non-Public School Pupils
Function(COA) 1391 - Other Community Services	(376.00)	.00	.00	.00	(376.00)	0	.00	Function(COA) 1391 - Other Community Services
Function(COA) 1411 - Payments to Other Public Schools Within the State of Michigan	.00	.00	.00	.00	.00	0	.00	Function(COA) 1411 - Payments to Other Public Schools Within the State of Michigan
Function(COA) 1455 - Building Acquisition	.00	.00	.00	.00	.00	0	.00	Function(COA) 1455 - Building Acquisition
Function(COA) 1492 - Adjustments to Prior Period Revenue Accounts	.00	90.00	327.00	.00	(327.00)	0	.00	Function(COA) 1492 - Adjustments to Prior Period Revenue Accounts
Function(COA) 1611 - Transfer Out to GF	22,143.00	.00	.00	.00	22,143.00	0	.00	Function(COA) 1611 - Transfer Out to GF
Function(COA) 1623 - Transfer to Ath/Comm Ed	721,780.00	90,000.00	976,559.27	.00	(254,779.27)	135	750,000.00	Function(COA) 1623 - Transfer to Ath/Comm Ed
<b>Facility(COA) 00000 - District Totals</b>	<b>\$6,862,741.00</b>	<b>\$399,899.09</b>	<b>\$6,575,817.96</b>	<b>\$76,200.54</b>	<b>\$210,722.50</b>	<b>97 %</b>	<b>\$4,982,141.09</b>	
<b>Facility(COA) 00214 - Wylie</b>								
Function(COA) 1111 - Elementary Instruction	2,674,837.00	237,835.78	2,087,878.46	1,355.75	585,602.79	78	2,033,732.75	Function(COA) 1111 - Elementary Instruction
Function(COA) 1122 - Special Education Instruction	796,489.00	72,114.14	588,559.99	.00	207,929.01	74	419,426.32	Function(COA) 1122 - Special Education Instruction
Function(COA) 1125 - Compensatory Education	199,268.00	15,891.29	156,633.27	.00	42,634.73	79	131,416.54	Function(COA) 1125 - Compensatory Education
Function(COA) 1212 - Guidance Services	134,939.00	11,193.19	104,437.31	.00	30,501.69	77	104,989.16	Function(COA) 1212 - Guidance Services
Function(COA) 1214 - Psychological Services	57,110.00	4,676.75	43,789.01	.00	13,320.99	77	42,263.85	Function(COA) 1214 - Psychological Services
Function(COA) 1215 - Speech Services	129,811.00	10,730.17	100,119.51	.00	29,691.49	77	100,474.20	Function(COA) 1215 - Speech Services
Function(COA) 1216 - Social Work Services	80,673.00	6,763.47	63,847.67	.00	16,825.33	79	58,327.13	Function(COA) 1216 - Social Work Services
Function(COA) 1218 - Teacher Consultant	66,001.00	5,487.64	51,397.64	.00	14,603.36	78	49,484.64	Function(COA) 1218 - Teacher Consultant
Function(COA) 1219 - Other Pupil Support	15,140.00	4,563.70	19,613.59	.00	(4,473.59)	130	12,755.73	Function(COA) 1219 - Other Pupil Support





# Expenses by Building/Program

Fiscal Year to Date 05/31/21

Function(COA) Code	Amended Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Received / % Spent	Prior Year Total	Facility(COA) Code
Function(COA) 1221 - Improvement of Instruction	.00	.00	.00	.00	.00	0	.00	Function(COA) 1221 - Improvement of Instruction
Function(COA) 1222 - Educational Media Services	110,003.00	9,006.94	84,394.68	.00	25,608.32	77	81,335.41	Function(COA) 1222 - Educational Media Services
Function(COA) 1241 - Office of the Principal	299,661.00	25,165.14	262,270.99	.00	37,390.01	88	244,507.06	Function(COA) 1241 - Office of the Principal
Function(COA) 1331 - Community Activities	.00	.00	.00	.00	.00	0	331.10	Function(COA) 1331 - Community Activities
Facility(COA) 00214 - Wylie Totals	\$4,563,932.00	\$403,428.21	\$3,562,942.12	\$1,355.75	\$999,634.13	78 %	\$3,279,043.89	
Facility(COA) 00913 - High School								
Function(COA) 1113 - High School Instruction	6,746,064.00	569,174.94	5,175,530.89	3,420.00	1,567,113.11	77	5,228,936.70	Function(COA) 1113 - High School Instruction
Function(COA) 1119 - Summer School Instruction	.00	.00	.00	.00	.00	0	.00	Function(COA) 1119 - Summer School Instruction
Function(COA) 1122 - Special Education Instruction	920,620.00	75,624.33	641,933.92	.00	278,686.08	70	696,943.56	Function(COA) 1122 - Special Education Instruction
Function(COA) 1125 - Compensatory Education	80,339.00	6,953.43	64,846.84	.00	15,492.16	81	57,562.60	Function(COA) 1125 - Compensatory Education
Function(COA) 1127 - Career Education	360,761.00	13,414.64	299,365.33	.00	61,395.67	83	201,439.27	Function(COA) 1127 - Career Education
Function(COA) 1212 - Guidance Services	494,226.00	37,648.68	375,686.64	.00	118,539.36	76	360,545.21	Function(COA) 1212 - Guidance Services
Function(COA) 1213 - Health Services	.00	.00	.00	.00	.00	0	.00	Function(COA) 1213 - Health Services
Function(COA) 1214 - Psychological Services	67,545.00	5,665.62	52,901.71	.00	14,643.29	78	53,276.52	Function(COA) 1214 - Psychological Services
Function(COA) 1215 - Speech Services	140,520.00	11,741.92	109,821.30	.00	30,698.70	78	101,416.80	Function(COA) 1215 - Speech Services
Function(COA) 1216 - Social Work Services	127,948.00	10,638.13	99,384.18	.00	28,563.82	78	100,800.48	Function(COA) 1216 - Social Work Services
Function(COA) 1218 - Teacher Consultant	526,650.00	45,537.67	425,052.57	.00	101,597.43	81	417,853.35	Function(COA) 1218 - Teacher Consultant
Function(COA) 1219 - Other Pupil Support	169,608.00	13,243.78	122,748.53	.00	46,859.47	72	133,560.26	Function(COA) 1219 - Other Pupil Support
Function(COA) 1221 - Improvement of Instruction	.00	.00	.00	.00	.00	0	.00	Function(COA) 1221 - Improvement of Instruction
Function(COA) 1222 - Educational Media Services	84,869.00	7,520.00	59,108.48	.00	25,760.52	70	66,732.54	Function(COA) 1222 - Educational Media Services
Function(COA) 1241 - Office of the Principal	803,887.00	64,707.41	705,206.54	.00	98,680.46	88	705,234.95	Function(COA) 1241 - Office of the Principal
Function(COA) 1249 - Other School Admin	10,000.00	2,064.27	7,112.71	2,539.17	348.12	97	6,015.12	Function(COA) 1249 - Other School Admin
Function(COA) 1271 - Pupil Transportation Services	500.00	.00	.00	.00	500.00	0	75.00	Function(COA) 1271 - Pupil Transportation Services
Facility(COA) 00913 - High School Totals	\$10,533,537.00	\$863,934.82	\$8,138,699.64	\$5,959.17	\$2,388,878.19	77 %	\$8,130,392.36	
Facility(COA) 02949 - Alternative Ed								
Function(COA) 1111 - Elementary Instruction	.00	.00	.00	.00	.00	0	.00	Function(COA) 1111 - Elementary Instruction
Function(COA) 1112 - Middle School Instruction	.00	.00	.00	.00	.00	0	116.51	Function(COA) 1112 - Middle School Instruction
Function(COA) 1113 - High School Instruction	160,329.00	12,316.83	117,556.98	.00	42,772.02	73	117,525.08	Function(COA) 1113 - High School Instruction
Function(COA) 1122 - Special Education Instruction	100,078.00	8,337.07	78,977.66	.00	21,100.34	79	74,610.82	Function(COA) 1122 - Special Education Instruction
Function(COA) 1125 - Compensatory Education	.00	.00	.00	.00	.00	0	25.00	Function(COA) 1125 - Compensatory Education
Function(COA) 1216 - Social Work Services	68,513.00	5,704.34	53,237.86	.00	15,275.14	78	52,813.20	Function(COA) 1216 - Social Work Services
Function(COA) 1218 - Teacher Consultant	250.00	.00	.00	.00	250.00	0	(21.23)	Function(COA) 1218 - Teacher Consultant
Function(COA) 1226 - Program Direction/Sp Ed	.00	.00	.00	.00	.00	0	.00	Function(COA) 1226 - Program Direction/Sp Ed
Function(COA) 1241 - Office of the Principal	8,264.00	66.32	8,172.41	.00	91.59	99	8,003.50	Function(COA) 1241 - Office of the Principal
Facility(COA) 02949 - Alternative Ed Totals	\$337,434.00	\$26,424.56	\$257,944.91	\$0.00	\$79,489.09	76 %	\$253,072.88	
Facility(COA) 03354 - Bates								
Function(COA) 1111 - Elementary Instruction	43,307.00	.00	.00	.00	43,307.00	0	11,939.00	Function(COA) 1111 - Elementary Instruction
Function(COA) 1241 - Office of the Principal	22,928.00	139.21	2,379.34	.00	20,548.66	10	16,023.36	Function(COA) 1241 - Office of the Principal
Facility(COA) 03354 - Bates Totals	\$66,235.00	\$139.21	\$2,379.34	\$0.00	\$63,855.66	4 %	\$27,962.36	
Facility(COA) 04609 - Creekside								
Function(COA) 1111 - Elementary Instruction	3,238,763.00	283,625.61	2,470,257.40	1,440.00	767,065.60	76	2,543,922.77	Function(COA) 1111 - Elementary Instruction
Function(COA) 1122 - Special Education Instruction	396,369.00	29,427.32	283,054.17	.00	113,314.83	71	531,366.70	Function(COA) 1122 - Special Education Instruction
Function(COA) 1125 - Compensatory Education	59,625.00	4,496.17	27,830.43	.00	31,794.57	47	1,311.62	Function(COA) 1125 - Compensatory Education





# Expenses by Building/Program

Fiscal Year to Date 05/31/21

Function(COA) Code	Amended Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Received / % Spent	Prior Year Total	Facility(COA) Code
Function(COA) 1212 - Guidance Services	125,674.00	10,348.14	97,060.78	.00	28,613.22	77	97,674.24	Education
Function(COA) 1214 - Psychological Services	43,290.00	3,582.26	33,553.92	.00	9,736.08	78	32,111.75	Function(COA) 1212 - Guidance Services
Function(COA) 1215 - Speech Services	172,685.00	16,733.91	155,577.07	.00	17,107.93	90	157,003.97	Function(COA) 1214 - Psychological Services
Function(COA) 1216 - Social Work Services	129,635.00	10,792.09	100,853.96	.00	28,781.04	78	100,537.20	Function(COA) 1215 - Speech Services
Function(COA) 1218 - Teacher Consultant	132,015.00	10,972.55	102,874.34	.00	29,140.66	78	98,252.64	Function(COA) 1216 - Social Work Services
Function(COA) 1219 - Other Pupil Support	14,631.00	2,726.68	11,630.51	.00	3,000.49	79	14,248.01	Function(COA) 1218 - Teacher Consultant
Function(COA) 1221 - Improvement of Instruction	.00	.00	.00	.00	.00	0	.00	Function(COA) 1219 - Other Pupil Support
Function(COA) 1222 - Educational Media Services	119,249.00	1,794.46	75,936.20	.00	43,312.80	64	88,845.14	Function(COA) 1221 - Improvement of Instruction
Function(COA) 1241 - Office of the Principal	374,039.00	30,723.24	327,405.96	.00	46,633.04	88	329,835.20	Function(COA) 1222 - Educational Media Services
Facility(COA) 04609 - Creekside Totals	\$4,805,975.00	\$405,222.43	\$3,686,034.74	\$1,440.00	\$1,118,500.26	77 %	\$3,995,109.24	Function(COA) 1241 - Office of the Principal
Facility(COA) 06147 - WISD Highpt Instruction	154,797.00	.00	.00	.00	154,797.00	0	.00	Function(COA) 1122 - Special Education Instruction
Facility(COA) 06147 - WISD Highpt Totals	\$154,797.00	\$0.00	\$0.00	\$0.00	\$154,797.00	0 %	\$0.00	
Facility(COA) 08039 - Mill Creek								
Function(COA) 1112 - Middle School Instruction	3,539,236.00	322,042.66	2,774,020.54	924.00	764,291.46	78	2,710,865.40	Function(COA) 1112 - Middle School Instruction
Function(COA) 1122 - Special Education Instruction	874,516.00	63,666.47	572,647.43	.00	301,868.57	65	654,817.17	Function(COA) 1122 - Special Education Instruction
Function(COA) 1125 - Compensatory Education	.00	413.74	3,138.20	.00	(3,138.20)	0	.00	Function(COA) 1125 - Compensatory Education
Function(COA) 1212 - Guidance Services	240,731.00	15,462.22	176,711.14	.00	64,019.86	73	202,791.27	Function(COA) 1212 - Guidance Services
Function(COA) 1214 - Psychological Services	67,470.00	5,665.57	52,901.40	.00	14,568.60	78	53,276.14	Function(COA) 1214 - Psychological Services
Function(COA) 1215 - Speech Services	65,802.00	5,519.61	51,634.84	.00	14,167.16	78	61,880.31	Function(COA) 1215 - Speech Services
Function(COA) 1216 - Social Work Services	126,034.00	10,493.70	98,069.12	.00	27,964.88	78	94,643.44	Function(COA) 1216 - Social Work Services
Function(COA) 1218 - Teacher Consultant	62,811.00	5,210.88	48,711.14	.00	14,099.86	78	48,916.91	Function(COA) 1218 - Teacher Consultant
Function(COA) 1219 - Other Pupil Support	25,372.00	2,845.84	22,045.62	.00	3,326.38	87	23,557.44	Function(COA) 1219 - Other Pupil Support
Function(COA) 1221 - Improvement of Instruction	.00	.00	.00	.00	.00	0	.00	Function(COA) 1221 - Improvement of Instruction
Function(COA) 1222 - Educational Media Services	85,618.00	7,804.84	68,562.28	.00	17,055.72	80	69,032.39	Function(COA) 1222 - Educational Media Services
Function(COA) 1241 - Office of the Principal	490,364.00	40,888.44	437,358.17	.00	53,005.83	89	444,313.35	Function(COA) 1241 - Office of the Principal
Facility(COA) 08039 - Mill Creek Totals	\$5,577,954.00	\$480,013.97	\$4,305,799.88	\$924.00	\$1,271,230.12	77 %	\$4,364,093.82	
Facility(COA) 08040 - Anchor								
Function(COA) 1111 - Elementary Instruction	2,484,218.00	212,333.79	1,892,117.26	.00	592,100.74	76	2,063,826.94	Function(COA) 1111 - Elementary Instruction
Function(COA) 1122 - Special Education Instruction	808,754.00	75,390.94	717,657.60	.00	91,096.40	89	728,600.61	Function(COA) 1122 - Special Education Instruction
Function(COA) 1125 - Compensatory Education	279,322.00	12,548.15	289,603.42	.00	(10,281.42)	104	139,122.19	Function(COA) 1125 - Compensatory Education
Function(COA) 1212 - Guidance Services	.00	.00	.00	.00	.00	0	.00	Function(COA) 1212 - Guidance Services
Function(COA) 1213 - Health Services	214,491.00	18,625.71	163,131.86	24,718.30	26,640.84	88	161,997.62	Function(COA) 1213 - Health Services
Function(COA) 1214 - Psychological Services	62,880.00	4,676.69	43,788.48	.00	19,091.52	70	42,263.32	Function(COA) 1214 - Psychological Services
Function(COA) 1215 - Speech Services	139,365.00	16,178.81	143,946.79	22,418.00	(26,999.79)	119	134,640.32	Function(COA) 1215 - Speech Services
Function(COA) 1216 - Social Work Services	92,185.00	7,628.59	71,671.61	.00	20,513.39	78	68,292.23	Function(COA) 1216 - Social Work Services
Function(COA) 1218 - Teacher Consultant	100,079.00	8,288.84	77,825.84	.00	22,253.16	78	73,242.45	Function(COA) 1218 - Teacher Consultant
Function(COA) 1219 - Other Pupil Support	7,298.00	3,469.64	8,616.15	.00	(1,318.15)	118	21,361.79	Function(COA) 1219 - Other Pupil Support
Function(COA) 1221 - Improvement of Instruction	6,000.00	249.00	459.94	.00	5,540.06	8	7,794.89	Function(COA) 1221 - Improvement of Instruction
Function(COA) 1222 - Educational Media Services	138,870.00	11,548.28	107,740.01	.00	31,129.99	78	108,280.73	Function(COA) 1222 - Educational Media Services
Function(COA) 1225 - Technology	.00	.00	.00	.00	.00	0	.00	Function(COA) 1225 - Technology
Function(COA) 1227 - Academic Student Assessment	5,000.00	81.00	4,466.45	.00	533.55	89	4,933.75	Function(COA) 1227 - Academic Student Assessment





# Expenses by Building/Program

Fiscal Year to Date 05/31/21

Function(COA) Code	Amended Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Received / % Spent	Prior Year Total	Facility(COA) Code
Function(COA) 1241 - Office of the Principal	286,049.00	23,719.83	252,225.95	.00	33,823.05	88	252,338.73	Function(COA) 1241 - Office of the Principal
Function(COA) 1331 - Community Activities	.00	.00	.00	.00	.00	0	.00	Function(COA) 1331 - Community Activities
Function(COA) 1351 - Care of Children	.00	.00	.00	.00	.00	0	.00	Function(COA) 1351 - Care of Children
Function(COA) 1391 - Other Community Services	.00	.00	.00	.00	.00	0	.00	Function(COA) 1391 - Other Community Services
<b>Facility(COA) 08040 - Anchor Totals</b>	<b>\$4,624,511.00</b>	<b>\$394,739.27</b>	<b>\$3,773,251.36</b>	<b>\$47,136.30</b>	<b>\$804,123.34</b>	<b>83 %</b>	<b>\$3,806,695.57</b>	
<b>Facility(COA) 08989 - Beacon</b>								
Function(COA) 1111 - Elementary Instruction	2,461,119.00	202,277.70	1,803,194.43	.00	657,924.57	73	1,977,136.10	Function(COA) 1111 - Elementary Instruction
Function(COA) 1122 - Special Education Instruction	219,484.00	19,995.28	139,378.17	.00	80,105.83	64	228,092.23	Function(COA) 1122 - Special Education Instruction
Function(COA) 1125 - Compensatory Education	150,360.00	11,166.61	120,073.12	.00	30,286.88	80	73,869.68	Function(COA) 1125 - Compensatory Education
Function(COA) 1212 - Guidance Services	.00	.00	.00	.00	.00	0	.00	Function(COA) 1212 - Guidance Services
Function(COA) 1214 - Psychological Services	43,290.00	3,582.20	33,553.41	.00	9,736.59	78	32,111.47	Function(COA) 1214 - Psychological Services
Function(COA) 1215 - Speech Services	84,602.00	7,005.52	66,046.93	.00	18,555.07	78	64,804.56	Function(COA) 1215 - Speech Services
Function(COA) 1216 - Social Work Services	80,598.00	6,803.25	64,527.24	.00	16,070.76	80	63,990.04	Function(COA) 1216 - Social Work Services
Function(COA) 1218 - Teacher Consultant	86,690.00	7,178.75	67,638.20	.00	19,051.80	78	66,251.29	Function(COA) 1218 - Teacher Consultant
Function(COA) 1219 - Other Pupil Support	7,460.00	2,011.08	9,748.55	.00	(2,288.55)	131	6,908.71	Function(COA) 1219 - Other Pupil Support
Function(COA) 1221 - Improvement of Instruction	.00	.00	.00	.00	.00	0	.00	Function(COA) 1221 - Improvement of Instruction
Function(COA) 1222 - Educational Media Services	100,078.00	8,318.10	78,050.14	.00	22,027.86	78	73,263.35	Function(COA) 1222 - Educational Media Services
Function(COA) 1241 - Office of the Principal	284,476.00	23,425.61	246,072.17	.00	38,403.83	87	249,536.08	Function(COA) 1241 - Office of the Principal
Function(COA) 1271 - Pupil Transportation Services	.00	.00	.00	.00	.00	0	.00	Function(COA) 1271 - Pupil Transportation Services
Function(COA) 1331 - Community Activities	.00	.00	.00	.00	.00	0	330.61	Function(COA) 1331 - Community Activities
Function(COA) 1351 - Care of Children	.00	.00	.00	.00	.00	0	.00	Function(COA) 1351 - Care of Children
<b>Facility(COA) 08989 - Beacon Totals</b>	<b>\$3,518,157.00</b>	<b>\$291,764.10</b>	<b>\$2,628,282.36</b>	<b>\$0.00</b>	<b>\$889,874.64</b>	<b>75 %</b>	<b>\$2,836,294.12</b>	
<b>Facility(COA) 09078 - Transportation</b>								
Function(COA) 1261 - Operating Buildings Services	15,167.00	48.47	11,688.70	.00	3,478.30	77	7,806.94	Function(COA) 1261 - Operating Buildings Services
Function(COA) 1271 - Pupil Transportation Services	1,617,255.00	137,073.52	1,141,644.81	9,066.02	466,544.17	71	1,379,760.25	Function(COA) 1271 - Pupil Transportation Services
<b>Facility(COA) 09078 - Transportation Totals</b>	<b>\$1,632,422.00</b>	<b>\$137,121.99</b>	<b>\$1,153,333.51</b>	<b>\$9,066.02</b>	<b>\$470,022.47</b>	<b>71 %</b>	<b>\$1,387,567.19</b>	
<b>Facility(COA) 09079 - B&amp;G</b>								
Function(COA) 1261 - Operating Buildings Services	2,716,560.00	249,449.59	2,265,139.35	140,764.96	310,655.69	89	2,220,353.97	Function(COA) 1261 - Operating Buildings Services
<b>Facility(COA) 09079 - B&amp;G Totals</b>	<b>\$2,716,560.00</b>	<b>\$249,449.59</b>	<b>\$2,265,139.35</b>	<b>\$140,764.96</b>	<b>\$310,655.69</b>	<b>89 %</b>	<b>\$2,220,353.97</b>	
<b>Fund(COA) 11 - General Fund Totals</b>	<b>\$45,394,255.00</b>	<b>\$3,652,137.24</b>	<b>\$36,349,625.17</b>	<b>\$282,846.74</b>	<b>\$8,761,783.09</b>	<b>81 %</b>	<b>\$35,282,726.49</b>	
<b>Fund(COA) 23 - Community Service Fund</b>								
<b>Facility(COA) 00000 - District</b>								
Function(COA) 1118 - Pre-Kindergarten Instruction	102,297.00	7,127.82	59,951.74	.00	42,345.26	59	122,374.97	Function(COA) 1118 - Pre-Kindergarten Instruction
Function(COA) 1221 - Improvement of Instruction	.00	.00	.00	.00	.00	0	.00	Function(COA) 1221 - Improvement of Instruction
Function(COA) 1226 - Program Direction/Sp Ed	987.00	7.53	953.32	.00	33.68	97	932.60	Function(COA) 1226 - Program Direction/Sp Ed
Function(COA) 1257 - Internal Services	.00	.00	.00	.00	.00	0	.00	Function(COA) 1257 - Internal Services
Function(COA) 1261 - Operating Buildings Services	56,550.00	4,984.51	48,638.83	14,165.91	(6,254.74)	111	18,360.31	Function(COA) 1261 - Operating Buildings Services
Function(COA) 1271 - Pupil Transportation Services	.00	.00	21,085.79	12,625.00	(33,710.79)	0	16,283.60	Function(COA) 1271 - Pupil Transportation Services
Function(COA) 1291 - Pupil Activities/Athletics	1,088,570.00	204,258.58	881,092.07	2,069.00	205,408.93	81	807,319.03	Function(COA) 1291 - Pupil Activities/Athletics
Function(COA) 1311 - Community Services Direction	292,773.00	24,846.39	227,448.44	.00	65,324.56	78	269,709.96	Function(COA) 1311 - Community Services Direction
Function(COA) 1321 - Community Recreation	386,378.00	15,446.99	138,350.67	1,118.89	246,908.44	36	290,210.46	Function(COA) 1321 - Community Recreation





# Expenses by Building/Program

Fiscal Year to Date 05/31/21

Function(COA) Code	Amended Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Received / % Spent	Prior Year Total	Facility(COA) Code
Function(COA) 1351 - Care of Children	979,644.00	68,047.61	687,380.20	46.00	292,217.80	70	780,463.34	Function(COA) 1351 - Care of Children
Function(COA) 1391 - Other Community Services	100,000.00	6,783.88	80,532.45	.00	19,467.55	81	76,322.35	Function(COA) 1391 - Other Community Services
Function(COA) 1611 - Transfer Out to GF	205,362.00	28,664.65	121,173.34	.00	84,188.66	59	111,549.75	Function(COA) 1611 - Transfer Out to GF
Facility(COA) 00000 - District Totals	\$3,212,561.00	\$360,167.96	\$2,266,606.85	\$30,024.80	\$915,929.35	71 %	\$2,493,526.37	
Facility(COA) 00214 - Wylie								
Function(COA) 1261 - Operating Buildings Services	.00	.00	.00	.00	.00	0	.00	Function(COA) 1261 - Operating Buildings Services
Facility(COA) 00214 - Wylie Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00	
Facility(COA) 00913 - High School								
Function(COA) 1261 - Operating Buildings Services	.00	.00	.00	.00	.00	0	.00	Function(COA) 1261 - Operating Buildings Services
Facility(COA) 00913 - High School Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00	
Facility(COA) 02362 - Jenkins								
Function(COA) 1261 - Operating Buildings Services	.00	.00	.00	.00	.00	0	12,740.53	Function(COA) 1261 - Operating Buildings Services
Facility(COA) 02362 - Jenkins Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$12,740.53	
Fund(COA) 23 - Community Service Fund Totals	\$3,212,561.00	\$360,167.96	\$2,266,606.85	\$30,024.80	\$915,929.35	71 %	\$2,506,266.90	
Fund(COA) 25 - School Lunch Fund								
Facility(COA) 00000 - District								
Function(COA) 1219 - Other Pupil Support	.00	.00	.00	.00	.00	0	.00	Function(COA) 1219 - Other Pupil Support
Function(COA) 1261 - Operating Buildings Services	3,358.00	463.00	2,087.85	.00	1,270.15	62	7,066.77	Function(COA) 1261 - Operating Buildings Services
Function(COA) 1297 - Food Services	792,752.00	79,771.50	630,448.30	58,009.18	104,294.52	87	541,885.15	Function(COA) 1297 - Food Services
Function(COA) 1611 - Transfer Out to GF	122,640.00	22,332.10	93,815.09	.00	28,824.91	76	129,651.44	Function(COA) 1611 - Transfer Out to GF
Facility(COA) 00000 - District Totals	\$918,750.00	\$102,566.60	\$726,351.24	\$58,009.18	\$134,389.58	85 %	\$678,603.36	
Facility(COA) 00214 - Wylie								
Function(COA) 1297 - Food Services	50,025.00	6,237.66	45,679.29	52,026.45	(47,680.74)	195	95,367.64	Function(COA) 1297 - Food Services
Facility(COA) 00214 - Wylie Totals	\$50,025.00	\$6,237.66	\$45,679.29	\$52,026.45	(\$47,680.74)	195 %	\$95,367.64	
Facility(COA) 00913 - High School								
Function(COA) 1297 - Food Services	151,377.00	13,457.19	116,458.48	152,050.69	(117,132.17)	177	268,646.82	Function(COA) 1297 - Food Services
Facility(COA) 00913 - High School Totals	\$151,377.00	\$13,457.19	\$116,458.48	\$152,050.69	(\$117,132.17)	177 %	\$268,646.82	
Facility(COA) 03635 - Dexter Early Elementary Complex								
Function(COA) 1297 - Food Services	92,741.00	8,786.75	65,900.14	70,426.45	(43,585.59)	147	108,101.06	Function(COA) 1297 - Food Services
Facility(COA) 03635 - Dexter Early Elementary Complex Totals	\$92,741.00	\$8,786.75	\$65,900.14	\$70,426.45	(\$43,585.59)	147 %	\$108,101.06	
Facility(COA) 04609 - Creekside								
Function(COA) 1297 - Food Services	63,561.00	4,798.44	42,165.16	61,526.45	(40,130.61)	163	95,642.61	Function(COA) 1297 - Food Services
Facility(COA) 04609 - Creekside Totals	\$63,561.00	\$4,798.44	\$42,165.16	\$61,526.45	(\$40,130.61)	163 %	\$95,642.61	
Facility(COA) 08039 - Mill Creek								
Function(COA) 1297 - Food Services	72,584.00	8,219.20	34,474.66	77,807.65	(39,698.31)	155	114,742.14	Function(COA) 1297 - Food Services
Facility(COA) 08039 - Mill Creek Totals	\$72,584.00	\$8,219.20	\$34,474.66	\$77,807.65	(\$39,698.31)	155 %	\$114,742.14	
Facility(COA) 08040 - Anchor								
Function(COA) 1297 - Food Services	.00	.00	1,232.97	.00	(1,232.97)	0	49,162.92	Function(COA) 1297 - Food Services
Facility(COA) 08040 - Anchor Totals	\$0.00	\$0.00	\$1,232.97	\$0.00	(\$1,232.97)	+++	\$49,162.92	
Facility(COA) 08989 - Beacon								
Function(COA) 1297 - Food Services	.00	.00	126.49	.00	(126.49)	0	16,243.56	Function(COA) 1297 - Food Services



# Expenses by Building/Program

Fiscal Year to Date 05/31/21

Function(COA) Code	Amended Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Received / % Spent	Prior Year Total	Facility(COA) Code
Facility(COA) 08989 - Beacon Totals	\$0.00	\$0.00	\$126.49	\$0.00	(\$126.49)	+++	\$16,243.56	
Fund(COA) 25 - School Lunch Fund Totals	\$1,349,038.00	\$144,065.84	\$1,032,388.43	\$471,846.87	(\$155,197.30)	112 %	\$1,426,510.11	
Grand Totals	\$49,955,854.00	\$4,156,371.04	\$39,648,620.45	\$784,718.41	\$9,522,515.14	81 %	\$39,215,503.50	



**Policy Committee Meeting**  
**DRAFT MINUTES**  
**June 15, 2021**

**Call to Order:** 10:10am

**Present:** Mara Greatorex (chair), Elise Bruderly, Julie Schumaker  
**Administrative Staff:** Barab Santo, Chris Timmis, Hope Vestergaard  
**Guests:** Barbara Read

Julie Schumaker made a motion to approve the minutes from 5/18/2021. Elise Bruderly seconded the motion. Motion carried.

Julie Schumaker made a motion to approve the agenda. Elise Bruderly seconded the motion. Motion carried.

**Public Participation** - none

**Discussion**

1. Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability (Revised)
2. Policy 5341 - Emergency Medical Authorization (Revised)
3. Policy 5342 - Do Not Resuscitate Orders (DNR) for Minor Students (NEW)
4. Policy 5343 - Physician Order for Scope of Treatment (POST) (NEW)
5. Policy 7440.01 – Video Surveillance and Electronic Monitoring (Revised)
6. Policy 8321 - Criminal Justice Information Security (Non-Criminal Justice Agency) (Revised)
7. Policy 8330 - Student Records (Revised)
8. Policy 8400 - School Safety Information (Revised)
9. Policy 8500 – Food Services (Revised)
10. Policy 8510 - Wellness (Revised)
11. Future Policies for Discussion:
  - 7250 - naming school buildings, portions of buildings, or facilities
  - 2522 - movie policy
  - 0144.1 - compensation

**Adjournment** 11:24am





The Dexter Board of Education had two meetings June 14, 2021: a board workshop to review the district's strategic plan and discuss student achievement goals at 5:30, and a regular meeting at 7pm.

With the return to in-person meetings and the release of many MDHHS COVID-related restrictions on public gatherings, the Board is returning to the standard practice of requiring community members to be present in person to participate. Meetings will continue to be recorded via Zoom and interested community members may watch the Zoom in real time or watch the recordings later on the [website](#).

### **School Presentations**

Dr. Timmis shared this year's [Retirement & Recognition](#) document, which lists retirees and recognizes staff who have served the District for 5, 10, 15, 20, 25 & 30 years. Of special note is the retirement of 5 long-time certified staff (Jeff Dagg, Melinda Hieber, Alice Hinterman, Kit Moran and Julie Snider) as well as 7 support staff (Randall Dennis, Sheila Durham, Karen Franson, Diana Gignac, Gerald Goebel, Joan Maloney and Vicki Sipple). Dr. Timmis thanked Dr. Snider (present at the meeting) for her service to the District, in particular her work with the Alternative Education program which has changed the lives of many students and their families. He expressed his thanks to all retirees and those who have served over 5 years for their contributions to Dexter Schools.

### **Budget Hearing**

Each year, state law requires that the District hold a public hearing and adopt a budget (available in the [Board meeting packet](#)) for the upcoming school year by June 30<sup>th</sup>. Dr. Schumaker opened the hearing for the Board to hear public comment relating to both the 2021-2022 budget and 2021 property tax millage rate (under action items). No members of the public offered comments on the proposed budget.

### **Superintendent Update**

The 2020-2021 school year wraps up this Thursday, June 17<sup>th</sup>. On Wednesday, June 16<sup>th</sup>, thanks to an anonymous donor, DCS staff will be treated to a food truck lunch event and prize raffle in thanks for an extraordinary year. The Dread Strong Summer program kicks off on Monday, June 21<sup>st</sup>; hundreds of DCS students are signed up for the program featuring engaging, mostly outdoor learning activities meant to inspire students, allow them to connect with other students, and prepare for fall school success.

Dr. Timmis shared that the positive COVID case count has been 0 for both students and staff for two weeks, prompting a round of applause. In Washtenaw County, there have been only 77 new positive cases in the past two weeks.

Dr. Timmis also commented that he has been asked about the overall cost of COVID to the District, and shared the following figures: approximately \$157,000 has been spent on additional payroll, summer work, stipends, etc.; \$83,000 on tents; \$14,000 on technology and internet access; \$17,000 on additional software; \$175,000 on instructional materials; \$215,000 on cleaning supplies, masks, PPE, etc., and over \$800,000 in off-schedule salary payments for additional work time beyond contracts (overtime, etc). All these amounts are above and beyond what is usually spent in these categories in a normal year, totaling

June 14, 2021

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approximately \$1.6 million in COVID-related spending. The final vaccination clinic is scheduled for tomorrow, Tuesday, June 15.

#### **Board President Update**

Dr. Schumaker addressed her upcoming resignation from the Board, effective as of June 30<sup>th</sup>. Having served on the Board for the past 18 years, Schumaker is selling her Dexter home and will no longer be a District resident, remarking that the time has come to move on to the next chapter of life. "It has been an honor to work with everyone in this District," Schumaker stated. "We have a fantastic administration and a very solid Board, and I have every confidence that the District will continue on the same positive trajectory that we have been on."

#### **Student Representative Update**

Aiden Naughton shared that this is the last week of school and DHS technology needs to be turned in by HomeRoom students on Thursday and by HomeBased students on Friday.

#### **Public Participation**

Dexter parent Kim Phillips-Knope, Project Lead for Michigan Department of Education's LGBTQ Students Project, commended the District on upcoming language changes to several non-discrimination and anti-harassment policies.

#### **CONSENT AGENDA**

With best wishes, the Board acknowledged the retirement of Dr. Julie Snider.

#### **ACTION AGENDA**

##### **2021 Board Calendar**

The Board approved their 2021-2022 meeting calendar with the organizational meeting to be held July 26, 2021.

##### **Phonics Program**

The Board unanimously approved the purchase of the Reading Horizons phonics program for grades Y5-4 for use starting fall 2021.

##### **2021-2022 Tax Levies**

The Board authorized that 18.000 mills be levied on non-homestead property and that 8.5000 mills be levied on debt on all property in December of 2021. Vice President Mara Greateorex thanked Dexter CFO Sharon Raschke for the comprehensive financial information included with the Board packet. Although there was not lengthy discussion on this item, approval of the millages is not just a "rubber stamp," Greateorex stated, but is a result of the detailed material provided by Raschke.

##### **Policies – First Reading**

The Board reviewed several policy updates from NEOLA. Dr. Timmis noted that these policies are a collection of non-discrimination, Equal Employment Opportunity, Section 504, ADA and anti-harassment policies, and that all updates have been recommended by NEOLA (school board policy organization). The changes are integrated from the Office of Civil Rights, Supreme Court rulings, OCR rulings, local and appellate rulings, etc. Trustee Kangas suggested, based on public comment earlier in the meeting (see

[video](#)), that the Board consult with NEOLA to consider including “gender expression” in order to be completely inclusive. It was noted that any desired changes could be made prior to second reading on June 28<sup>th</sup>. The policies were unanimously approved for first reading and will return for second reading and final approval at the June 28 meeting.

### **Superintendent Contract Extension**

The Board of Education previously voted to rate Timmis as “highly effective” following the completion of his annual performance review on December 7, 2020. As is their typical practice, the Board this evening voted to extend the employment term of his contract by one year from June 30, 2025 to June 30, 2026.

## **DISCUSSION**

### **2021-2022 Budget**

The Finance Committee reviewed and discussed the 2021-2022 draft budget at their meeting on May 26<sup>th</sup>. The scenario carried forward the current year program expenses as of the November 2020 revision. Dr. Raschke explained that revenue parameters included a conservative student count and the most recently available information on foundation allowance. However, due to the uncertainty in the Federal and State emergency relief funding, spending requirements and timeline, the draft budget does not include those items.

Based on Raschke’s assessment, the Finance Committee has an extremely high level of confidence that the District finances are in good shape for next year. A budget revision incorporating more known parameters, revenue and expenses will be presented in November 2021.

Dr. Timmis commented that this budget projection is very conservative. Anticipated Covid-related funding will increase the revenue, which will exceed expenses for this and next year. Dr. Schumaker called this budget “the most optimistic one I’ve seen in my tenure.” Board members agreed that the budget is very conservative. Satisfied with the budget projection and discussion which followed, and since no changes are likely to be made prior to the next meeting, the Board opted to approve the budget tonight rather than waiting. The motion to adopt the 2021-2022 budget as presented was unanimously approved.

### **Board Vacancy Process**

The board packet includes letters of resignation from trustees Dr. Julie Schumaker and Dr. Daryl Kipke, both effective June 30, 2021. Michigan law states that vacant board seats must be filled within 30 days. An organizational Board meeting is scheduled for July 26<sup>th</sup>, so it is desirable that these two seats be appointed before that date. Of his resignation, Trustee Kipke commented that the District is in a good position and he wishes to spend more time on professional career.

Vice President Mara Greatorex outlined the appointment process detailed in the Board packet. Discussion followed regarding possible community information sessions for interested applicants, and it was agreed to hold a community chat before the June 28th Board meeting. In addition, the date for an informational session will be set at that meeting.

**Add Instruction/Central Office Position**

Dr. Timmis presented a proposal to split the current Executive Director of Instruction and Strategic Initiatives position into two positions. This would create the Executive Director of Instruction and the Executive Director of Strategic Initiatives starting July 1, 2021. Timmis shared that every year the state publishes rankings of District spending, and our spending on central office administration is very efficient (11th percentile), with a caveat. "There's a point of being lean," he commented, "and a point of being lean to your detriment." Before and during COVID, the District has made many additions and changes to both curriculum and instruction and the strategic plan (learning continuum, block schedule, reading intervention, Early Middle College, Alternative Education, etc.) and extra hands are needed to implement these new avenues. Splitting this position into two will more effectively support students as well as the current and future strategic plans.

**Second Opportunity for Public Participation**

Parent Daniel Alabr  requested that the Board consider the short timeline to fill the board seats during prime vacation time and requested that the Board consider this when scheduling the interviews and possibly add a remote option.

Kim Phillips-Knope clarified the reason for adding "gender expression" in the proposed policies related to protected groups, is that kids are bullied, not necessarily based on gender, but how they express themselves, which is why this language is important.

**COMMITTEE UPDATES****NASB Advocacy Institute Update**

Vice President Greatorex thanked the Board for the opportunity to attend the virtual institute which she found very educational and interesting. Topics of discussion included the ADA, The Homework Act, broadband access, teacher shortages, infrastructure funding and bond restructuring.

**WISD Board Elections**

Trustee Kangas noted that at the June 7<sup>th</sup> WISD meeting, Theresa Saunders was reelected to the WISD Board of Education.

**Board Comments**

Trustee Brian Arnold thanked Drs. Schumaker and Kipke for their many years of service, saying the District has thrived under their leadership. He also expressed his thanks to this year's retirees for their service to the District.

Trustee Kangas congratulated the graduating class of 2021, and thanked the staff and District for their work during this extremely difficult year.

For the full meeting video, as well as the recording of the Board workshop, visit <https://www.dexterschools.org/district/board-of-education/meetings/videos>.

**Upcoming Board Calendar**

- Friday, June 25 – 10:00 a.m. - Facilities Committee - Bates
- Monday, June 28 – 7:00 p.m. - Board Meeting - Bates